Employee Handbook Update Highlights

The 2025-2026 version of the Employee Handbook on the PISD Website has been updated to reflect changes in the policy and procedures of PISD. The following topics are considered to be some of the more significant changes. Employees are encouraged to review the entire document by subject area and need. All staff will be asked to acknowledge their receipt of the employee handbook during the month of August and/or as new employees are onboarded.

Campus and department leaders are asked to share relevant highlights from the handbook with their staff including the updates identified below during beginning of the year professional learning.

Topic	Page(s)	Description of Change
Feeder Schools	13-14	• Updated feeder schools based on changes in feeder patterns
ADA Accommodations	19	• New verbiage on the process to request ADA Accommodations
Outside Employment & Tutoring	20-21	• New legislative update regarding conflict of interest. Administrators cannot have outside employment that conducts or solicits business with the district
Trade Hours	22	• Update on trade hours and putting in absences if trade hours are not completed during the school year.
Mental Health Training	23	• New state requirement for staff mental health training
Employee Access	25	• New information on accessing Employee Access due to the conversation to Skyward
Leave and Absences	30	• For hourly employees, earned comp time must be used before any other type of leave. All absence requests must start in Skyward
Bereavement Leave	39	• New PISD option for two days of paid bereavement leave per year upon the death of an immediate family member
Harassment of Students	49	• New procedures for reporting and investigating harassment of students
Reporting Suspected Child Abuse	50	• Must contact Department of Family and Protective Services within 24 hours of suspected abuse and new contact information

Sexual Abuse and Maltreatment of Children	51	● Added verbiage to the definition of sexual abuse and maltreatment
Reports to Texas Education Agency	51-52	● Added verbiage about when employees must be reported to TEA, including “Engaged in inappropriate communication with a student or minor” and “Failed to maintain appropriate boundaries with a student or minor.”
Employe Arrests and Convictions	60	● Legislative update on requirement to notify TEA if an employee is arrested
Tobacco Produces and E-Cigarette Use	61	● Employees many not possess or use any type of nicotine product while on school property or at a school event
Emergencies	68	● Updates to include Campus Emergency Plan information and My-EOP
Termination of Employment	70-72	● Legislative updates on required notifications for both certified and noncertified personnel