

POLICY UPDATE

November 1, 2006

On October 24, 2006, the ACCD Board of Trustees took action on the following local policies and exhibits:

Local Policy DHC - Employee Standards of Conduct: Harassment (new policy)

Current policy prohibits sexual harassment, but until the adoption of this new policy the ACCD did not have an employee policy that prohibited other forms of harassment. This policy prohibits harassment by employees and provides for prompt notification and investigation of harassment complaints, protection from retaliation for complainants and those participating in investigations, and protection from false accusations for those accused of harassment.

Local Policy FLDC - Student Complaints: Harassment (revised)

This policy was updated to be consistent with the employee harassment policy (DHC above). For example, the former version of this policy prohibited harassment on the basis of race, color, religion, national origin, age and disability (legally protected classes). The revised policy goes a step further and prohibits harassment for any reason.

Local Policy CAI and Exhibit CAI - Appropriations and Revenue Sources: Ad Valorem Taxes (revised)

Revisions to the policy include the addition of a section on ACCD participation in tax increment financing (TIF) agreements. The exhibit, which provides guidelines for tax abatement agreements, was updated and corrected.

Local Policy CF - Purchasing and Acquisition (revised)

The major revisions were two additions: (1) material recommended by the Texas Association of School Boards (TASB) policy service to provide guidance on a large number of purchasing-related issues; and (2) guidelines for communications with vendors.

Local Policy FDAD - Health Requirements and Services: Communicable Diseases (revised)

This policy was updated to be consistent with the corresponding employee policy.

Local Policy BBD - Board Members: Orientation and Training (revised)

The only revision to this policy is the designation of an ACCD public information coordinator.

Local Policy DBD-Employment Requirements and Restrictions: Conflict of Interest (revised)

This policy was revised in response to changes in state law. It includes guidance on conflict of interest issues (disclosure requirements for employees, endorsements of products or services, selling products or services, intellectual property, etc.). This policy contains important guidance for employees, particularly those who make decisions on contracts and vendor selection. Some excerpts from the revised policy include:

"An employee shall disclose to his or her immediate supervisor a personal financial interest, a business interest, or any other obligation or relationship of the employee or the employee's parent, child, step-child, or spouse that the employee or a reasonable person in the same circumstances as the employee might reasonably expect would create a potential conflict of interest with the proper discharge of assigned duties and responsibilities or that would create a potential conflict of interest with the best interest of the College District."

"The Chancellor and any other employee who is in a position to affect a financial decision involving any business entity or real property in which the employee has a substantial interest, as defined by Local Government Code 171.002 shall file an affidavit disclosing the nature of the interest (see BBFA). The employee shall file the affidavit with the Chancellor or designee prior to the award of a contract or authorization of payment by the College District."

"An employee shall not intentionally or knowingly use College District property, time, personnel, or other resources for personal gain or for the benefit of another not entitled to receive such property or services. "

If at any time you are in doubt as to whether this policy applies to your situation, or if you need clarification of any part of the policy, contact the District Ethics and Compliance Office or the Office of Legal Affairs for guidance.

Local Policy BBG - Board Members: Compensation and Expenses (revised)

Board members may be reimbursed for expenses incurred on or after September 1, 2005 in carrying out their duties as board members.

Local Policy CFA - Purchasing: Purchasing Activity (deleted)

This policy was mostly a duplication of material found in other policies, and therefore was deleted.

Exhibits DHA (Employee Standards of Conduct: Sexual Harassment) and FLDA (Student Complaints: Sexual Harassment) (deleted)

These are notices provided by TASB to inform employees and students of the sexual harassment policies. Because they conflict with the current sexual harassment policy, they were deleted, and will be replaced by notices to be developed by the Human Resources department.

These policies should be posted in the online policy manual in approximately 30 days. In the meantime, if you have questions or need a copy of any of them, contact Carol Riley, District Ethics and Compliance Officer (208-8042 or by email at criley@accd.edu) or Eddie Cruz, Compliance Analyst (208-8117 or by email at ecruz70@mail.accd.edu).