

FBIISD

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TALENT

Interactive Playbook

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Hiring

Applying For a Position

All FBISD jobs are posted on the [FBISD Careers](#) website. The site is updated daily as needed. See the [job aid](#) for instructions on how to apply. Minimum qualifications are listed for each job posting. The job description, beginning salary, and other conditions of employment are also stated. **Applicants are expected to update the job application when applying for a position.** An email notification is sent after an application is updated, or when applying to a specific position. Any positions for which an applicant has applied will be listed under the **View Application Status** link.

Accidentally Applied For the Wrong Position

Once submitted, an application to a specific job cannot be deleted by the applicant. Access [Talent Connection](#) or contact FBISD Human Resources at 281-634-1270 to request removal of the application to the specific job. As necessary, attached resumes and other uploaded documents can be 'hidden' using the Manage Documents feature in the [Winocular Workspace](#).

Job Requirements for Campus Leaders

See an [overview of requirements](#) for Campus Leadership candidates.

Finding Out an Application Status

If a job posting has a closing date and is still posted, applications are still being accepted. If a job posting has no closing date (e.g. Until Filled), the Hiring Manager will screen and interview on a continual basis until the position is filled. After a posting closes, the Hiring Manager screens all applicants and selects the best candidates to interview. Emails are generally sent to applicants once a position is closed and filled.

Work Calendars, Salary Grades, and Pay Days

- Work Calendars – Different employee groups have different work schedules. Depending on the employee's job title, the calendar will affect the start and end date of the contract year as well as the number of non-duty days the employee

receives if applicable to the position. For clarification, see the FBISD [Work Calendars](#) website.

- Salary Grades - Each year, the published [Salary Schedule](#) provides an overview of the pay structure, stipends, and supplemental pay rates.
- Pay Days - FBISD employees are paid on the 15th and the last day of the month. If these dates fall on a weekend or holiday, the pay date may be adjusted to an earlier date as determined by District administration.

Employees submitting supplemental payment requests should document location and hours, and submit documentation of hours to campus/department supplemental pay designee. The designee will follow District processes to ensure appropriate payment. Employees should contact the campus/department designee for inquiries on the status of payment. If resolution is still needed, submit an inquiry to [Talent Connection](#) payment details. View the [Supplemental Pay End Date Schedule](#) for compensation deadlines.

Receiving the Job Offer

Upon the completion of the hire process, Human Resources will call the new employee to discuss the offer letter and obtain a start date. An official offer letter will be emailed to email address provided in the application. New hires should also contact their hiring supervisor to clarify orientation dates. Please note: Only a representative of the FBISD Human Resources Department is authorized to make offers of employment.

Service Years Not Applied

The salary listed on the teacher offer letter provides the base salary for teachers. Service years are adjusted once service records are received and confirmed. This process usually takes two (2) or more weeks after all records are received and confirmed, depending on the time of year. Salaries for all other employees are determined based on years of creditable experience and internal equity.

Salary Inquiries

Human Resources recommends that employees verify their personal information and salary amount on the pay statement for accuracy. Employees should review the name, address, deduction on information, etc. After confirming on [My Self Serve](#) that the paycheck amount or any information is incorrect, the employee may access [Talent Connection](#) on the Human Resources website to address an incorrect paycheck amount.

Transcripts and Service Records

Service records and transcripts are used by FBISD to apply years of service toward a salary adjustment for teachers, validate stipend eligibility, and confirm certification requirements and HQ status (see [DBA\(LOCAL\)](#) and [DBA\(LEGAL\)](#)). Though applicants may initially submit photocopies of transcripts, official university or college transcripts must be received within thirty (30) days of the start date. Employees may submit service records within forty-five (45) days of the start date (unless otherwise notified) for consideration in a salary adjustment. When this happens, retroactive pay is divided across all remaining pay checks for the year.

Obtain additional information about e-script delivery instructions or other new hire questions by submitting your inquiry to [Talent Connection](#), or by emailing HR.TalentOperations@fortbendisd.com. Official transcripts may also be delivered in-person when attending New Employee Orientation or by mail to:

Fort Bend ISD
Human Resources Department, Room 204
16431 Lexington Blvd.
Sugar Land, TX 77479
Attn: HR Records Manager

Incentives and Stipends

- Incentives: Monetary incentives vary from year to year based on budget approval. Information about incentives is shared during New Employee Orientation and on the [FBISD Human Resources website](#). The incentive stipends are processed

based on district hiring records therefore no action/paperwork is needed from the new employee to receive the incentives.

- Stipends: Positions that are on the Teacher Pay Scale are eligible to receive a stipend for holding a Master's or doctoral degree (see the [Stipend Roster](#)). Teachers with [National Board for Professional Teaching Standards](#) (NBPTS) certification may also be eligible for an annual stipend. Fort Bend ISD offers annual extra duty stipends for various categories: academic, athletics, spirit, fine arts, speech pathology, deaf program, etc. See the [Stipend Roster](#) for stipend amounts.

Generally, stipends are paid over 24 pay periods (or in equal amounts for the annual contract length of the employee). Please check the [FBISD HR website](#) for stipend availability and guidelines.

Requirements

Items That Need to Be Submitted to Human Resources

All new hires and substitute-to-fulltime employees will be invited (via email or communication through the Hiring Manager) to the [New Employee Orientation](#) onboarding experience where they have a dedicated timeframe to submit and sign documentation. At that event, please bring the following:

- Original Social Security card (with current legal name)
- I-9 document to establish identity (see the [list of qualifying documents](#))
- Official copies of transcripts and service records (as applicable)
- Teachers and professionals: District Letter of Release if under contract with another district.

Applicants are expected to submit **official** transcripts within 30 days of their start date via e-script (certified electronic copy) delivery from the university/college, by mail delivery or by hand delivery. Obtain additional information about e-script delivery instructions or other new hire questions by submitting your inquiry to [Talent Connection](#), or by emailing HR.TalentOperations@fortbendisd.com. Inquiries and new employee documents may also be addressed to:

Fort Bend ISD
Human Resources Department
16431 Lexington Blvd.
Sugar Land, TX 77479
Attn: HR Records Manager

New Employee Orientation and the Onboarding Experience

New employees complete New Employee Orientation (NEO) **within 45 days of their start date**. Onboarding activities include completion of Smart forms (accessible via the [FBISD Job Application](#)), attendance of the NEO class and interaction with Human Resources to complete documentation and receive an employee badge. Onboarding tasks are expected to be completed before the start date when possible. Human Resources notifies the new employee one week before the assigned NEO and Onboarding Experience date via email or phone.

Rehires may access [Talent Connection](#) on the Human Resources website or call 281-634-8692 to determine whether they are eligible for a waiver of NEO attendance.

New teachers with a pre-August 20th start date attend [New Teacher Orientation](#) (NTO), which includes a New Employee Orientation session. Pre-registration for NTO is required by accessing the [link on the district website](#). New teachers with a post-August 20th start date and all other employees attend [New Employee Orientation](#).

Benefits Deadlines

All active, full-time employees are eligible for benefits through Fort Bend ISD. For life and disability coverage, if an employee is not actively at work on the effective date, his/her coverage will be delayed until you return to active employment.

New employees must enroll for benefits **within thirty (30) days of their start date**. After [initial enrollment](#), employees may make electronic updates during the open enrollment period in October, or submit a [Family Status Change Enrollment/Change Form](#) within thirty (30) days of a [qualifying life event](#). For new employees, benefits become effective the **first of the month following the employee's start date**. If updates are made during open enrollment, benefits become effective on January 1st. See additional guidelines on the [Benefits website](#).

Continuing employees must submit any benefits updates during the open enrollment period in October, or submit a [Family Status Change Enrollment/Change Form](#) within thirty (30) days of a [qualifying life event](#). When there are no annual changes to benefits selections, no action is needed.

Opting Out of Benefits

No action is needed on [My Self-Serve](#) for employees who choose not to enroll in district-sponsored, paid benefits programs.

FBISD provides an amount of \$25,000 in Employer Paid Basic Life insurance benefits at no cost to full-time employees that meet

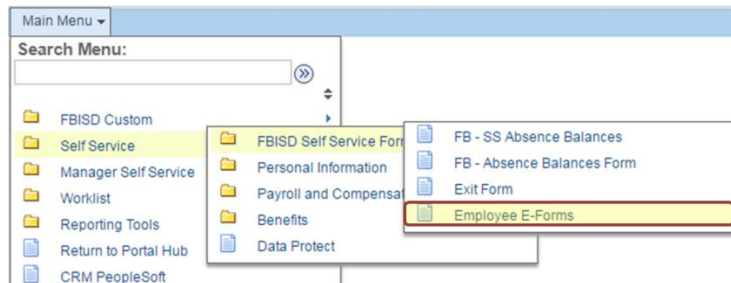
eligibility. Under this **Accidental Death and Dismemberment (AD&D)** benefit, if an employee dies while covered under the plan, his/her beneficiary will receive a lump sum benefit from the plan. If an employee is dismembered, the amount of benefits paid to depends on the type of loss. Access [Talent Connection](#) or contact the FBISD Benefits department at 281-634-1418 for questions about eligibility.

Eligible employees should submit a [Family Status Change Enrollment/Change Form](#) to indicate beneficiary selections.

Employee: Sign the Online Contract

To access and sign the e-form contract:

1. Log into [My Self-Serve](#) and navigate to Main Menu>Self Service>FBISD Self Service Forms>Employee e-Forms.



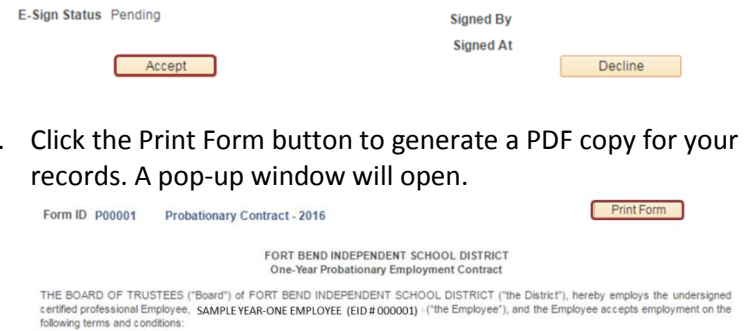
2. The issued contract will be listed. Click on View Form button to review the contract.

Employee E-Forms

Empl ID 00001 SAMPLE EMPLOYEE

View Form	Date Added	Status	Date Due	Signed At
1 View Form	Probationary Contract - 2016	04/14/2016	Pending	04/14/2016

3. After reviewing the contract, click the Accept or Decline button to E-sign the form. The time/date stamp that appears will be viewable to the hiring manager.



4. Click the Print Form button to generate a PDF copy for your records. A pop-up window will open.

For assistance, refer to the *Online Contracts: Frequently Asked Questions*, or send an inquiry to [Talent Connection](#)>Online Contracts.

Online Contracts: Frequently Asked Questions

- Q1: What is the deadline to sign the 2016-2017 online contract?
 A1: Employees should sign the online contract on or before **Friday, May 20, 2016, 4:30 PM.**
- Q2: How do I access my electronic contract?
 A2: Log into [PeopleSoft My Self-Serve](#). Navigate to Main Menu>Self Service>FBISD Self Service Forms>Employee e-Forms.
- Q3: How do I e-sign my contract?
 A3: Click the View Form button. Scroll to the bottom of the contract, and click Accept or Decline. This action will electronically sign and time/date stamp the electronic signature.
- Q4: How can I confirm that the contract is e-signed and submitted to my hiring manager and Human Resources?
 A4: After clicking the Accept or Decline button, a time/date stamp will appear. The hiring manager and Human Resources will see the same time/date information when validating contracts.
- Q5: I have questions regarding the type of contract I received. What should I do?

- A5: Send an inquiry to [Talent Connection](#)>Online Contracts.
- Q6: I plan to resign or retire, and have not yet submitted an Exit form. Should I e-sign my contract?
- A6: If a resignation or retirement will occur, the contract should be declined.
- Q7: I declined my contract, and have now decided to continue employment with the District. What should I do?
- A7: Send an inquiry to [Talent Connection](#)>Online Contracts.
- Q8: I have been notified I am being recommended for non-renewal or terminated. When I log in, I do not see a contract. Is this correct?
- A8: Yes, employees being non-renewed or terminated will not be issued a contract.
- Q9: I am a Project Lead the Way or multi-campus CTE teacher. When I log in, I do not see a contract. What should I do?
- A9: These positions are required to sign a contract addendum. Human Resources will contact you to schedule an office visit to sign the contract and addendum.
- Q10: The exceptions in Question 9 do not apply to me, and I still do not see my contract when I log in. What should I do?
- A10: Send an inquiry to [Talent Connection](#)>Online Contracts.
- Q11: How do I print my signed contract?
- A11: Log into [PeopleSoft My Self-Serve](#). Navigate to Main Menu>Self Service>FBISD Self Service Forms>Employee E-Forms. Click the View Form button. Click the Print Form button. The three-page contract will print on letter-sized paper.
- Q12: Will I be able to access the signed online contract throughout the school year?
- A12: Yes, active employees will be able to view the signed online contract during the school year.

Conflict of Interest Disclosure Deadline

Fort Bend ISD policy [DBD\(LOCAL\)](#) requires that **all employees** complete the [Conflict of Interest](#) (COI) disclosure each school year. The annual deadline established by the District is **September 30th** (or **within 30 days of their start date**). The purpose for disclosure is to alert district officials to an employee's personal interests that might be affected while they are performing their professional duties. Examples that require COI reporting include working for another organization, or accepting goods or services from a vendor or another organization. After the employee network ID is established, employees complete the online Conflict of Interest disclosure on the Staff website.

Complete the Ethnic Declaration

1. Log into [My Self-Serve](#) with personal information, and navigate to Main Menu>Self Service> Personal Information>Ethnic Declaration.
2. Click to identify Hispanic/Latino designation.
3. Click to select the descriptor(s) that best match racial identity. Multiple selections can be made.
4. Click the to e-sign the form. Click the Save button.

FBISD Employee Training Deadlines

1. **All employees** complete Annual Staff Training each year (refer to District policies [DMA\(LEGAL\)](#) and [CKA\(LEGAL\)](#)). Campus and Central Office employees complete online training, and may access training requirements on the FBISD [internal website](#) using a district-networked computer. Auxiliary employees (Child Nutrition, Transportation, and Facilities) generally complete training in face-to-face sessions at the beginning of the school year. Annual Staff Training must be completed by October 1st (or within 30 days of a new employee's start date).
2. **All employees** complete annual departmental training at designated times during the year (e.g. August and/or January). Topics generally include federal, state, and district mandates, and other job-related information. Refer to District policies [CKC\(LOCAL\)](#) and [EHBI\(LEGAL\)](#).

3. **All teachers and campus administrators** complete Professional Development Appraisal System (PDAS) annually. **New teachers** must complete the [six-hour online training within 3 weeks of their start date](#). **Continuing teachers** complete an on-campus refresher training at the **beginning of each school year**. Principals only may complete an [online refresher course](#). Teachers may want to become familiar with the [PDAS timeline](#) and [FBISD PDAS Calendar](#) for their annual appraisal.

First Paycheck

FBISD employees are paid the 15th and the last day of the month. If these dates fall on a weekend or holiday, the pay date may be adjusted to an earlier date as determined by District administration. An exception is the **early first paycheck option**, to be received at the end of August (instead of the regular first paycheck date of September 15th).

- **Salaried Employees**

The first paycheck for salaried employees is contingent upon the employee's start date. If the start date and PeopleSoft hiring completion falls between the 2nd and 16th of the month, the salaried employee should receive the first paycheck at the end of the month. If start date and PeopleSoft hiring completion falls between the 17th and 1st of the month, the salaried employee should receive the first paycheck mid-month. Earnings from the first day of employment through the end of the employee's specific work calendar are evenly divided over all pay cycles remaining in the employee's work calendar based on payable days.

- **Hourly Employees**

The first paycheck for hourly employees coincides with the [Pay End Date Schedule](#) available on the FBISD Careers>Salary Schedules page. The start date for an hourly employee aligns with the beginning of the next available pay cycle, and the first paycheck falls on the pay date associated with that pay cycle.

My Self-Serve – Employee Information

FBISD employees use [My Self-Serve](#), accessible from the Staff website while at work or from home, to access personal information. Employees log onto My Self-Serve using their network login information. Common resources and tasks associated with the application include:

- Updates to Contact Information (personal address, phone number, and emergency contacts)
- View/print payroll statements
- Enroll and view summary of benefits selections, and designation of beneficiaries
- View compensation history and annual leave balance

**** IMPORTANT TO REMEMBER:** Log into My Self at least once a month to avoid password lockout.

Computer Login, Email, and Phone Setup

Network/email access is generally available within one week of completing the hiring process. District email must first be accessed on a district-networked computer, and is accessible from home thereafter. The [Employee ID Number](#) is needed for the first-time login. Employees log in the first time using the following information:

- Username: [first name].[last name]
- Password: Employee ID followed by the last four digits of the employee's Social Security Number

[Online tutorials](#) for phone setup are found on the FBISD FortShare internal website from any district-networked computer.

The [Customer Service Center](#) provides assistance in resolving district computer and phone service inquiries. The CSC may be reached at 281-634-1300 during regular hours, 7 a.m. - 5 p.m., and summer hours, 7:30 a.m. - 5:30 p.m. For quicker service, [email the request](#), and include the unique computer name. Find the computer name by clicking Start Menu, then right-clicking on (My) Computer. Click on Properties, and look for the text that ends in *District. FBISD.Local*. Provide all text written **before** *District. FBISD.Local* for all computer-based inquiries.

AESOP or Kronos – Employee Absences

Salaried employees (e.g. campus-based and Central Office staff) submit absences electronically using the [AESOP system](#), available via the Staff website. Hourly employees (e.g. Child Nutrition, Facilities, and Transportation staff) report all absences to their supervisor for entry into the Kronos system.

Additional reporting communication may be required by the campus/department supervisor. Absences must be entered no later than the date of absence, and must be followed up with submission of the [Employee Request for Absence form](#) upon the return to work.

**** IMPORTANT TO REMEMBER:** Employees are encouraged to maintain their own record of absences taken.

Obtaining an Employee Badge

Fort Bend ISD new employees obtain their employee badge while attending their Onboarding Experience, or by visiting the Human Resources Office at the FBISD Administration Building, 16431 Lexington Blvd, 77479 in Room 204 during normal business hours:

- Regular School Year: Monday-Friday, 8:00 AM – 4:30 PM
- Summer Months: Monday-Thursday, 7:30 AM – 5:30 PM

Employee badges are free for new employees and continuing employees moving to a new position. A replacement employee badge costs five (5) dollars.

Human Resources and Other District Contacts

Access the FBISD [Talent Connection](#) tool on the Human Resources website to connect with district experts on a variety of topics.

District Map

The [District Map](#) provides locations of all FBISD Elementary, Middle, and High Schools. Locations of departments are generally displayed on the District individual department websites.

Employee and Substitute Handbooks

The FBISD Employee Handbook and the Substitute Handbook summarize expectations for professional behaviors, absences and leaves, emergencies, and communications. Access the [Employee Handbook](#) and [Substitute Handbook](#) on the FBISD Human Resources website.

FBISD Board Policy Manual

The Texas Association of School Boards (TASB) maintains [Fort Bend ISD Policies](#) through their Policy Online Service. This service provides employees and patrons easy access to all legal and local policies. The policies are listed by topic and are searchable for specific information.

Supplemental Pay Submissions

An employee should document supplemental hours worked, and submit documentation of hours to the campus/department budget designee. The designee follows Human Resource procedures to ensure proper and timely payment. For questions, email Supp.Pay@fortbend.k12.tx.us. View the [Supplemental Pay End Date Schedule](#) to determine when supplemental payments are processed.

Enrolling an Employee's Child in an FBISD School

New fulltime employees have ten (10) business days from their first workday to apply for a Student Transfer for their child(ren) to attend the campus(es) of their choice. Continuing fulltime employees observe the open window for Transfer Applications. Generally, the open transfer window is mid-March through the beginning of April (see the FBISD [internal website](#) for specific dates).

Extended Day Program Enrollment

Fort Bend ISD welcomes employees and their FBISD elementary-age children to the [Extended Day Program](#). This program, which includes before and after school care for students, serves grades K-5. *FBISD exists to inspire and equip all students to pursue futures beyond what they can imagine.* Extended Day provides a supportive climate and safe environment for children to flourish while fulfilling the District's mission.

Submitting a Mileage Reimbursement Request

After obtaining pre-approval from the Hiring Manager, eligible employees may submit the [Mileage Reimbursement Form](#). [Instructions](#) are available on the FBISD internal website.

e-Learning Training Registration

The District's online course registration system is [e-Learning](#). This system is accessible from any computer with Internet access. The online course registration system maintains professional development records primarily for teachers, administrators, and professional employees. A [job aid](#) is available that shows how to registration for a class.

Employee Grievances and Investigations

The Board encourages employees to discuss their concerns and complaints through informal conferences with their supervisor, principal, or other appropriate administrator. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level. Please refer to Board Policy [DBGA \(LEGAL\)](#) and [DGBA\(LOCAL\)](#) for a detailed overview. Any employee who wishes to file a grievance may submit the [Grievance Form](#) and submit it to an immediate supervisor or in-person to Human Resources. In accordance with the District policy [FFG\(LEGAL\)](#), all employees are required to report suspected child abuse or neglect within 48 hours.

If an employee witnesses or experiences unethical, abusive, or discriminatory behavior from another FBISD employee, (s)he may contact Employee Relations at 281-634-1554 (Director), 281-634-1276, or 281-634-1127.

Employee Assistance Program

The EAP assists employees with counseling and other resources to address such problems as stress and lifestyle balance, depression and anxiety, financial issues, alcohol and drug addiction, legal issues, or any problem affecting an employee's quality of life. For more information, please visit the [Employee Assistance Program](#) website.

Verification of Employment

To request written verification of employment, please submit a [Talent Connection](#) inquiry on the Human Resources website. Select **Employee Records**.

District Online Resources

Employees can access several district applications from home, including [district email](#), [PCG](#) (district curriculum), [My Self Serve](#), [e-Learning](#) (training registration), [Skyward](#) (teacher grades), and [library media resources](#) to name a few. Many applications are accessible from home after login on the [Staff website](#). Selected administrators with district-issued laptops are eligible for VPN access. Contact the [Customer Service Center](#) for the VPN approval form and for any questions.

Selected FBISD employees utilize [FortShare](#) to access sensitive district forms and resources. Employees log onto FortShare using their network login information. FortShare is accessible only from a district-networked computer.

The FBISD Teacher Center

The [Teacher Center](#), located at 3119 Sweetwater, is a make-and-take resource center for creating classroom materials to support curricular needs. Users create, invent and learn using specialized software, craft and hardware supplies, tools and more.

Transitions

W-4, Name, and Contact Updates

To update the W-4 form, log onto [My Self-Serve](#) and click on Self Service> Payroll and Compensation.

An employee must appear in-person to provide the [Name Change](#) form. Name changes will not be completed without the new Social Security card and a valid photo ID (ex. a valid driver's license).

The home address, home telephone number and emergency contact must be changed in [My Self Serve](#) under the Self Service>Personal Information link.

W-2 Tax Form Delivery

FBISD employees have two options to receive W-2 forms. The district distributes W-2 forms no later than January 31st annually. An employee may access the W-2 form in mid-January if (s)he provides electronic consent by the annual deadline. For this option, log onto [My Self Serve](#), and click **Self Service>W-2/W-2c Consent**. If an employee previously consents to electronic W-2s, that consent is still in place; however, it is advised that the employee verify the consent status by logging into My Self Serve. Email notifications are sent to employees when the W-2s are available on My Self Serve.

If an employee does not provide consent for electronic access to the W-2 or resigns from the District, the W-2 form will be mailed for delivery to the last postal address on record.

Benefits Qualified Life Events

The benefit choices employees make upon initial enrollment and during annual enrollment period will remain in place until the next open enrollment, or when an employee experiences a qualifying life event. The benefit change must be consistent with the change in family status. These changes include:

- Marriage, divorce, or legal separation;
- Gain or loss of an eligible dependent for reasons such as birth, adoption, court order, disability, death, reaching the dependent age limit.

- Significant changes in employment or employer-sponsored benefit coverage that affect an employee or his/her spouse's benefit eligibility.
- Loss of other insurance coverage.

Should one of these events apply, it is the employee's responsibility to contact Benefits Department **within 30 days of the qualifying event** to request a change and complete the appropriate documentation. For questions, submit an inquiry to [Talent Connection](#) or contact the Benefits department at 281-634-1418.

Retirement Savings Options

Fort Bend ISD encourages employees to contribute to one or more of the three plans available for retirement savings.

The [FICA Alternative Plan](#) is a 457(b) retirement savings plan provided for substitute teachers, part time staff and other employees who do not work enough hours or otherwise do not qualify to participate in TRS. Fort Bend ISD does not participate in the Social Security program. The 457 FICA is the alternative to Social Security. Employees in the plan are required to contribute 7.50% of their pay. Employees can elect to receive all of their contributions plus interest (if applicable) when they leave the District.

The [403\(b\) Plan](#) is a voluntary savings plan where an employee's payroll deduction contributions and earnings grow tax-deferred. Education Service Center Region 10 oversees the plan administration. The investments in the plan consist of annuities offered by insurance companies and mutual funds offered by financial institutions. The [Teacher Retirement System of Texas](#) (TRS) oversees what companies and products are offered.

Some current employees may be participants in the [401\(a\) EIP](#), a plan to which the District contributions have been discontinued. Please contact the Benefits department at 281-634-1418 with questions.

Employee Discounts

Many Fort Bend County businesses provide discounts when they show the FBISD employee badge at the time of purchase. Review discount opportunities on the [FBISD Education Foundation](#) website.

Leave Allotment and Balances

At the beginning of the school year or employment period, full-time employees are credited with the full amount of short-term leave allowance possible for the year—five (5) days of **state personal leave** and five (5) days of **local sick leave** unless leave is prorated due to a late hire or reduced work hours. Full-time regular employees who are employed 20 hours or more per week earn local sick leave at the rate of one-half work day for each 18 workdays of employment up to a maximum of five (5) workdays annually. Substitute employees receive no leave allotments.

Additional leave is assigned annually to other employee groups. Paid **vacation days** are allotted to full-time hourly employees that work year-round and Child Nutrition catering employees unless leave is prorated due to a late hire or reduced work hours. Full-time employees on work calendars with 220, 226, and 242 days are allotted **non-duty days** (non-paid days) unless leave is prorated due to a late hire or reduced work hours. See the [Employee Handbook](#) for an explanation of all leave types.

Absence balance information is available by logging onto [My Self Serve](#)>Main Menu>Self Service>FBISD Self Service Forms>FB - SS Absence Balances. Balances displayed may reflect a two-week lapse in data due to payroll processing.

Multiple Absences and Leave Time

The FBISD Neutral Absence Control policy [DEC\(LOCAL\)](#) states that an employee shall be dismissed from employment if absent for 3 consecutive days without notifying the immediate supervisor of his/her status and the anticipated return date. **A doctor's note must be received after the 4th consecutive absence day, and a [leave of absence](#) applies after 5+ consecutive absent days for eligible employees.**

There are several types of leave. Please submit an inquiry to [Talent Connection](#) or contact Human Resources at 281-634-1270 with questions before submitting the [Leave Request form](#). See the [Leaves website](#) for a summary of options. Leave types include:

- **Family Medical Leave (FML)**: The employee must have worked for FBISD for at least one (1) year and worked at least 1250 work hours during the previous year. Eligible employees can take up to 12 weeks leave (or 60 work days).
- **Assault Leave (FML)**: An employee who is physically assaulted at work and sustained an injury as a result, may apply for assault leave for up to two (2) years. Eligibility is determined after an investigation.
- **Temporary Disability Leave (TDL)**: A **full time educator** (person who is required to hold a certificate issued under Subchapter B, Chapter 21) may be eligible for leave due to a personal serious health condition for up to 180 calendar days. When the employee returns from leave, his/her job placement is subject to the availability of an appropriate position, no later than the beginning of the next school year.
- **Unpaid Personal Leave (UPL)**: Employee not eligible for Temporary Disability leave (TDL) may apply for unpaid leave for up to ninety (90) calendar days in extenuating circumstances. The employee will indicate the beginning and ending date of the requested leave and must include all pertinent and supporting evidence needed to review for approval.
- **Military Leave (FML)**: An employee may apply for military leave due to serious injury or illness of a covered service member. An employee may also apply for military leave due to qualifying exigency.
- **Intermittent Leave**: An employee eligible for FML may qualify for Intermittent Leave in separate blocks of time or by reducing his/her normal weekly or daily work schedule.
- **Student Teaching Unpaid Personal Leave**: A full-time regular employee may apply for student teaching unpaid personal leave for up to ninety (90) calendar days to complete necessary student teaching hours. The leave request must be accompanied by a letter of acceptance from the attending university or program clearly stating the

student teaching requirement. Upon completing the student teaching hours, the employee must submit a letter from the university or program indicating that the employee has completed the necessary student teaching hours.

- **Developmental Leave.** A professional employee who has served the District at least five (5) consecutive years may apply for a full or half year's academic unpaid leave of absence for approved study as a full-time student in a college or university. The request shall be filed with the Chief Human Resources Officer. Official transcripts reflecting enrollment as a full-time student shall be presented prior to return to active employment.

Submitting a Leave Request

Employees follow a brief set of instructions to submit a Leave Request. Please note that leaves are processed as quickly as possible. However, they cannot process a leave without all required documents:

1. The employee completes and signs an [Employee Request for Leave Application \(DEC-E-2\)](#) and forwards it to the supervisor for signature. The supervisor will complete a DC-E-2 form placing the employee on leave and submits it along with the DEC-E-2 to the Leaves Office.
2. The employee has the attending physician complete and sign a medical certification form and submits it to the Leaves Office. (Forms not signed by the physician will be returned to the employee.) Click on the link below for the appropriate medical certification form:
 - [Employee's Serious Health Condition \(Form WH-380-E\)](#) – includes maternity
 - [Family Member's Serious Health Condition \(Form WH-380-F\)](#)
 - [Certification for Serious Injury or Illness of Covered Service Member for Military Family Leave \(Form WH-385\)](#)
 - [Certification of Qualifying Exigency For Military Family Leave \(Form WH-384\)](#) (this form does not need to be completed by a healthcare provider)

What to Do While on Leave

- Employees are not allowed to visit District property in any capacity except to attend school functions and teacher conferences that directly pertain to the employee's children.
- If an employee is unable to return to work after thirty (30) days or by the date indicated on the [original certification](#), the employee must provide medical recertification verifying the need to continue the leave of absence. Every thirty (30) days thereafter, another [medical certification](#) is due.
- Salaried employees are responsible for reporting absences in [AESOP](#) even if they have submitted leave paperwork to Human Resources. Failure to report absences may result in disciplinary action.
- Employees who participate in the District's health insurance program will continue to pay their share of the health insurance premium while they are on family medical leave. Employees are also responsible for verifying the continuation of all insurance and benefit coverage. As a courtesy, employees on leave will receive a billing statement for the benefits they have chosen in the event that they do not have sufficient earnings during the leave to allow the deduction of premiums. Failure to keep the premiums current will result in termination of benefits. If an employee are able to return to work but choose not to do so, (s)he may be liable for repayment of the portion of the insurance premiums paid by the District during the leave. For questions concerning benefits or an open Workers' Compensation claim, please contact the Benefits department at 281-634-1418.

Returning From Leave

When an employee is ready to return to work, the return-to-work notice from the doctor must be provided indicating the physical fitness of the employee regarding the resumption of regular duties.

Employee Transfer Eligibility

In accordance with FBISD Board Policy [DC\(LEGAL\)](#), the District provides each current employee with an opportunity to participate in a process for transferring to another school

or position with the District. The HR Talent Acquisition team hosts an annual employee transfer event annually for eligible instructional employees include teachers, specialists, librarians, nurses, counselors, or instructional/classroom aides who are not on an H-1B Visa, and who are not currently on a [TINA](#) or any form of growth plan. Auxiliary employees may also attend available employee transfer events (as eligible) and are encouraged to communicate with their department supervisors to discuss movement to a different work location within the same department.

Employee Transfer Opportunities

Employee transfers occur under two circumstances:

- Annual Employee Transfer Events: Employees may attend annual events facilitated for current employees interested in a transfer of location or position. Refer to the FBISD website and email announcements for transfer opportunities.
- Reduction in Force: When a position is eliminated due to a necessary reduction in force, the District must transfer the employee to a different position if the teacher meets the District's objective criteria for that position. Objective criteria may include credentials, education, experience, applying for the position, and interviewing for the position. Refer to FBISD Board Policy [DFF\(LEGAL\)](#).

Applying for an Employee Transfer

The District provides a window for employee transfers for campus-based employees. Instructions are distributed via email and the FBISD website during March and April, and employees must meet eligibility guidelines and register by the transfer deadline for consideration to be moved to one of their preferred locations. Submission of the Transfer Request **does not guarantee** placement at that campus, grade level, or subject. Employees who do not receive written notification from Human Resources will remain in their current assignment.

FBISD Employee Job Fair

Each year, Fort Bend ISD hosts a job fair open to Texas and out-of-state applicants seeking employment in the District. The large-scale

event includes on-site interviews and job offers for teachers, paraprofessionals, and auxiliary employees. Administrators may attend the event for networking purposes, and follow additional application and screening processes. The FBISD Job Fair is announced via varied community media outlets (television, radio, FBISD website, district email, etc.).

Evaluations

Performance Management

Performance management is an ongoing year-round communication process that supports the goals of an organization. The FBISD [Performance Management Playbook](#) is designed to assist employees with understanding the performance management cycle and their role in it. By utilizing these guidelines consistently, employees will know their performance expectations and will have tools for improving their performance. The process emphasizes coaching and employee development, and performance appraisals that help employees to reach their full potential.



PDAS Timeline for Teachers

As per the [Texas Administrative Code \(TAC\) §150.1003\(d\)](#), the appraisal calendar must exclude the first three (3) weeks of the instructional year, any instructional day before a holiday, and the last three weeks of instruction. The [FBISD Teacher Appraisal Calendar](#) is available on the FBISD internal website.

PDAS Guidelines

The formal appraisal of District teachers shall be in accordance with the Professional Development and Appraisal System (PDAS) in compliance with statutory provisions and state rules. [PDAS guidelines](#) are located on the Region XIII website.

Requesting a Second PDAS Appraiser

A teacher may request a second appraisal by another appraiser after receiving a written observation summary or after receiving a written summative annual appraisal report. A teacher who requests a second appraisal must do so within 10 working days of receiving the summary or report. At the discretion of the appraiser, this time period may be extended to 15 working days (refer to District policy [DNA\(LEGAL\)](#) and [Texas Administrative Code §150.1005\(d\)](#)). The [FBISD Teacher Appraisal Calendar](#) provides an overview. Questions regarding the second appraisal process may be directed to the Senior Consultant of Leadership Development at 281-634-1033.

Non-Teacher Evaluations

Employees in non-teaching positions are evaluated using differentiated reflection tools based on job group. The evaluations align with the [performance management cycle](#) to support continuous and effective employee development. Access [Evaluation forms](#) on the FBISD internal website.

Growth Plans and Teachers in Need of Assistance (TINAs)

A TINA is a [teacher who is in need of assistance](#) because he/she scores Below Expectations in two (2) or more domains on PDAS or Unsatisfactory in one (1) or more domains. When an individual has been identified as being in need of assistance, a growth plan, support plan, intervention plan, etc. can be developed to support the teacher. A support/intervention plan can be generated at any time an administrator, or teacher, believes that the teacher may become a teacher in need of assistance.

Among other criteria, principals are required to collaborate with the Teacher in Need of Assistance (TINA) to develop both the [intervention plan](#) and a timeline to address areas of deficiency/

concern. The rules related to educator appraisal require that the appraiser [develop the plan](#) in consultation with the teacher, and that it should contain specific timelines for completion. The [PDAS Frequently Asked Questions](#) is a helpful resource to understand definitions and expectations regarding the appraisal process.

Progressive Discipline Guidelines

The progressive discipline policy is only applicable to the District's non-professional at-will employees. Listed below are some examples of non-professional at-will positions:

- ❖ Paraprofessionals
- ❖ Auxiliary
- ❖ Administrative jobs Pay Grade 202 and below

The [Progressive Discipline Manual](#) is found on the FBISD internal website.

Grounds for Termination

All employees are expected to comply with the standards of conduct set out in District policies [DH\(LEGAL\)](#), [DH\(LOCAL\)](#), and [DH\(EXHIBIT\)](#) with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to their status as District employees. Grounds for termination due to violation of policies, regulations, or guidelines are outlined in District policies [DCD\(LEGAL\)](#), [DCD\(LOCAL\)](#), [DF\(LEGAL\)](#), and [DF\(EXHIBIT\)](#).

The Board may terminate a **Term contract** and discharge a term contract employee at any time for:

- Good cause as determined by the Board; or
- A financial exigency that requires a reduction in personnel.

Refer to [Education Code 21.211\(a\)](#)

A **Probationary contract** employee may be discharged at any time for good cause as determined by the Board. "Good cause" is the failure to meet the accepted standards of conduct for the profession as generally recognized and applied in similarly situated school districts in this state. Refer to [Education Code 21.104\(a\)](#).

The Board may terminate a **Probationary contract** at the **end of the contract period** if in the Board's judgment such termination will serve the best interests of the District. The Board shall give the employee notice of its decision to terminate the employment not later than the tenth day before the last day of instruction required under the contract.

The Board's decision to terminate a **probationary contract** at the **end of a contract period** is **final and may not be appealed**. Refer to [Education Code 21.103\(a\)](#) and the FBISD Board Policy [DFAB series](#).

Appealing a Termination

If a **Term contract** employee desires a hearing before an independent hearing examiner, the employee must file a written request with the Commissioner not later than the 15th day after the date the employee receives notice of the proposed termination or suspension without pay. The employee must provide the District with a copy of the request and must provide the Commissioner with a copy of the notice. The parties may agree in writing to extend by not more than ten (10) days the deadline for requesting a hearing. Refer to [Education Code 21.251\(a\) and 21.253](#); and FBISD Board Policy series [DFD](#) and [DFBA](#).

If a **probationary contract** employee is protesting proposed action to suspend or terminate for good cause, the employee is entitled to a hearing before an independent hearing examiner. Refer to Education Code Chapter 21, Subchapter F and FBISD Board Policy [DFD\(LEGAL\)](#).

Personnel **not hired under a contract** are employed on an **at-will** basis. At-will employees may be dismissed at any time for any reason not prohibited by law or for no reason, as determined by the needs of the District. At-will employees who are dismissed receive pay through the end of the last day worked. A dismissed employee may request to be heard by the Board. Refer to FBISD Board policies [DCD series](#) and [DGBA\(LOCAL\)](#).

Grounds for Non-Renewal

A recommendation for proposed nonrenewal of a **term contract** shall be supported by any relevant documentation. Refer to the FBISD Board Policy [DBFF series](#) for detail listing of the reasons and grounds for non-renewal of term educator contracts. The final decision on the administrative recommendation to the Board on each employee's contract rests with the Superintendent.

Timeline for Non-Renewals

After an employee receives notice of the proposed non-renewal, the employee may request a hearing by providing written notice to the Board not later than the **15th day after the date the employee received the notice** of proposed non-renewal.

Appealing a Non-Renewal

Term contract non-renewal recommendations can be appealed or heard. The Board designates the type of hearing for proposed non-renewals on a case-by-case basis. In the notice of proposed nonrenewal, the employee receives notice of whether the Board or an independent hearing examiner appointed by the Commissioner will conduct the hearing.

If the notice states the proposed non-renewal hearing will be conducted by the **Board**, the employee hearing request may be made to Board. If the notice of proposed non-renewal states that the hearing will be conducted by an **Independent Hearing Examiner**, the employee may request a hearing by filing a written request with the Commissioner of Education, and providing the Board a copy of the request. Refer to the FBISD Board Policy [DFBB series](#) for an extensive understanding of the appeal process.

Refer to the FBISD Board Policy [DFBB series](#) for an extensive understanding of the appeal process.

Requesting a Job Reclassification

Currently, reclassification of a position is limited to once every five years unless approved by the Superintendent or designee. Supervisors are responsible for submitting the (PRQ) Position Reclassification Questionnaire to Human Resources for approval.

Chat with Charles

Employee, parent, and community member ideas, suggestions and feedback about our District can be communicated through the [Chat with Charles: Let's Talk!](#) tool found on the District website. Select a topic in the list then complete the Let's Talk form.

Employee Exits

Retiring from the District

Employees who plan to retire should complete the online Exit Form by accessing My Self Serve>Main Menu>Self-Service>FBISD Self Service Forms>Exit Form. After [submitting the online form](#), the principal/hiring manager will electronically acknowledge receipt, and Human Resources will process the personnel action. Additional inquiries should be addressed to Teacher Retirement System of Texas, 1000 Red River Street Austin, Texas 78701-2698 or call 1-800-223-8778 or 1-512-542-6400, or visit the [Teacher Retirement System of Texas \(TRS\)](#) website for more information.

If an employee is unable to download the W-2 before resignation, the W-2 form will be mailed for delivery to the last postal address on record.

For more information regarding Social Security benefits, please contact the Social Security Officer at 1-800-772-1213.

An employee who retires in accordance with [TRS guidelines](#) after ten (10) or more consecutive years, without a break in service with the District, shall be paid for up to 150 days of unused local leave as follows:

1. Professional personnel shall be paid \$75 per day for each day of unused local leave.
2. Paraprofessional and auxiliary personnel shall be paid at the rate of \$50 per day for each day of unused local leave.

An employee may submit an [Employee Records Request Form](#) to the Human Resources Records Manager to request service records, official transcripts, and teacher certificate. The original documents will be forwarded after the employee's resignation has been fully processed.

Resigning from the District

Log onto My Self Serve>Main Menu>Self-Service>FBISD Self Service Forms>Exit Form to submit the electronic Employee Exit form. The District recommends that a resignation be submitted as soon as an employee knows that (s)he will not be returning. After [submitting](#)

[the online form](#), the principal/hiring manager will approve or deny the resignation, and Human Resources will process the personnel action accordingly. Employees on [Chapter 21 contracts](#) (employees whose position requires SBEC certification) must resign before the penalty-free deadline to avoid a delay or denial in processing.

Non-contract employees may resign their positions at any time. Human Resources recommends that a written notice of resignation be submitted to the immediate supervisor at least thirty (30) days prior to the effective date. Employees are encouraged to include the reason for leaving in the electronic Exit Form but are not required to do so. See District policies [DFE\(LEGAL\)](#) and [DFE\(LOCAL\)](#) for more information.

If an employee is unable to download the W-2 before resignation, the W-2 form will be mailed for delivery to the last postal address on record.

Penalty-Free Deadline

The 45th day before the first day of instruction is referred to as the **penalty-free resignation date** (see [Texas Education Code 21.160](#), and District policies [DFE\(LEGAL\)](#) and [DFE\(LOCAL\)](#)). The district has the discretion to extend the deadline date. Employees on [Chapter 21 contracts](#) (employees whose position requires SBEC certification) must resign before the penalty-free deadline to avoid a delay or denial in processing. Teachers employed under a probationary or continuing contracts for the following school year may relinquish the position and leave the employment of the district at the end of a school year without penalty by filing with the FBISD Board of trustees or its designee a written resignation not later than the 45th day before the first day of instruction of the following school year. Call Human Resources at 281-634-1270 with questions.

Chapter 21 Contract Resignations

Employees on [Chapter 21 contracts](#) hold an appropriate certificate or permit issued by the Texas State Board for Educator Certification. Employees on these educator contracts include principals, supervisors, classroom teachers, counselors, educational

diagnosticians, nurses, and other full-time professional employees who are required to hold a state certificate issued by SBEC.

Based on the timing of the Chapter 21 contract resignation, there may be three results (refer to District policy [DFE\(LEGAL\)](#)):

- Approval: Educators who resign between the last day of instruction and the penalty-free deadline have higher priority for a contract release.
- Delay: Educators who submit resignations mid-year or after the penalty-free deadline are subject to a delay in releasing the contract until a suitable replacement is found. The Texas Education Agency authorizes school districts to deny resignations, and/or to take actions that impact Texas educator certification for an employee as necessary.
- Denial: A district may release an educator voluntarily after the penalty-free deadline, but is not compelled to do so. For this reason, there are times when a resignation submitted after the penalty-free deadline may be denied.

Mid-Year, July, and August Resignations

Mid-year resignations may be subject to employee replacement before contract release for applicable employees. An educator that submits a resignation mid-year or after the penalty-free deadline may resign only with the approval of the Superintendent or the Board and are subject to a delay in releasing the contract until a suitable replacement is found.

If an educator resigns without consent, the District's remedies are limited to filing a complaint for contract abandonment with the State Board for Educator Certification (SBEC). The state agency may then impose sanctions against an educator who is employed under a contract for the following school year and who fails without good cause to perform the contract. (Refer to Texas Education Codes [§§ 21.105\(c\), .160\(c\), .210\(c\)](#). A complete list of available sanctions may be found at [19 Texas Administrative Code section 249.15\(a\)](#).)

All resignations shall be submitted in writing to the Superintendent. The employee shall give at least thirty (30) calendar days advance

notice of the employee's intent to resign, or other reasonable notice as determined on a case-by-case basis in consultation with the Chief Human Resources Officer, or designee, and such notice shall include a statement of the reasons for the resignation. A pre-paid certified or registered letter of resignation shall be considered submitted upon mailing. The Board delegates to the Superintendent the authority to accept resignations in accordance with the requirements of this policy. Once submitted and accepted, a resignation may not be withdrawn without consent of the Board or its designee.

Resignations That Are Denied

The educator whose resignation is denied is still considered by the Texas Education Agency and Fort Bend ISD to be under contract with FBISD (refer to District policy [DFE\(Legal\)](#)). If an educator who is found to have abandoned the FBISD contract without good cause, (s)he may have his/her certificate suspended by the State Board for Educator Certification (SBEC).

Employee Terminations

Contract employees who are dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The timelines and procedures to be followed when a suspension, termination, or non-renewal occurs will be provided when a written notice is given to an employee. Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or whose certification is revoked for misconduct. See additional information about Grounds for Termination and Appealing a Termination.

Non-contract employees are employed at-will and may be dismissed at any time, for any reason not prohibited by law, or for no reason as determined by the needs of the District.

District Property Return

All FBISD issued property including but not limited to laptops, iPads, employee badge, keys, uniforms, etc., must be returned to the

employee's immediate supervisor prior to the last date worked. During the electronic Exit Form process, the Hiring Manager indicates on whether property has been returned, or a timeline for the return of property.

Final Paycheck

Depending on an employee's resignation effective date and the payroll calendar, (s)he may receive up to two more pay checks after the last date worked. All stipends are paid while an employee is eligible to receive it and will cease upon resignation. Final paychecks for employees who separate from service before the last day of instruction will not be automatically deposited. Submit an inquiry to [Talent Connection](#) or contact the Payroll Department at 281-634-1221 for more information about direct deposit.

All final checks for salaried employees will not be direct deposited and may be picked up on pay day at the Human Resources Office in the Administration Building, 164731 Lexington Blvd, Sugar Land, Texas 77479. Final checks for hourly employees will remain direct deposited.

Service and Training Records Requests

Before or after an employee exits from the District, (s)he may submit a request for Service Records. Documents are released after the final paycheck has been processed.

Before network access expires, an employee may print the [e-Learning Transcript](#) to retain for professional development records. After network access expires, a former employee may email e-Learning@fortbendisd.com or call 281-634-1483 to request a copy of training records.

Benefits Options After an Employee Exit

Medical, dental, vision and FSA plans end on the last day of the month that employment ends. However, with the exception of life and disability plans, an employee may continue medical, dental, vision and medical FSA plan for a limited period of time after termination through Federal COBRA continuation. A former

employee may continue medical, dental, vision and medical FSA plan for a limited period of time after termination through Federal COBRA continuation (refer to District policy [CRD\(Legal\)](#)).

If COBRA is needed, contact Discovery Benefits at 1-866-451-3399. Please contact the Benefits department Help Desk at 281-634-1418 for questions about qualification guidelines for insurance benefits extension during the summer months.

Exit Interview Survey

Exiting employees are asked to provide the District with a forwarding address and phone number and to complete an [Employee Exit Interview Form](#) that provides the District with feedback on his or her employment experience (refer to District policy [DC\(LOCAL\)](#)). Additionally, exiting employee may be invited to participate in a face-to-face group "bon voyage" event. Employee comments are important to us!

Returning to the District

Former employees must follow applicant guidelines to be considered for rehire. See the [job aid](#) for instructions on how to apply. Minimum qualifications are listed for each job posting. The job description, beginning salary, and other conditions of employment are also stated.

TRS Surcharge

Retired former employees that are rehired in Fort Bend ISD may be subject to [surcharge set by the Texas Retirement System](#). Surcharges apply to the employment of any retiree who:

- retired **after** September 1, 2005
and
- is working in a TRS-eligible position (half-time or more)

Surcharges do not apply to retirees working:

- as a substitute
- less than half-time
- retired **before** September 1, 2005