

# Substitute Handbook 2019-2020



Dear Substitute,

Thank you for serving as a substitute teacher with the Fort Bend Independent School District (FBISD). This handbook will explain our procedures, assist you in becoming a successful substitute, and answer some of the questions you may have about substituting in FBISD. We want your time with FBISD to be beneficial for the students and rewarding for you.

As a substitute teacher, you share with all educational professionals the task of strengthening our society by preparing children for responsible citizenship. You play a major role in carrying out the activities planned by our teachers when they are absent. Principals and teachers value effective substitute teachers and recognize that your efforts to provide continuity, in the regular teacher's absence, are extremely important and appreciated.

**All substitutes are required to familiarize themselves with this handbook.** This handbook is neither a contract nor a substitute for official District Policy nor the District Employee Handbook. It is not intended to alter the at-will status of non-contracted employees in any way. Rather, it is a guide and a brief explanation of District Policies and Procedures related to employment as a substitute teacher. References made to District Policies in this Substitute Handbook consist of summaries or partial excerpts from the complete policy text. The official policy adopted by the Board of Trustees remains the authoritative reference. Any policy changes adopted during the life of this handbook will take precedence over any conflicting statement in this handbook. The Human Resources Department has sole authority to modify the contents of this handbook.

We trust your substituting experiences will be professionally fulfilling to you and educationally profitable to our students. We need strong substitutes who will take on the responsibility to ensure the educational process is not interrupted when the regular teacher is absent.

Thank you for your time, creativity, and enthusiasm required to work in a stimulating environment where excellence is an expectation.

Sincerely,

FBISD Human Resources Department,  
Substitute Office

Patricia Lutz, Human Resources Department Substitute Advisor  
Susan Flessner, Human Resources Department Substitute Advisor  
Mariajose (MJ) Adams, Human Resources Department Substitute Specialist  
Kristin Richter, Human Resources Department Substitute Consultant  
Rebeca Bangstein, Talent Acquisition Department Director

## Introduction

The purpose of this Substitute Handbook is to provide you with the information needed to ensure continuity in the instructional program when our teachers are absent from their classrooms. This handbook aims to answer questions you may have and help you with information you need to have a successful experience as a substitute.

A substitute teacher is required to follow the instructions of a teacher and ensure that the established rules and procedures are maintained throughout the classroom in a professional manner. It is important to maintain a positive working relationship between the staff and substitute teachers.

Substitute assignments may change based on the needs of the individual school. A substitute teacher may be asked to accept assignments outside his/her background or educational training. Substitutes may also be asked to cover classes during the regular teacher's planning period. When the substitute arrives for an assignment, the school's needs may have changed (i.e., the substitute accepted a math job but the school needs them in an English class). Being flexible with assignments is greatly appreciated by the campus. The staff will assist you with any questions and provide you with additional information needed for the assignment.

Please note that substituting is an on-call employment relationship. Fort Bend Independent School District is under no obligation to provide employment nor is it obligated to provide continued employment. The Human Resources Department and campus principals have the right to exclude substitutes from future jobs or remove substitutes from long-term assignments in the best interest of the staff and students.

## IMPORTANT CONTACT INFORMATION THE HUMAN RESOURCES DEPARTMENT – SUBSTITUTE OFFICE

### Substitute Advisors:

Susan Flessner, Human Resources, Advisor  
**Alpha Split A-L** (last name)  
[susan.flessner@fortbendisd.com](mailto:susan.flessner@fortbendisd.com)

Patricia Lutz, Human Resources, Advisor  
**Alpha Split M-Z** (last name)  
[patricia.lutz@fortbendisd.com](mailto:patricia.lutz@fortbendisd.com)

### Substitute Consultant:

Kristin Richter, Human Resources, Consultant  
[kristin.richter@fortbendisd.com](mailto:kristin.richter@fortbendisd.com)

### Substitute Specialist:

Mariajose (MJ) Adams, Human Resources Specialist  
[mariajose.adams@fortbendisd.com](mailto:mariajose.adams@fortbendisd.com)

### Substitute employees should contact an Advisor for answers to the following questions:

- Long-term assignment/discrepancies
- Absence Management Issues
- Resignation
- Substitute teaching concerns and general questions

### Substitute employees should contact a Specialist for answers to the following questions:

- Paycheck discrepancies concerning daily rate of pay

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## SUBSTITUTE JOB RESPONSIBILITIES– 2019-2020

- I will agree with the terms and conditions for Substitute Use of Internet and the Computer Systems, Acceptable Use Agreement. (AUA)
- I will be punctual and adhere to the classroom schedule.
- I will maintain order in the classroom.
- I will follow the teacher's lesson plans in sequence and fulfill all responsibilities of the teacher, including extra duty.
- I will supervise the students assigned to the regular classroom teacher at all times (i.e., homeroom, hallways, dismissal, cafeteria, etc.).
- I understand I cannot leave the campus during work hours.
- I understand I am not entitled to the teacher's conference period and may be asked by the principal to substitute for another class during that time.
- I understand the campus may change my assignment once I arrive. I understand that if I choose not to take the different assignment and decide to leave instead, I will not be compensated for the day.
- In the event I arrive at a campus and am not needed, it is my responsibility to secure another assignment. If I do not work an assignment, I understand I will not be compensated for the day.
- I understand that I cannot work as an Assistant Site Coordinator, Intervention Specialist or Instructional Tutor and be a substitute teacher concurrently during the school year.
- I understand that I must not use corporal punishment and there must be no inappropriate physical contact at any time with students.
- I understand that I must never sexually harass a student or employee, whether verbally or physically.
- I understand that I must wear my Substitute ID Badge at all times on the campus. If I lose my badge, I understand I cannot work until I obtain a replacement badge.
- I understand that if I fail to work for three consecutive months, I may be removed from the substitute roster unless I make myself unavailable in the Absence Management system and notify my HR Advisor.
- I understand that I must follow all FBISD Policies and Procedures. It is my responsibility to familiarize myself with the Substitute Handbook and all District Policies and Procedures, which can be accessed on the FBISD Homepage at [www.fortbendisd.com](http://www.fortbendisd.com).
- I understand that I must adhere to the Standards of Conduct and the Educators' Code of Ethics. It is my responsibility to familiarize myself with this and all District Policies and Procedures, which can be accessed on the FBISD Homepage at [www.fortbendisd.com](http://www.fortbendisd.com).
- I understand that substituting is part-time and that work hours are not guaranteed as I am contacted based on a need at a campus. I also understand that I am not eligible for unemployment compensation benefits during any scheduled school breaks including, but not limited to: Summer break May 28, 2019 through the first day of school August 14, 2019; September 2, 2019; September 27, 2019; October 14, 2019; November 25, 2019 through November 29, 2019; December 20, 2019 through January 6, 2020; January 20, 2020; February 17, 2020; March 9, 2020 through March 13, 2020; April 10, 2020; May 25, 2020. I also understand that I will not be compensated for any school closures due to bad weather, natural disasters etc.
- I understand that I have no employment contract with FBISD, and I may be dismissed at any time for any reason not prohibited by law or without cause, as determined by the needs of the District. At-will employees who are dismissed shall receive pay through the end of the last day worked. At-will employees are free to resign at any time.
- I understand it is my responsibility to sign the Letter of Assurance indicating to FBISD that I will return the following year as a substitute teacher. Should I decide not to return, it is my responsibility to submit an Exit request.

**I have read and agree to ALL the above job responsibilities, I understand my responsibilities include but are not limited to the items listed above.**

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Substitute Name

Date

## 2019-2020 SUBSTITUTE PAY RATE INFORMATION

Category	Daily	Long-Term	Long-Term Over 30 Days
Non-Degreed	\$85	\$120*	Do Not Qualify
Degreed (Bachelor's)	\$100	\$130*	\$160 (not retro-paid)
Texas Certified Teacher	\$105	\$160*	\$185** (retro-paid back to day 1)
Registered Nurse	\$125	\$150*	\$175

\*When working a half-day long-term assignment, you **MUST** work 20 consecutive half days to qualify for the long-term rate. If you pick up another half-day assignment on the same campus for the other half of the day, you will be paid the regular half-day rate for that assignment.

\*\*Texas-Certified Teachers Only: FBISD substitutes who are certified in the same content and level as the teacher whom they are substituting for will be retro-paid back to day 1 once they reach 30 full days in the same position. Aide assignments DO NOT qualify.

Substitutes who have a bachelor's degree are eligible to receive the \$160 rate at day 30 in the same position and for the same teacher but will not be retro-paid back to day one of the assignment.

### Texas Certified Teacher (Registered Nurse)

- Must hold a current, valid Texas teaching/registered nurse certificate/license
- Certification must be viewable in SBEC/State Board of Nursing to receive the certified rate
- **Registered nurses MUST BE in a nursing assignment for 30(full)+ days to receive the \$175 rate.** Once the full 30-day requirement is fulfilled for the assignment, payroll will retro pay the \$175 difference from day one of the assignment

It is the substitute's responsibility to know what their certification covers (ex. Gen 4-8 would not cover P.E.)

You **MUST** notify us via email of any certification updates. ([substitutes@fortbendisd.com](mailto:substitutes@fortbendisd.com))

### **Substituting in a Long-Term Assignment:**

A certified long-term substitute teacher who substitutes for a teacher for an extended period (10+ days) **MUST** adhere to the following guidelines:

- If you miss one day within your 10 consecutive full day count, the 10-day count starts over when you return to the same assignment/same campus unless you are requesting to be absent due to the following:
  - ◆ Jury Duty – must provide the jury summons upon return
  - ◆ Family/Medical Emergency – Must provide a medical note upon return
- A long-term assignment is not a contract; a principal may choose to terminate the assignment at any time.
- All substitutes are eligible for long-term assignments when they substitute for the same teacher over 10 full, consecutive days. Only degreed (bachelor's) and Texas-certified teachers qualify for the 30 day or more, long-term rate.
- The Substitute Office's expectation for substitute absences is that substitutes not have more than three (3) absences during a long-term assignment. However, if there are extenuating circumstances, the substitute must consult with the substitute representative on the campus **and** email the [substitutes@fortbendis.com](mailto:substitutes@fortbendis.com) inbox. Failure to notify the campus and the Substitute Office in advance, or prior to taking the allowed three (3) absences, could result in cancellation of the long-term assignment. A written excuse for the absence is required on the fourth (4<sup>th</sup>) day of an absence. The Substitute Office, in conjunction with the campus administrator, will make decisions regarding the number of absences approved.
- The campus representative will generally contact individuals on their campus's preferred list of substitutes for a long-term assignment. Once the substitute commits to working the assignment, the campus representative is required to submit a Substitute Recommendation Form to the Human Resources Department, Substitute Office.
- The principal will make every reasonable effort to utilize substitutes certified in the State of Texas to fill a teaching position. If a substitute with a valid Texas teaching certificate cannot be assigned, the principal may contact a substitute with a degree or a substitute currently enrolled in an ACP program, after obtaining approval from the Substitute Office. Long-term substitutes can attend professional development sessions at the request of the campus administrator, and the long-term sub will be paid for those days.

### **NOTICE TO SUBSTITUTES REGARDING PAYCHECKS**

**PLEASE NOTE** – It is the substitute's responsibility to monitor his/her jobs in the absence management system to ensure all jobs worked during a pay period have been entered. The substitute must notify the Substitute Office before the next pay period if he/she notices a mistake in days worked so the following

paycheck can reflect the adjustment. It is imperative that all substitutes “**sign in and out**” on the Campus Absence Report, include arrival/departure times, and monitor their absences weekly in the absence management system. ***Your signature is your verification you worked and will receive pay.*** If your signature is not found on the Campus Absence Report and you are not plugged into an assignment, but did in fact work, you will not be paid for the day.

## **SUMMER and SUBSTITUTES**

Substitutes do not work in the summer or in FBISD’s summer school program. The District’s expectation is that you will be ready to substitute for the following school year. Please take the time during the summer to update your online application with a current email address and other contact information. Also, review the Current FBISD Substitute Information web page for monthly newsletters and announcements. If you will not be substituting the following school year, please submit your Exit form through My Self Serve from the district website.

A substitute meeting for existing substitutes will be held in July/August of each year to review updates and training for the upcoming school year. You will be notified via your Fort Bend email address and Absence Management system announcement of dates to sign the new Substitute Handbook acknowledgment, sign the Letter of Assurance and the Job Responsibilities page. Failure to do this may result in being removed from the substitute list for the upcoming school year.

Letters of Assurance for the 2020-21 school year will be distributed during May 2020.



# REPORTING TO THE ASSIGNED CAMPUS

## Arrival Times

It is important to familiarize yourself with the campus locations before accepting your first assignment. The schedule listed below should be followed for campus arrival and dismissal times.

High School	7:10 a.m. – 3:10 p.m.
½ day a.m.	7:10 a.m. – 11:10 a.m.
½ day p.m.	11:10 a.m. – 3:10 p.m.
Middle School	8:20 a.m. – 4:20 p.m.
½ day a.m.	8:20 a.m. – 12:20p.m.
½ day p.m.	12:20 p.m. – 4:20 p.m.
Elementary	7:50 a.m. – 3:50 p.m.
½ day a.m.	7:50 a.m. – 11:50 a.m.
½ day p.m.	11:50 a.m. – 3:50 p.m.

Be prompt in order to start your duties at the scheduled time. If you anticipate that you will be late, you must call the school office, so they can plan accordingly. **You are expected to remain at school until the end of the school day, which may include the teacher's end-of-the-day duties.** Be sure to check with the school site administrator for instructions regarding classroom access, etc.

### **Upon arrival at the campus, you must do the following:**

- Make sure your FBISD substitute ID badge is clearly visible.
- **Sign in at the front office, and write down your arrival time.** Pick up the teacher's substitute folder.
- Receive directions, information (procedures, keys), and instructions concerning the campus and your classroom.
- Receive applicable emergency and non-emergency procedures/routes for (weather, fire drills, film, assembly, field trip, etc.).

### **Classroom Etiquette**

- Secure your personal belongings when you arrive. (Do not leave your belongings out. It is your responsibility to keep them secure. The District is not responsible for lost or stolen items.)
- Write your name on the board.
- Let a neighboring teacher know you are assigned to the classroom for the day.
- Review the lesson plans, books, materials, and special procedures.
- Only use instructional materials provided by the teacher or other school personnel.
- Locate and review emergency plans and specific behavior intervention plans for students.
- If there are missing materials or supplies that you need, immediately contact the team leader, department head, or campus administrator.

## **Confidentiality**

- All student information is confidential. Divulging information to unauthorized persons can result in termination from employment.
- Check with the campus principal if you wish to substitute on your child's campus or in their classroom. You must receive approval from the principal before accepting an assignment on the campus.

## **During the School Day**

- Follow the teacher's lesson plans to the best of your ability.
- Use positive reinforcement for good behavior.
- Be fair, firm, and consistent as you follow the teacher's classroom rules and consequences.
- Be positive and find different ways to engage students. Your passion is contagious.
- Act at once, if an accident occurs that is serious enough to require immediate attention. Report the accident to the principal immediately and refer any first aid concerns to the school nurse.
- Since you do not know their medical history, allow students to see the nurse even if you are not convinced they are not feeling well.

## **At the End of the Assignment**

- Complete a Substitute's Report to the Classroom Teacher Form or leave detailed notes and your phone number should the teacher have any questions. Consider the questions below when completing your report:
  - What were you able to complete in the lesson plan?
  - What were you unable to complete and why?
  - What did you add to the lesson plan and why?
  - Which students were helpful? (Be specific and provide details)
  - Were there any problems? (Be specific and provide details)
- Leave student work organized and on the teacher's desk. If the teacher left an answer sheet and if you have the time, you can review the students' work.
- Return equipment and supplies to the proper storage areas. Leave the classroom in an orderly manner. Ask students to help clean around their area before dismissal.
- Re-lock any cabinets that were locked when you arrived.
- Make sure the students made it safely to the bus or designated areas for pick up, if applicable.
- Leave the teacher's desk and room as you found them.
- Sign out at the front office and include departure time. Turn in any money, keys, folders, etc.
- Check to see if you are needed for the next day.

**WE CANNOT PAY YOU IF YOU DO NOT SIGN-IN AND OUT  
AT THE FRONT OFFICE.**

# MY SELF-SERVE INFORMATION

My Self-Serve access begins once the Substitute Office invites you to attend New Substitute Onboarding/Orientation (NSO). We will provide the necessary information to login to your My Self-Serve account during NSO.

Once you are active in Self-Serve but have difficulty logging in, please call the service desk at (281) 634-1300 **for assistance with your password**. All PeopleSoft passwords expire every 180 days. Two weeks before it expires, you will start to receive a change password prompt each time you log into My Self-Serve. If your password is not changed before it expires, you must contact the service desk by calling 281-634-1300 to have your password reset.

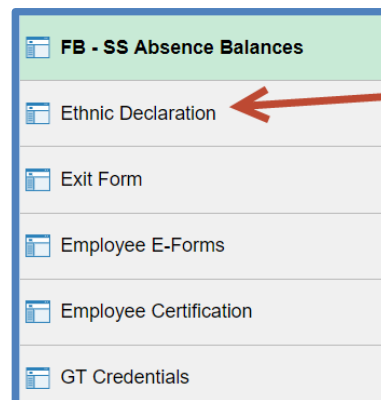
- If you are logging in from home for the first time, call the service desk to reset your password.
- Create challenge questions in the self-service portal [my.fortbendisd.com](http://my.fortbendisd.com). This will allow you to reset your own password
- You will not be able to retrieve a forgotten password if you have not previously set your challenge question responses. The FBISD Customer Service Center will be able to assist you
- For further details, please visit <https://fortbend.sharepoint.com/sites/IT-Help?MyFortBendISD/Forms/Allitems.aspx?web=1>
- Once on the Information Technology Help portal, click on Account Management
- Be sure to click on **Account Management Staff & Teacher Job Aid Self Help.pdf**
- Previous employees will use the password you set-up for yourself as long as it has not expired.
- To avoid your password expiring, it is encouraged to login frequently.
- Checking your district email frequently is highly suggested as **we communicate primarily through district email**.

## Ethnicity Information

Ethnicity Information is a requirement and **MUST** be completed in My Self-Serve **within five business days** of attending NSO. You will complete the Texas Education Agency Texas Public School Student/Staff Ethnicity and Race Data Questionnaire during NSO. Your Human Resources Advisor will enter this information for you. It is suggested that you take a few minutes to login and confirm this has been processed. Please contact your Human Resources Advisor should you have any questions.



From your My Self-Serve (Oracle) Dashboard, click on **FBISD Self Service**



2. Click on Ethnic Declaration

If your Ethnic Declaration Information is not displayed, please update accordingly.

## Fingerprinting Information

Senate Bill 9 requires all certified employees and substitute teachers, both certified and non-certified to be fingerprinted. The fingerprinting fee for all applicants will be approximately \$50.00. Scheduling information and L-1 fingerprinting locations are given to substitutes after the interview process prior to attending NSO.

# SUBSTITUTE PROGRESSIVE DISCIPLINE PROCEDURES

The progressive discipline procedures apply to all non-professional at-will employees of the District. Employees who complete timesheets use Kronos and receive pay working overtime. The progressive disciplinary process strives to address disciplinary issues where standards of conduct or performance are violated. The District may change any progressive disciplinary step, or group, in the discipline procedures as deemed necessary.

## What is Progressive Discipline?

- A tool to identify and address employee and employment related problems;
- A tool used to encourage employees to modify behavior or performance to acceptable standards
- A uniform model to address employee counseling, discipline, and documentation throughout the district.

## Progressive Discipline is NOT:

- Expected to address each and every situation requiring corrective action that may arise in the workplace;
- A tool to harass, intimidate, or punish employees;
- A way to force an employee to resign.

*An employee may be terminated for any legally permissible reason, and the District may skip or change any progressive step, or group, in the discipline policy, as deemed necessary. Please understand that it is not guaranteed that a supervisor will start with the verbal warning. If an employee has received previous warnings or campuses have reported issues, these will be taken into consideration. The severity of the offense will also determine the outcome.*

## Substitute Exclusions

- A substitute can be excluded from any school site for any reason deemed necessary by the campus principal and approved by an HR Representative.
- If a substitute is excluded from a school, a Special Report on Substitute Teacher Form is sent to an HR Representative. The substitute is placed on the school's exclusion list by the HR Representative and the substitute may not substitute at that site again unless approved by the building administrator.
- An e-mail from the HR Representative describing the campus's concerns will be sent to the substitute, so the substitute can improve as a classroom substitute.
- A substitute has the right to send a rebuttal letter to the HR Representative.
- If necessary, a substitute may be called to meet with an HR Representative for disciplinary action.

# WORKPLACE CONDUCT

The following are the minimum standards of conduct for substitutes. These standards are not intended to be all-inclusive or cover every possible situation. Violations of these standards will result in corrective action ranging from a verbal/written warning to dismissal of employment. The severity of the corrective action will depend on the seriousness of the violation and the frequency of infractions committed by the employee. Minimum standards of conduct include, but are not limited to:

- A substitute abides by all federal, state, and local laws and statutes.
- A substitute maintains a professional relationship with all students, both inside and outside of the classroom.
- A substitute will not take pictures of students (digital, photographic, video, or electronic media).
- A substitute refrains from the abuse or inappropriate use of alcohol or drugs during the course of substitute assignments.
- Cell phones need to be silenced during instruction when the students are in the classroom.
- Laptop computers, MP3 players, hand held video games, magazines, books, newspapers, food and drink, other than water, are not permitted in the classroom.
- A substitute will follow all policies and procedures related to social media found in Policy DH.

## **Satisfactory Job Performance**

- Work with employees and students in a productive, cooperative, and positive manner.
- Negativity, absence of a sense of humor, or an unwillingness to be flexible, cooperative, or helpful may result in not being invited back as a substitute teacher on that campus and/or being removed from the substitute roster.
- Follow the teacher's lesson plan.
- Render honest, efficient, and effective services in the performance of duties.
- Obtain materials, equipment, and tools needed for the job in the prescribed manner.
- Provide the teacher with a completed 'Substitute Report to the Classroom Teacher' form.
- Be courteous to students, teachers, supervisors, administrators, other District employees, and members of the public.

## **Attendance**

- Report for work on time. (See school staff start times listed above.)
- Never leave the students alone in the classroom.
- Do not leave the campus during working hours. In the case of emergency, notify the campus administrator or front office before leaving the campus.
- Remain at work until the end of your work assignment, which may include the teacher's end-of-the-day duties.
- You are not entitled to the teacher's conference period and may be asked by the principal to substitute for another class during that time.

## **Appearance and Dress**

The dress and grooming of District employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with any additional standards established by their supervisors. Inappropriate attire at any time that causes a distraction to other employees/students or creates an unsafe environment. This includes, but is not limited to, low-cut blouses, clothing that exposes the navel, short dresses, unusual hair colorings, visible tattoos, nose rings, and other pierced body parts (except ears). *See* Policy DH.

## **Maintain Safety and Security Standards**

- Observe and comply with safety regulations and procedures.
- Immediately report all personal injuries as the result of work-related duties to the supervisor and on the appropriate form available on each campus. (Please see the campus administrative Assistant as soon as possible. Do not leave the campus without reporting an injury.)
- Wear your Substitute ID Badge at all times on the campus.
- Exercise proper care of District facilities and property. Failure to maintain this standard will result in the employee being required to reimburse the District for necessary repairs and/or replacement through payroll deduction.
- Report damage to, or theft of, District property immediately upon discovery.

## **Refrain from Inappropriate Behavior:**

- Using work time, material, and/or District facilities and equipment for personal work and activities including excessive use of District telephones
- Using the teacher's computer unless approved/authorized
- Removing or borrowing District property without permission
- Threatening, intimidating, using profanity, or interfering with other employees on District property, at any time
- Distributing or posting literature on District property or posting/removing bulletin board notices without proper authorization from the Community Relations Department
- Unauthorized soliciting or selling on District premises during hours of duty
- Acting in a manner that interferes with or disrupts the work environment, morale, or teamwork
- Allowing any unauthorized individual into any District facility
- Smoking tobacco, using or being under the influence of illegal drugs, or using alcoholic beverages on District property
- Sexually harassing another District employee or student
- Sleeping while on duty in the classroom
- Failure to follow the teacher's lesson plans
- Verbally or physically abusing or harassing students or staff
- Using inappropriate language or actions when dealing with students. Using inappropriate or unapproved books, videos, etc. in the classroom.
- Do not provide students with your personal contact information or ask the students for their personal information.
- Unauthorized use of the computer or Internet; printing or copying of any documents not authorized by the teacher and not directly related to the classroom assignments
- Working on personal business during the school day
- Leaving the students unattended at any time or leaving school prior to job end time without authorization from the building administrator
- Soliciting students for private enterprises (i.e., if you have a tutoring business or language school as a private business)

## **Cancellation of Assignments**

When a substitute teacher accepts an assignment, he/she is making a commitment to the school. Assignments should only be cancelled in case of an emergency. If an emergency arises, the substitute should cancel the job as soon as possible. **The substitute must also notify the school of the cancellation.**

To notify the Absence Management system that you will no longer be able to fill an assignment:

- You must know the specific Job ID
- Release the job as soon as you know that you cannot meet the commitment. If you need to cancel within 0-48 hours prior to the job start time, please call the school to let them know why you need to cancel your assignment. If it is after school hours, leave a voice message indicating that you are no longer available.
- The campus will need to release you from any assignment that are being cancelled 0-48 hours prior to the start of the assignment.

We monitor the activity of cancelled jobs. If we identify a pattern of “last minute” cancellations (within 48 hours of job start time) or see jobs cancelled so a different job can be accepted, the substitute will be notified and may possibly be denied further employment.

## **Requesting Time Off**

**Substitutes are required to contact the Substitute Office via email for approval if they are in a long-term assignment over 10 days and need to request a day off (emergency, illness, death in the family, etc.).** Monday and Friday absences are hard to fill; thus, your request to take one of these days off will not be approved unless it is an emergency.

**Attach a doctor’s note or jury duty paperwork to this email if absence is over 3 days.**  
[substitutes@fortbendisd.com](mailto:substitutes@fortbendisd.com).

## **Religion in the Public Schools**

Fort Bend ISD strongly supports the separation of religion and government. Do not share your personal religious beliefs with the students. Fort Bend ISD is a very diverse school district in many ways, including religious beliefs.

Shortly after the school day begins, students in all schools recite the Pledge of Allegiance to the U.S. and Texas flags. Immediately after, the students have the opportunity to take part in a moment of silence. This is an individual activity required by the Texas Education Code and is not an attempt to influence one’s thoughts or views. During the moment of silence, all students/staff are expected to remain silent.

## **Reporting Suspected Child Abuse**

**All employees** are required by law to report any suspected child abuse or neglect to a law enforcement agency or Child Protective Services within 24 hours of the event that led to the suspicion.

Child abuse includes acts or omissions by a person that result in physical, emotional, sexual, or neglectful injury to a child.

**Reports to Child Protective Services can be made to a local office or to the Texas Abuse Hotline (800-252-5400).**

**FBISD Police (281-634-5500)**



## FREQUENTLY ASKED QUESTIONS

Please read this section before contacting the Substitute Office.

**Q. *What are the Substitute Office hours and contact information?***

A. The Substitute Office hours are (School Year) 7:00 a.m. – 4:30 p.m. (Summer Hours) 7:30 a.m. – 5:30 p.m.  
[susan.flessner@fortbendisd.com](mailto:susan.flessner@fortbendisd.com) – from 7:00 a.m. to 3:30 p.m.  
[patricia.lutz@fortbendisd.com](mailto:patricia.lutz@fortbendisd.com) – from 8:00 a.m. to 4:30 p.m.  
[mariajose.adams@fortbendisd.com](mailto:mariajose.adams@fortbendisd.com) – from 7:30 a.m. to 4:00 p.m.  
[kristin.richter@fortbendisd.com](mailto:kristin.richter@fortbendisd.com) – from 8:00 a.m. to 4:30 p.m.

**Q. *When can I begin Substituting?***

A. After you are officially hired as a substitute teacher, attended the New Substitute Onboarding/Orientation (NSO), and have received your substitute ID badge. You are not an official employee until you have an employee ID and can log into both the Absence Management system and My Self-Serve. Substitute teachers must attend a substitute onboarding/orientation (NSO) and complete and submit new hire paperwork including fingerprinting. You will log into the Absence Management system and enter your email address and password, once your account is activated. You will receive a Welcome email with a temporary password. You will then be able to update your password for future logins.

**Q. *How do I find out what jobs are available?***

A. You will log in to the Absence Management system to set up our profile. The Absence Management system offers several methods for accepting jobs: (1) Email Alerts to your FBISD email address, (2) Text Message Alerts (SMS text rates apply). (3) Call and/or from your Absence Management system Dashboard. There is not a number in which to call and listen to available jobs. Always ensure that you received a Job ID for any job you agree to take. If the job is prearranged with a teacher, please confirm the assignment in the Absence Management system and get your Job ID. **You will not be paid for any job without having the Job ID.**

**Q. *What do I do when I arrive at the school?***

A. Before you leave for the school, verify your assignment information in the Absence Management system. As soon as you arrive at the school, please sign in with the staff member assigned to substitutes. Ask for the substitute folder. Inside the folder you should find lesson plans, attendance rosters, seating charts and emergency plans, etc.

**Q. *What do I do if my substitute status changes?***

A. You will login to your Absence Management system profile to update your changes to your availability. You are able to make changes to your Daily Availability as well as extended leave if necessary. If you are scheduling a leave that will keep you from subbing at least four times per month, please notify your Sub Office Advisor by alpha split so you will not be termed for inactivity. If you wish to be removed from the substitute list, please submit an exit form in My Self-Serve. You will not be able to request monies from your 457 Plan until we receive and process your exit form.

**Q. *How will I know how I am doing as a substitute?***

A. Principals and teachers can complete a Special Report form to let us know if you are doing a great job or if there are concerns. We will email you a letter informing you of the concern(s) and provide you directives to follow in order to continue substituting. Substitutes are subject to Progressive Discipline. Please refer to the section called Progressive Discipline in this handbook for more information.

**Q. *If I reject a job for a particular day, will I still be able to see other jobs in the Absence Management system?***

A. Yes.

**Q. Can an employee assign me to, or request me for, his/her absence?**

A. Yes. If an employee prearranges with you to substitute for him/her, they will enter the absence in the Absence Management system as a prearranged substitute. The Absence Management system will list a Job ID that proves you have been entered by the teacher as their substitute. It is your responsibility to ensure you have a Job ID before you go to the assignment. If the teacher forgets to note in the Absence Management system that they prearranged for a substitute, then the system will show the assignment as available and other substitutes will be able to accept the job and receive the Job ID. The substitute who can provide the Job ID when signing in at the campus, will be the one who remains on the campus and is paid for the assignment. If you arrived at the campus without a Job ID, you will not be paid unless a different assignment is located for you. This is why it is important for substitutes to check their assignments in the system before leaving home.

**Q. How can I be in a teacher assignment when I did not accept nor agree to take the assignment?**

A. The teacher can automatically assign you to the assignment without first confirming with you. Since this is not standard procedure, please contact the campus staff who handles substitutes and advise them of what has occurred.

**Q. What should I do if I see assignments in the Absence Management system during the summer months when “school” is not in session?**

A. Do not accept the assignment. It may be that there are teachers at campuses that work during the summer months and when creating the absence, the teacher may forget to enter “no substitute required” for the absence.

**Q. As a substitute am I allowed to work in the summer?**

A. No, only full-time employees are allowed to work during the summer months in summer school.

**Q. What if the days I am available to work changes from week to week?**

A. You are able to change this information yourself in the Absence Management system. Refer to the Absence Management system Navigation link on the Substitute Website, [www.fortbendisd.com/subs](http://www.fortbendisd.com/subs).

**Q. Can I call the Absence Management system and listen for jobs?**

A. Yes. We would like you to be proactive in looking for and accepting jobs. Job-hunting can be done 24 hours a day, seven days a week, by logging into the Absence Management system to search for assignments.

**Q. How many jobs must I work to remain active as a substitute?**

A. We require our substitutes work at least 3 to 4 times a month to remain an active substitute for Fort Bend ISD. We have unfilled jobs every day. However, **if you do not work for three months and do not notify the Sub Office for a requested leave, it will result in your removal from the Sub System.** Once removed, you will need to reapply to the District. If you no longer wish to work as a substitute or for FBISD, please submit an Exit request through My Self-Serve.

**Q. If I reject or cancel jobs, will I automatically be removed from the substitute list?**

A. The Absence Management system will still call you for other jobs if you meet the criteria. However, we do monitor the activity of cancelled jobs. If we identify a pattern of cancellations, we will contact you in order to review the reasons for cancellation. This could result in your removal from the substitute list.

**Q. Do I need to remember my Absence Management system Job ID?**

A. Yes. The Job ID is your assurance that the Absence Management system has registered your acceptance of the job. You will also need this number if you need to cancel the job. Each job is given a unique number, so carry your printed job assignment and number with you to the campus. Remember that if two substitutes show up for the same job, the substitute with proof of the confirmation number will be granted the assignment.

***Q. Can I cancel a previously accepted job in the event of an emergency?***

A. Yes. If you are canceling a job within 48 hours of the start time of the job, you must call the school and inform them. If it is after school hours, leave a voice message. Always try to cancel your jobs as early as possible, so a new substitute can accept the position. If it is 48 hours or less before to the start time, the school will have to release you from the assignment.

***Q. Does the Absence Management system call on the weekend?***

A. Yes, however you can set quiet hours in your profile starting at a certain time, if you do not want to receive phone calls during the evening, etc. You also have the ability to turn off the calling feature all together. The Absence Management system is defaulted to only send out email alerts. All other alerts will need to be updated by the substitute.

***Q. Do I call the Substitute Office if I need directions to a campus?***

A. No. It is your responsibility to print out a map or get directions before you go to the campus. We suggest you also put the campus phone number on the map should you have problems finding the school. Often, campus staff is familiar with the area and can give you more detailed directions if you are lost.

***Q. When I became a substitute, I did not have a teaching certificate, but now I have passed my content area TExES exam. Can I start to receive the certified daily pay rate?***

A. No. To receive the certified daily pay rate, you must hold a valid Texas teaching certificate Probationary, Standard, Lifetime/Provisional. If you are in an alternative certification program (ACP), you must pass your content area(s) and pedagogy exams AND receive a Probationary certificate from SBEC. It is your responsibility to notify us when you receive your Texas certificate. **\*Certification must be viewable in SBEC in order to receive the higher rate. Important:** It is the substitute's responsibility to know what their certification covers (Example: Gen 4-8 would not cover P.E.) This new rate will go into effect the pay period following the date certification can be viewed in SBEC. We will not retro pay.

***Q. I have a valid out-of-state teaching certificate; will I receive the certified daily pay rate?***

A. No. Only holders of a Texas teaching certificate receive the certified daily rate. Once you have your out-of-state certificate evaluated by SBEC and you receive your one-year Texas certificate, you can receive the certified daily rate. It is your responsibility to notify the Substitute Office when you receive your one-year certificate. **\*Certification must be viewable in SBEC in order to receive the higher rate. Important:** It is the substitute's responsibility to know what their certification covers (Example: Gen 4-8 would not cover P.E.). This new rate will go into effect the pay period following the date certification is viewable in SBEC. We will not retro pay.

***Q. I just started substituting after I finished student teaching. I have passed my content area exam and PPR exam. Will I receive the certified daily pay rate?***

A. No. We need a copy of your official transcripts with your degree posted since you will finish student teaching before you receive your degree. Once you have the degree transcripts and see that SBEC has recommended you for a Standard teaching certificate, we can pay you the certified daily rate. It is your responsibility to notify the Substitute Office when you are recommended for your Standard certificate and/or to let us know when you submitted a copy of your degree transcripts. **\*Certification must be viewable in SBEC in order to receive the higher rate. Important:** It is substitute's responsibility to know what their certification covers (Example: Gen 4-8 would not cover P.E.). This new rate will go into effect the pay period following the date certification is viewable in SBEC. We will not retro pay.

***Q. I am a retired Texas teacher; can I take long-term assignments?***

A. That depends on the type of long-term assignment. You can take a long-term assignment for an absent employee, but you **must check with TRS regarding subbing in vacant positions**. Retirees should carefully review all requirements that apply to long-term temporary work. If the retiree's work is not in compliance with TRS requirements, TRS could revoke your retirement entirely, or you could lose monthly annuity payments for work that exceeds the allowable amount. It is the responsibility of the retiree to contact TRS and discuss the possible impact of substituting on their benefits.

Employees who have retired from TRS should ask the principal or campus representative if the long-term assignment is for a current employee or for an employee who resigned or separated from the District. It is the retiree's responsibility to understand and follow the guidelines for returning to work after they retire. You can contact TRS at [www.trs.state.tx.us](http://www.trs.state.tx.us) or view the online document pertaining to employment after retirement at [http://www.trs.state.tx.us/benefits/documents/employment\\_after\\_retirement.pdf](http://www.trs.state.tx.us/benefits/documents/employment_after_retirement.pdf). and/or call 1-800-223-8778. **For TRS purposes, a substitute is a person who serves on a temporary basis in the place of a current employee and NOT in a vacant position.**

***Q. I am working in a long-term assignment and need to take a day off. What is the process for requesting time off?***

A. The Substitute Office's expectation is that a substitute may not have more than three (3) absences during a long-term assignment. However, if there are extenuating circumstances, the substitute must consult a substitute representative on the campus who will then contact the HR Administrator. Failure to notify the campus and the HR Administrator in advance or exceeding the allowed three (3) absences could result in the long-term assignment being cancelled and the substitute not receiving full compensation. Any decision regarding the number of absences approved will be made by the HR Administrator in conjunction with the campus administrator. If you have a pay rate of \$95/120 or \$85/120 for the assignment you are in and have an approved absence within the first ten consecutive full days, you will not receive the higher rate of \$120 until you have worked a total of 10 consecutive full days. Monday and Friday absences are hard to fill; thus, your request to take one of these days off will not be approved unless it is an emergency.

***Q. I am working in a long-term assignment and the principal wants me to have computer/email access. What do I need to do?***

A. All substitutes have computer and district email access. Substitutes in a long-term assignment over 10 consecutive, full days receive computer/email access for that campus. Once the Substitute Office receives the principal's Substitute Recommendation Form (SRF), the assignment information will be updated in the system, and you will be granted computer and email access tied to that campus. The SRF request is generally processed within a few business days. It is imperative for HR to know about the long-term assignment at the beginning of the assignment in order to avoid delays with computer email access and pay.

***Q. I need to update my address/phone number and last name due to a recent marriage. How do I get these changed in the Absence Management system?***

A. Please update your online substitute application. Your application should always have your current contact information – phone numbers, address, and email. You also need to change your address and phone number through My Self-Serve. You must complete a Name Change Form in the Human Resources Department and bring the appropriate documentation (marriage license, divorce papers, etc.)

***Q. I accepted a job through the Absence Management system and have a Job ID. However, when I arrived at the campus, the teacher was there but forgot to cancel the assignment. What do I do?***

A. The campus will offer you an unfilled assignment on the same campus upon your arrival, if available. You will need to accept the new assignment or choose to go home without pay. You may also log back into the Absence Management system (once the campus has taken you out of the assignment) to search for unfilled jobs on other campuses. If this situation happens to you more than once, please call and discuss the situation with your HR Representative. Please be aware that teachers can cancel an absence up to two hours before school

starts, and a campus verifier can cancel a job any time prior to the start time. It is your responsibility to make sure the status of your confirmed job is still active before you are in route to the campus. If you choose to leave the campus without pay or to look for an assignment on another campus, please ask the campus verifier to take you out of the absence before you leave the campus.

**Q. *I have a form from TRS for buying back years; who fills this out?***

A. The form is filled out by the Payroll Department supervisor, 281-634-1221.

**Q. *I need to get a letter from the District verifying employment; whom do I contact?***

A. You can complete the Employment Verification section of the Talent Connect area on the FBISD Website. [www.fortbendisd.com](http://www.fortbendisd.com) > Careers > Talent Connect > Employment Verification. You may also call 281-634-1270 and the receptionist in Human Resources can assist you. Please keep in mind that there may be a 48-hour turn-around time.

**Q. *If I am an Intervention Specialist and my contract has ended, can I begin to substitute teach?***

A. In order to work as a substitute, you will need to contact your HR Advisor. The HR Advisor will submit a “change form” moving your position from Intervention Specialist to Substitute Teacher. Once that form is approved, you will begin to receive substitute teaching assignment phone calls from the Absence Management system.