

# Substitute Handbook 2025-2026



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Dear Substitute,

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

As a Substitute, you share with all educational professionals the task of strengthening our society by preparing children for responsible citizenship. You play a key role in conducting the activities planned by our teachers when they are absent. Principals and teachers appreciate the value effective substitutes and recognize your efforts to provide continuity in the absence of the classroom teacher.

**All Substitutes must familiarize themselves with this handbook.** The Substitute 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. 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 an authoritative reference. Any policy changes adopted during the life of this handbook will take precedence over any conflicting statement in the handbook.**

We trust your substitute experiences will be professionally fulfilling to you and educationally profitable to our students. We need strong Substitutes who will take on the responsibility of ensuring the educational process goes uninterrupted while the regular teacher is absent.

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

Sincerely,

***The FBISD Substitute Team***

**Patricia Lutz**, Human Resources Department, Substitute Advisor

**Susan Flessner**, Human Resources Department, Substitute Advisor

**Sarah Trevino**, Human Resources Department, Substitute Payroll Specialist

**Paige Moyer**, Human Resources Department, Director Employee Operations

# INTRODUCTION

The purpose of this Substitute Handbook is to provide information needed to ensure continuity in the instructional program when our teachers are absent from the classroom. This Handbook aims to answer questions and aid with information needed to enjoy a successful experience as a Substitute.

A Substitute must follow the instructions of a teacher and ensure the established rules and procedures are maintained throughout the classroom in a professional manner. It is important to keep a positive working relationship between the staff and Substitute.

Substitute assignments may change based on the needs of the individual school, and a Substitute 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/conference 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 him/her to cover an English class). Being flexible with assignments is appreciated by the campus. The staff will aid you with any questions and provide you with additional information needed for the assignment.

Please note Substituting is an on-call employment relationship. Fort Bend Independent School District is under no obligation to provide employment, nor is it bound 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.

All Substitutes are expected to frequently check their Fort Bend ISD email accounts throughout the year for important updates and notifications. The Substitute Team will not communicate through personal emails unless initially contacted by the Substitute in that manner.

## The Substitute Office Hours are:

**(School Year)** 7:00 a.m. – 4:30 p.m. (M-F)

**(Summer Hours)** 7:30 a.m. – 5:30 p.m. (M-Th Closed Fridays)

**Should you need to meet with your Substitute Team Member, you MUST schedule an appointment.**

Name	Contact	Hours
<b>Patricia Lutz</b> –Advisor Alpha Split <b>(A-L)</b>	<a href="mailto:substitutes@fortbendisd.gov">substitutes@fortbendisd.gov</a>	8:00 a.m. – 4:30 p.m.
<b>Susan Flessner</b> – Advisor Alpha Split <b>(M-Z)</b>	<a href="mailto:substitutes@fortbendisd.gov">substitutes@fortbendisd.gov</a>	7:00 a.m. – 3:30 p.m.
<b>Sarah Trevino</b> – Specialist Payroll	<a href="mailto:substitutes@fortbendisd.gov">substitutes@fortbendisd.gov</a>	7:30 a.m. – 4:00 p.m.

## SUBSTITUTE JOB RESPONSIBILITIES

- I understand I must not use corporal punishment and there must be no inappropriate physical contact at any time with students.
- I understand I must never sexually harass a student or employee, whether verbally or physically.
- I understand I must never use profanity or make inappropriate comments at any time in the presence of students.
- I understand I must follow all FBISD Policies and Procedures. It is my responsibility to familiarize myself with the Substitute Handbook, the Employee Handbook and all District Policies and Procedures, which can be accessed via the FBISD website, [www.fortbendisd.com](http://www.fortbendisd.com) and the Substitute website, [www.fortbendisd.com/subs](http://www.fortbendisd.com/subs).
- I understand I must work a minimum of **two (2) times per month** or **ten (10) times per semester** to remain an active Substitute for FBISD.
- I understand if I do not meet the minimum work requirement, I will be removed from the Substitute roster unless I make myself unavailable in the Absence and Substitute Management System and notify my Substitute Team Advisor via email.
- I understand if I am working as an Extended Learning Site Coordinator/Assistant Site Coordinator, Intervention Specialist, AP Proctor, or Instructional/Avid Tutor, and not able to meet the substitute minimum work requirement, I will notify my Substitute Team Advisor via email, which will prevent me from being exited due to inactivity.
- I will agree with the terms and conditions for Substitute Use of Internet and the Computer Systems, Acceptable Use Agreement. (AUA)
- I understand I must always wear my Substitute ID Badge while on campus. If I lose my badge, I understand I cannot work until I obtain a replacement badge. I understand I must contact my Sub Team Advisor via email to schedule a time to receive a new badge
- I understand it is my responsibility to complete Annual Staff Training. As a new Substitute, I will have 45 days from the date of hire to complete Annual Staff Training. Every year thereafter, I will complete Annual Staff Training prior to the deadline date provided by the district.
- I will be punctual and adhere to the classroom schedule.
- I will keep 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/planning 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 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 being a Substitute is part-time and work hours are not guaranteed as I work on an as needed basis. I also understand I am not eligible for unemployment compensation during any scheduled school breaks/student breaks, including but not limited to: **Summer Break May 30, 2025 through the first day of school August 12, 2025; September 1, 2025; September 26, 2025; October 13-20, 2025; November 24-28, 2025; December 22, 2025 – January 7, 2026; January 19, 2026; February 13-16, 2026; March 6, 2026; March 16-20, 2026; April 3, 2026; May 25, 2026; May 30, 2026.** I also understand I will not receive compensation for any school closures due to bad weather, natural disasters etc. In case of an extended district closure, I will frequently check my FBISD email for updates and further information.
- I understand 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 when working a long-term job, I do not qualify for the Hard-to-Fill Incentive pay during the first 10 days of the job.
- I understand I must frequently check my FBISD email account for updates and information provided by the Substitute Office and/or other district personnel.
- I understand it is my responsibility to frequently check my Absence and Substitute Management (ReadySub) profile to ensure I am assigned to the dates I worked. If I am not, I will contact the campus I worked immediately to ensure my pay is correct for the pay period.
- I understand it is my responsibility to view and familiarize myself with the current year instructional calendar to make myself aware of all student holidays. I understand I am not required to work any student holidays unless working a long-term job and am requested to work by the campus administrator.
- I understand it is my responsibility to sign the Letter of Assurance indicating to FBISD I will return the following year as a Substitute. Should I decide not to return, it is my responsibility to submit an EXIT.

**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.**

**How to begin subbing:** You will have to complete a few action items before you can begin subbing. The steps are listed below with further information on these action items:

**Step One: Claim Staff Account** – Claiming your staff account is how you will receive your network login information, which will grant you access to the district network.

- Within seven (7) days from your effective hire date, which was indicated in your electronic offer email, you will receive a system generated email with the subject line: **Action Required – Welcome to Fort Bend ISD – Claim Staff Account**.
- The Claim Staff Account email will provide you with:
  - Your Employee ID Number
  - Your Fort Bend ISD Email address
  - Your Claim Code for claiming your account

**Step Two: Network Access** – You must set up your Network Access before accessing all other areas of the district network/portal. After setting up your Network Access, you will then be able to access the following areas:

- **eLearning** – You will have to complete Substitute Orientation through eLearning before you are permitted to begin subbing.
- **My Self-Serve** – Your electronic personnel file. You will access My Self-Serve to update/confirm the following information within 5 days of your effective hire date:
  - **Ethnic Declaration** – this is necessary for state reporting
  - **Direct Deposit Information** – pay is received through direct deposit (mandatory)
  - **W4 set up/W2 Electronic Consent** – make sure your W4 information is correct. You can also consent to receive your W2 electronically if you wish
  - **Pay Stubs** – where you will view and obtain your pay stubs
  - **Address** – confirm your address or record is correct
  - **Emergency Contact Information**
  - **Letter of Assurance** – to be signed at the end of every school year for the coming school year. (email communication is sent when form is available)
  - **Exit** – should you decide to end your employment with FBISD, you will need to submit an Exit

**Step Three – Outlook Access** – As a Substitute, you must often check your district email account for updates and information from the Substitute Team as well as the district. You must access your email account to obtain your login information for ReadySub, which is the account you will use to search for and accept Sub Jobs.

**Step Four – ReadySub Access** – ReadySub is the account you will use to search for and accept Sub Jobs. You should frequently login to your ReadySub account to ensure you are assigned to all the jobs you have worked. You must be assigned to jobs in ReadySub to receive pay for the dates worked

**Purpose:** You must claim your district account before you will be allowed to access the district network. Claiming your Staff Account is **imperative** to being able to begin working.

**Step 1** – Search your personal email account for your “Welcome to Fort Bend ISD” Subject Line: **Action Required** – Welcome to Fort Bend ISD – **Claim Staff Account**. This is the first step you will take towards being able to login to the district network.

- Once your Fort Bend ISD account is created, you will receive a system generated email in your personal email account within 7 days prior to your effective hire date which will provide you with instructions on how to claim your account
- The Claim Your Account email will provide you with the following: (be sure to keep track of the following, you will use the information often)
  - Employee ID Number
  - Fort Bend ISD Email Address
  - Your Claim Code
- You will have to
  - Set up a 16-character password
  - Set up password re-set challenge questions

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### The Claim Your Account Email will look like the following:

Subject: **Action Required** – Welcome to Fort Bend ISD – **Claim Staff Account**

Hello (First name of employee),

A Fort Bend ISD account has been created for you and your employee ID (emplid) is xxxxxx. Please do not share your emplid with anyone. Your Fort Bend ISD email is [firstname.lastname@forrbendisd.gov](mailto:firstname.lastname@forrbendisd.gov). A separate onboarding invite will also be sent to your email address on file.

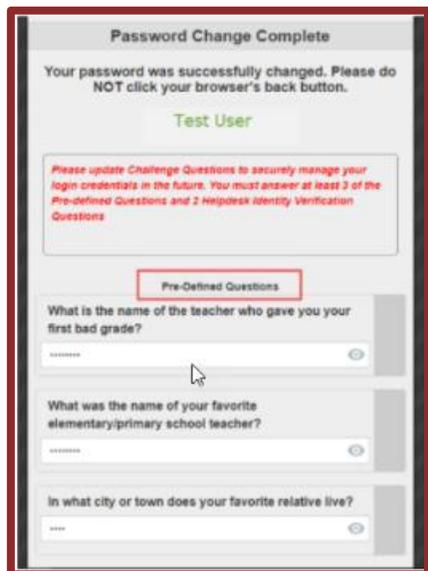
To claim your account, please visit <https://my.fortbendisd.com> and click on the “Claim Account” button. On the drop-down menu select “Claim Staff Account” (FBISD Employees only). You will need the following information to claim your account:

1. Your personal email address: xxxxxxxxxx
2. The claim code: xxxxx

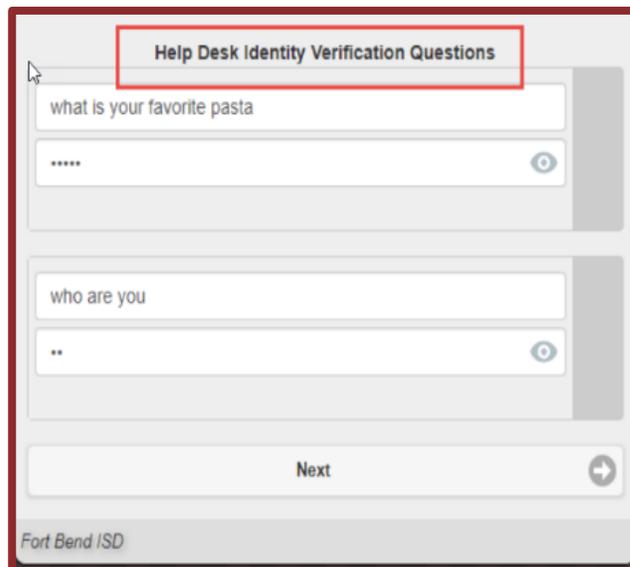
Please follow the steps below to setup or update your required challenge question responses. You will not be able to complete the Account Claim Process without completing the steps below:

1. Answer at least **3 pre-defined questions** (this will help you recover your password if you forget your current password)
2. Answer **2 Help Desk Identity Verification Questions** (this will assist the Customer Service Center with caller identification)

### Three Pre-Defined Questions



### Two Help Desk Identity Verification Questions



Once you have completed the setup, you will be presented with your Username. Please make a note of your username before you close the browser. You will need your username to access the FBISD resources.

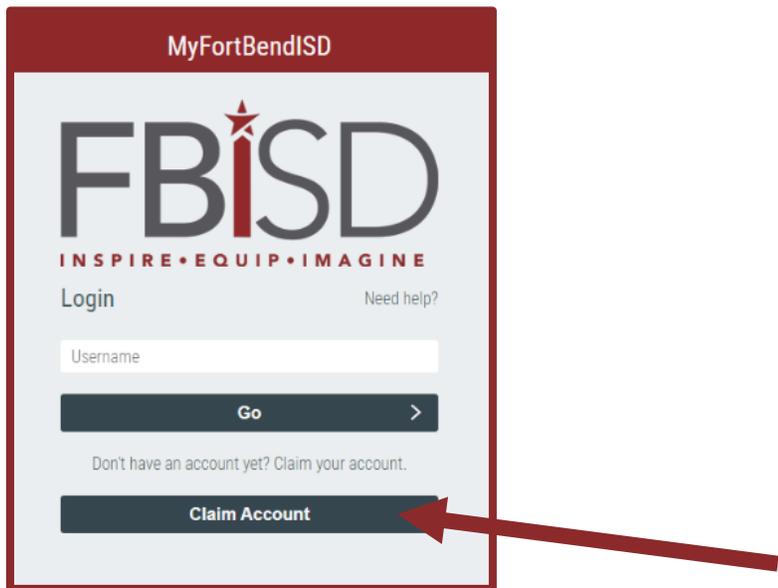


You will begin the Claim Account process by following the steps below. The above was just an example of the email you will receive.

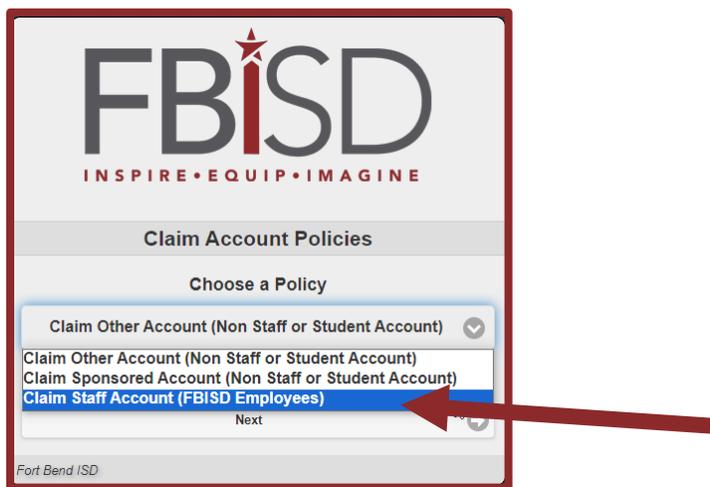
**Step 2** – The email will have 2 important pieces of information you will need to claim your account.

1. Personal E-mail Address
2. A Unique Claim Code

From the my.fortbendisd.com login page, select the **Claim Account Option** (do not enter your username at this point)



A new tab will open, you will be given a drop-down option to select the correct Policy. Select **Claim Staff Account (FBIISD Employees)**, then click NEXT



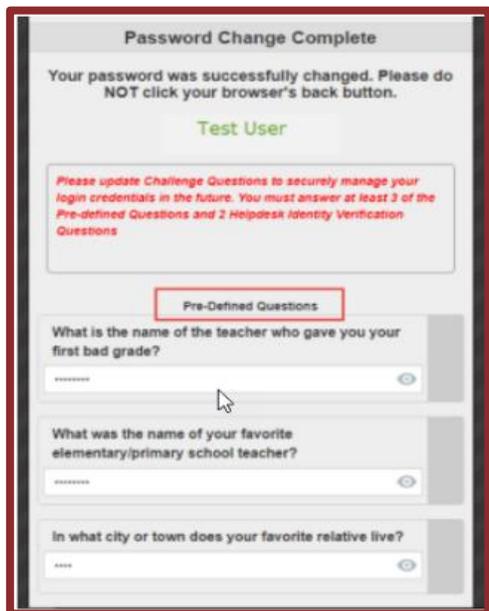
Key-in your claim code and personal email address, which you obtained from your Welcome/Claim account email. You must acknowledge the **Acceptable User Policy** and the **CAPTCHA verification** to continue. Once you have completed the three steps, click NEXT.

The screenshot shows the 'Step 1' account claim form for FBIISD. At the top is the FBIISD logo with the tagline 'INSPIRE • EQUIP • IMAGINE'. Below the logo, the text reads 'Step 1' and 'Answer the following questions to claim your account:'. There are two input fields: 'Claim Code: \*' and 'Personal Email: \*'. Below these is a section for the 'Acceptable Use Policy' with a link to view the policy. At the bottom, there are two checkboxes: 'I acknowledge the Acceptable Use Policy \*' and 'I'm not a robot' (with a CAPTCHA icon). A 'Next' button is at the bottom right. Red arrows point to the input fields and checkboxes.

You will be prompted to set your password. District network passwords are 16-characters with no complexity.

The screenshot shows the 'Step 2' password update form for FBIISD. At the top is the FBIISD logo with the tagline 'INSPIRE • EQUIP • IMAGINE'. Below the logo, the text reads 'Step 2' and 'Update Your Password'. A message states: 'Password must be a minimum of 16 characters. Do not use previously used password. No complexity.' There are two password input fields, each with a toggle icon. A 'Next' button is at the bottom right. The FBIISD logo and tagline are also visible at the bottom left of the form.

The next page will acknowledge the password change was completed and will prompt you to complete at least **3 of the pre-defined security questions** and **2 from the Help Desk Identity Verification Questions** (as shown below). Once you have completed these two tasks, click NEXT.



**Password Change Complete**  
Your password was successfully changed. Please do NOT click your browser's back button.

**Test User**

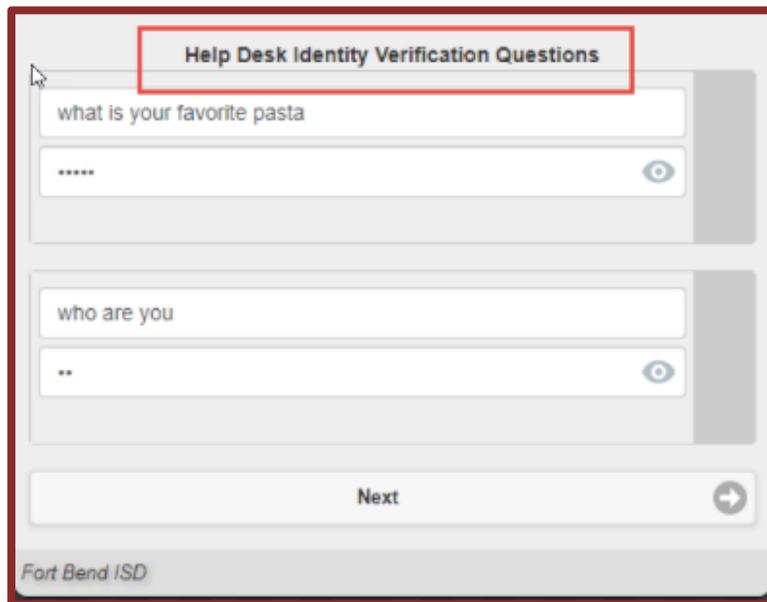
Please update Challenge Questions to securely manage your login credentials in the future. You must answer at least 3 of the Pre-defined Questions and 2 Helpdesk Identity Verification Questions

**Pre-Defined Questions**

What is the name of the teacher who gave you your first bad grade?  
\*\*\*\*\*

What was the name of your favorite elementary/primary school teacher?  
\*\*\*\*\*

In what city or town does your favorite relative live?  
\*\*\*\*



**Help Desk Identity Verification Questions**

what is your favorite pasta  
\*\*\*\*\*

who are you  
\*\*

**Next**

Fort Bend ISD

Once you have successfully completed the above task, you will receive a message indicating the Staff Account Claim process is completed. Once you have completed the setup, you will be presented with your username. Please make a note of your username before you close the browser. You will need your username to access FBISD resources.

You will now proceed to the information for **How to Set Up Network Access**. The next step will allow you to set up your network login information.

**Purpose:** In order to login to the district network, you must register a minimum of 2 methods for recovering or changing passwords before you can login to the network. The district strongly recommends you set up 5 methods (Microsoft Authenticator App, Alternative phone, Email, Security Questions, and main phone) be configured in case one of the methods is not in your possession, you will be able to reset your password using the alternative method without calling FBISD Customer Service.

Accessing the Network is where you will find the following applications:

- eLearning**
- District Outlook Account**
- ReadySub**
- My Self-Serve** (your electronic personnel account)

Below are the steps to register and how to configure additional methods:

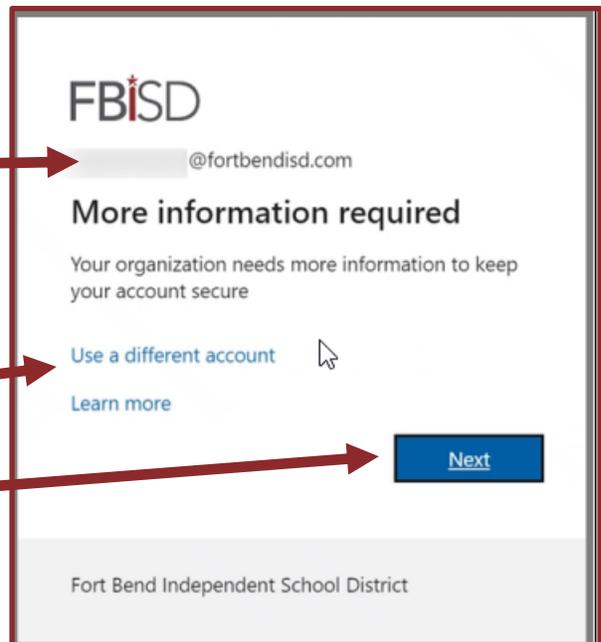
**Step 1:** Register for SSPR

Visit [www.fortbendisd.com](http://www.fortbendisd.com) – click on Staff, this will take you to the Office 365 area. When you try to login to your Microsoft 365 account, you will be prompted with the message, **Your Organization needs more information to keep your account secure**, select **NEXT**. (You will have to use your district email address for your login)

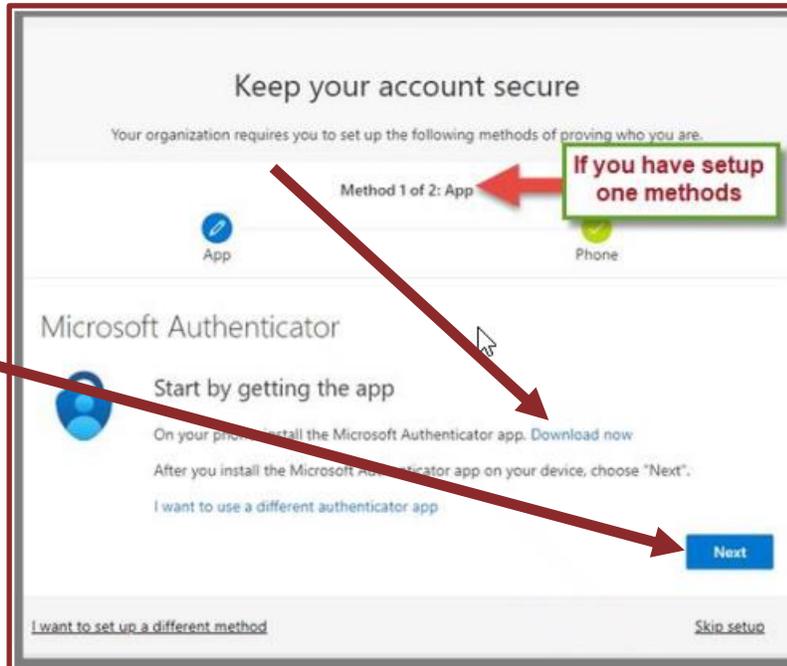
Be sure your district account is showing here

If you do not see your district Email listed here, click on Use a different account, you will then be able to select your district email account

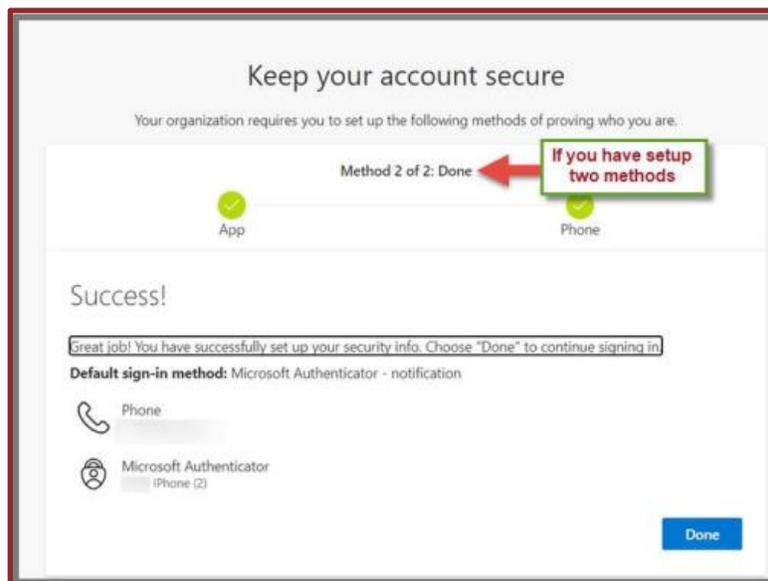
Click Next



You will start by getting the app. Click on Download now, after you install the Microsoft Authenticator app on your smart device, choose next.



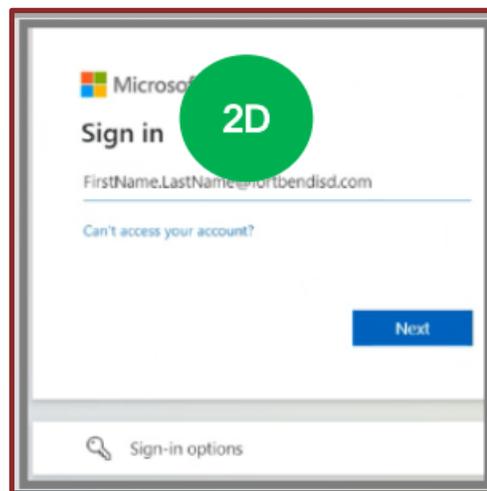
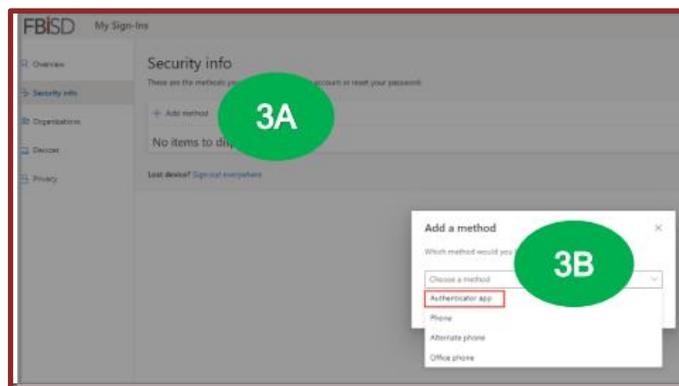
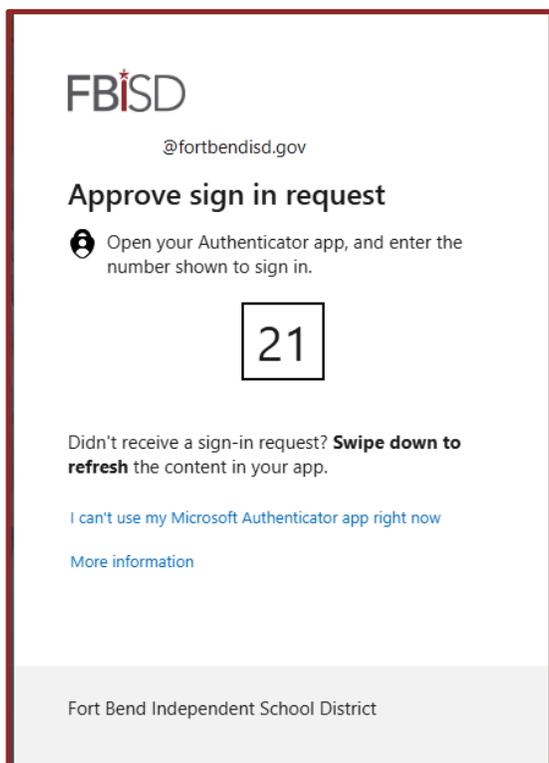
Once you have registered a minimum of two methods, you will see the following screen. Select Done. The district strongly recommends you configure all 5 methods, this will give you flexibility when one of the methods is not available. For configuring additional methods, go to step 2.



## Step 2: Add Additional Methods

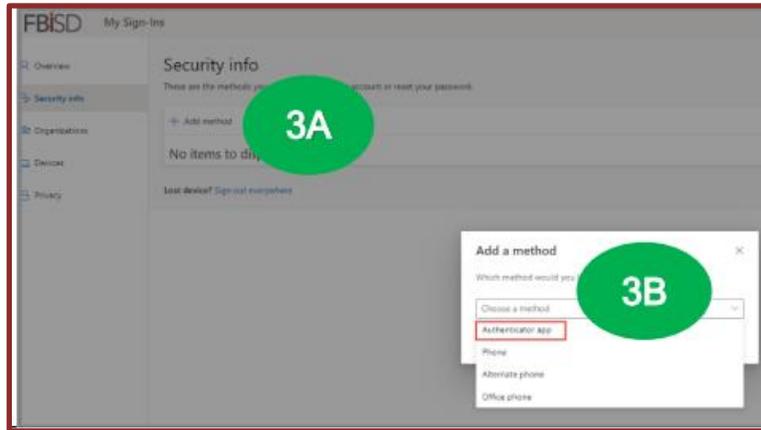
On your computer type <https://aka.ms/mysecurityinfo> to view, change or add additional methods. If you have already configured at least one method to authenticate, you may be prompted to Approve sign in request on your mobile device (first screen shot below). If you are already signed into one of the Microsoft 365 applications on your computer, you will be taken directly to the Security Info screen (second screen shot below). Otherwise, you will be presented with the screenshot 2D. Got to 3A if that is the screen you see, otherwise proceed to 2D.

Enter your district email account which is your [firstname.lastname@fortbendisd.gov](mailto:firstname.lastname@fortbendisd.gov) (if you have a common name, your email address may be different, you should have received your email when you claimed your account). Enter the 16-character password you created when you claimed your account.



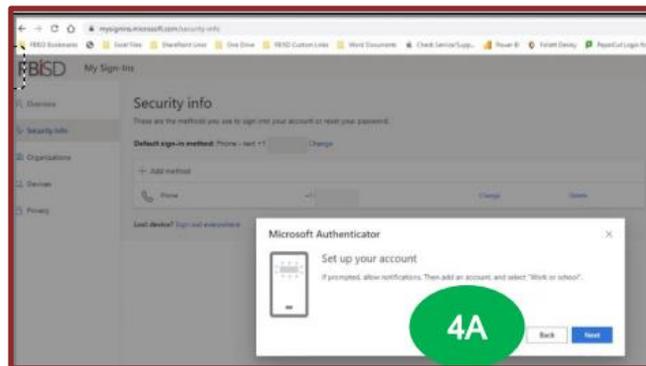
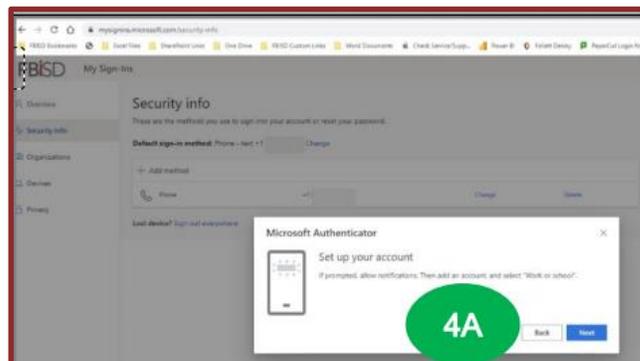
**Step 3:** Add Method – Authenticator App from your computer

Click Add Method and select Authenticator App and click ADD



**Step 4:** Configure Authenticator App on your Computer

Select Next again from the Set Up Your Account page. The Scan the QR Code page will be displayed

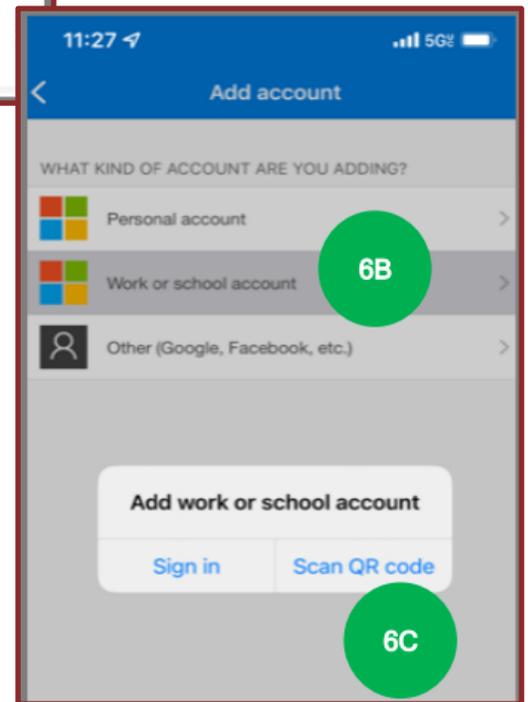
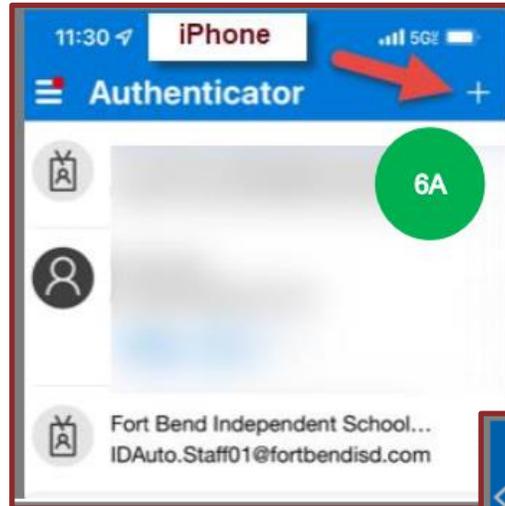
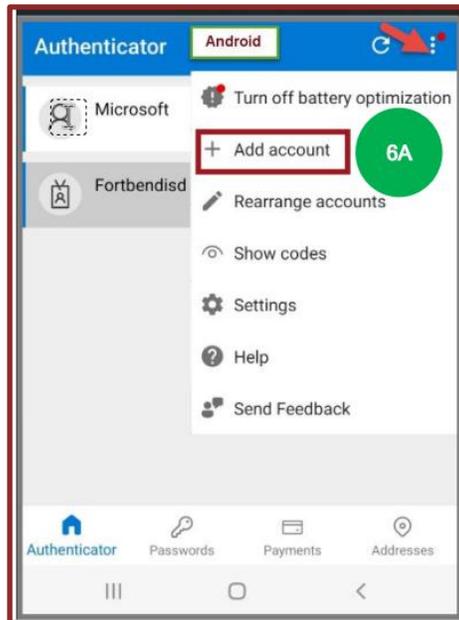


**Step 5:** Download the Microsoft Authenticator App on your Mobile Device

Depending on your mobile device go to Google Play or App Store to download the Microsoft Authenticator App on your phone/tablet. After you have completed downloading the Microsoft Authenticator App on your mobile device, proceed to step 6. If you already have the Microsoft Authenticator App on your mobile device, proceed to Step 6

**Step 6:** Open the Microsoft Authenticator App on your Mobile Device

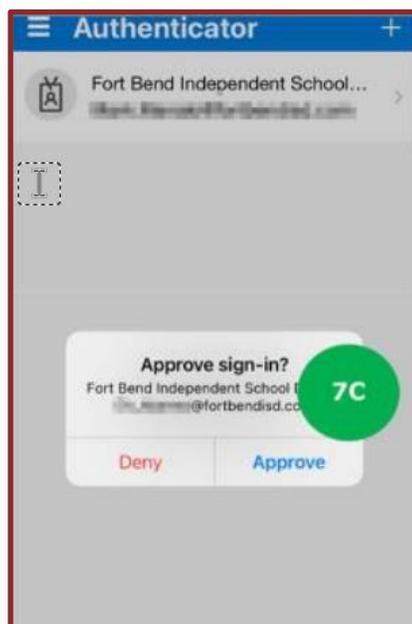
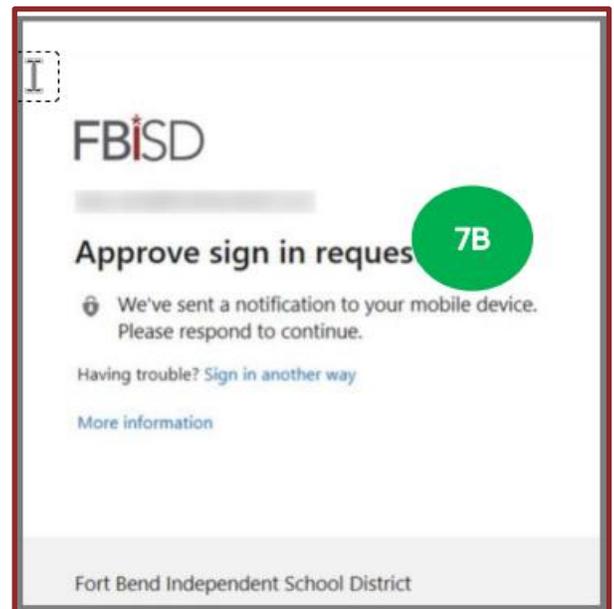
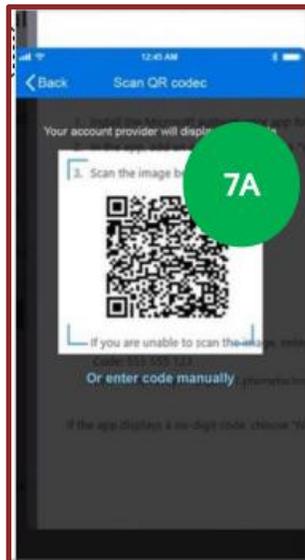
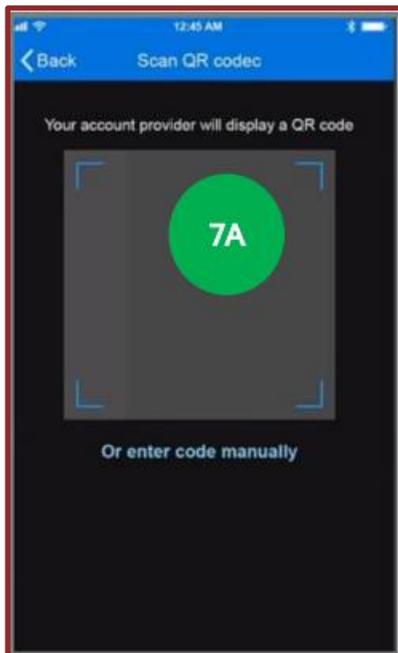
Open the Microsoft Authenticator App on your mobile device and select the **Plus Sign** (for iPhone) or **three dots menu** (for Android) at the top right corner to **Add Account**. **Select Work or School Account**. Select Scan QR Code and proceed to Step 7A.



**Note:** If this is the first time you are setting up the Microsoft Authenticator app, you might receive a prompt asking whether to allow the app access to your camera (iOS) or to allow the app to take pictures and record video (Android). You must select allow so the Authenticator App can access your camera to take a picture of the QR code in the next step.

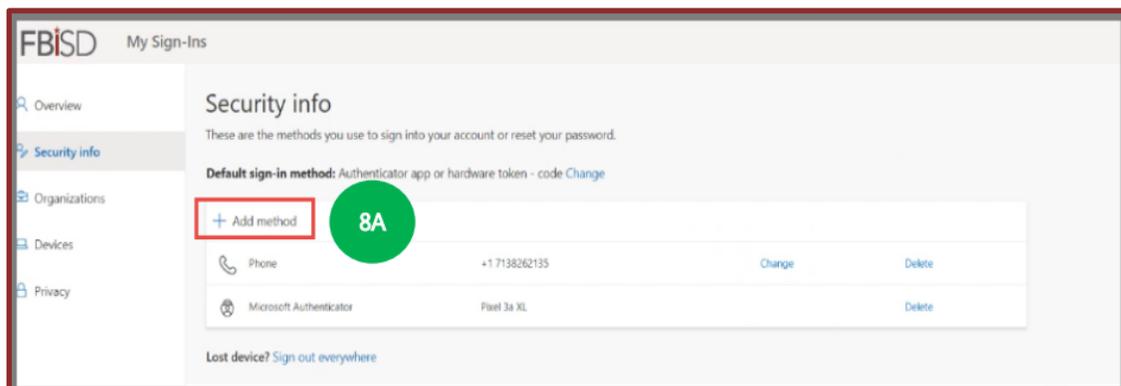
**Step 7:** Scan the QR code

(7A) From the Authenticator App on your mobile device, scan the QR code on your computer screen when prompted and select **Next** after scanning. (7B) The Authenticator App will send a notification to your mobile device. (7C) On your mobile device, select **Approve** to complete the configuration. **Only approve notification you initiated.** (7D) On your computer on the **Microsoft Authenticator** page **Notification approved** message will be displayed. Select **Next**.



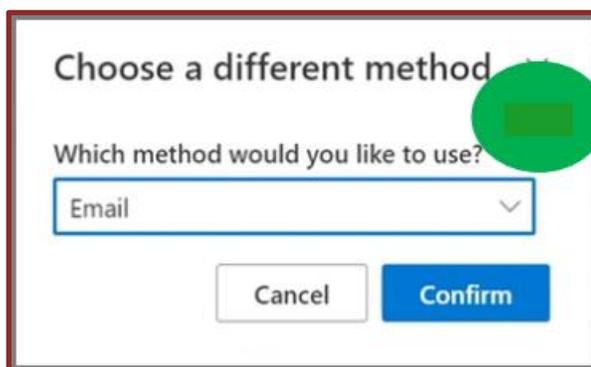
**Step 8:** Add Alternative Phone #s – Perform the step from your computer

**(8A)** On your computer if you are not logged in, access the website, <https://aka.ms/mysecurityinfo> and Enter your district email information (example: [firstname.lastname@fortbendisd.gov](mailto:firstname.lastname@fortbendisd.gov) enter your password. Select Add Method to add Alternate Phone # and follow the prompts. You will receive a phone call on the phone number you entered. Follow the instructions to complete the process.



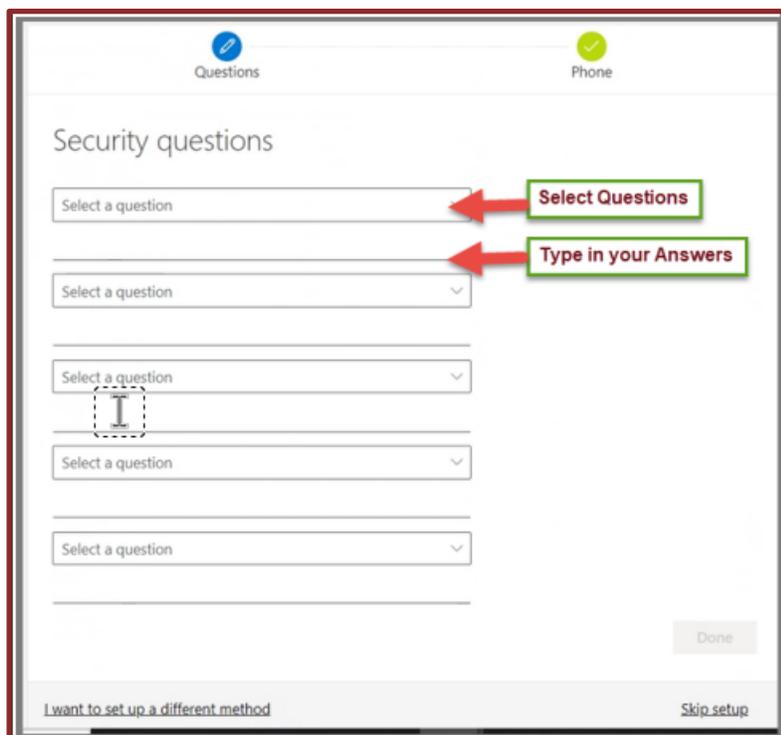
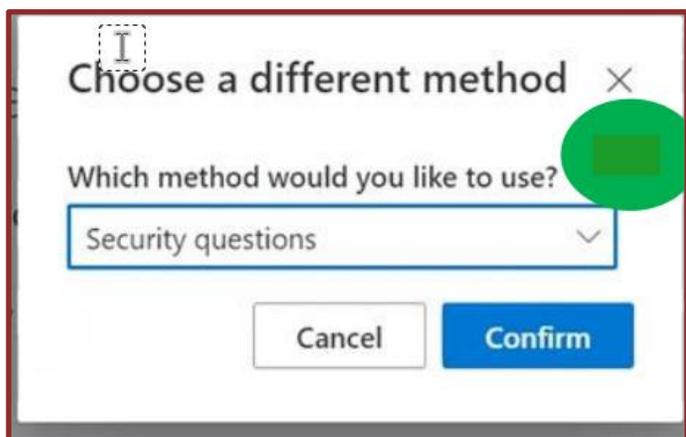
**Step 9:** Add Email

For adding Email option, follow step **(8A)** from above. If you are not logged in to the Security Info page. Select **Add Method** and **add Email** form the dropdown menu and type your personal email address and select **Next**. The system will send you an email with the code. Type in the code and select **Next**.



### Step 10: Add Security Questions

For adding Security Questions Option, follow step (8A) from above if you are logged into the Security Info page. Select Add Method to add Security questions. Select your questions from the drop down and type in your answers. Total of 5 questions and answers need to be completed. After you have registered all 5 methods, verify all your phone numbers and methods correctly reflect on the Security page.



This completes the registration of Self -Service Password Reset (SSPR). If you need to recover or change your password in the future, follow the instructions stated in step 11 and 12 respectively.

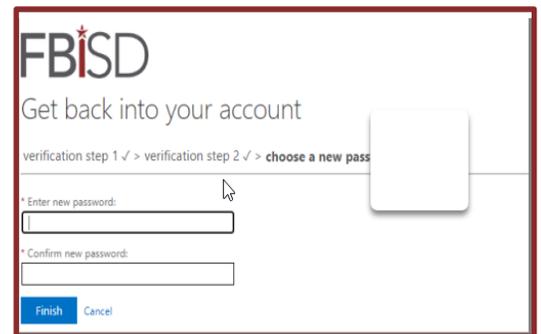
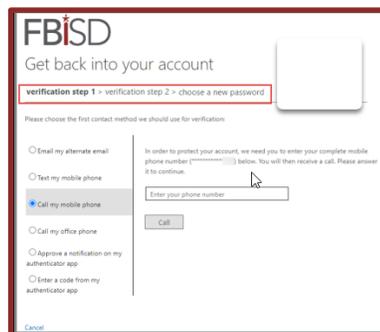
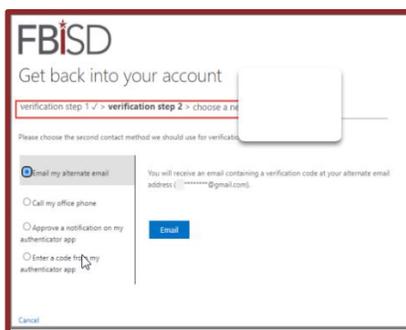
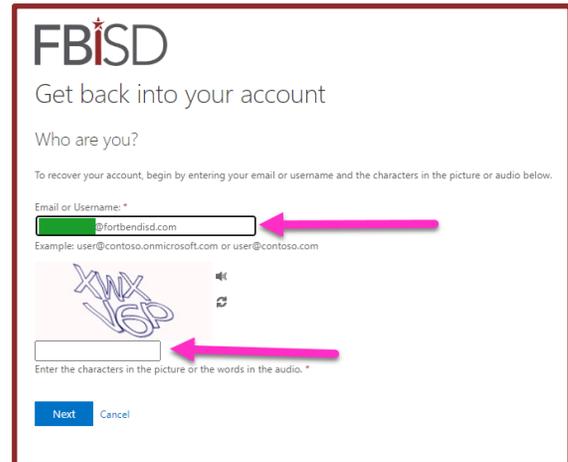
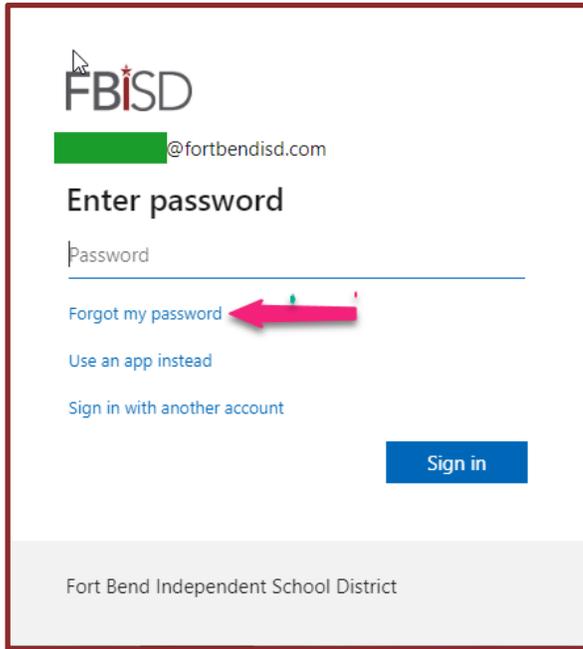
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You will now proceed to the information for accessing your eLearning account to complete online Substitute Orientation.

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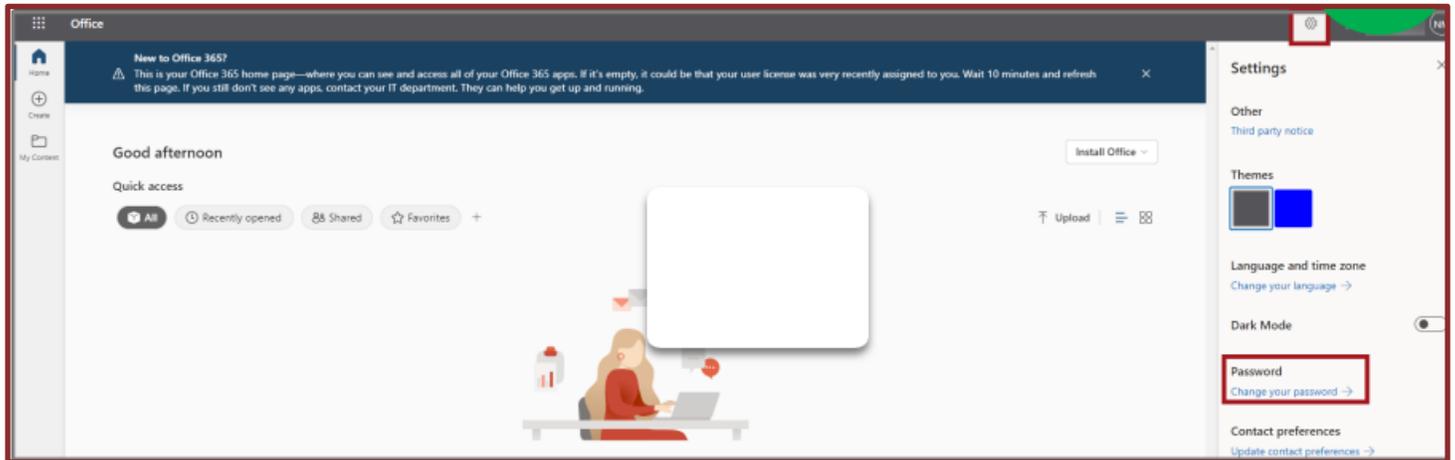
**Step 11:** How to recover forgotten password via Microsoft Sing In

From the sign in window, click Forgot My Password. For your protection, Microsoft must verify your identity before you can proceed with resetting your password. Enter your username and the characters in the picture and select Next. Select your verification step 1. You will be prompted to select your verification step 2. After successfully completing the two verification steps, you will be able to set your new password.



**Step 12:** How to Change Password from Microsoft 365 Portal

Sign into Microsoft 365 and click on the setting icon on the upper right and click on Change your Password. At the **change** password screen, enter your **old password**, **new password** and **confirm password**.

A screenshot of the 'Change password' form. The form is titled 'Change password' and contains the following fields: 'User ID' with the value '@fortbendisd.com', 'Old password' (with a cursor in the input field), 'Create new password', and 'Confirm new password'. At the bottom of the form, there are two buttons: 'Submit' (green) and 'Cancel' (blue).

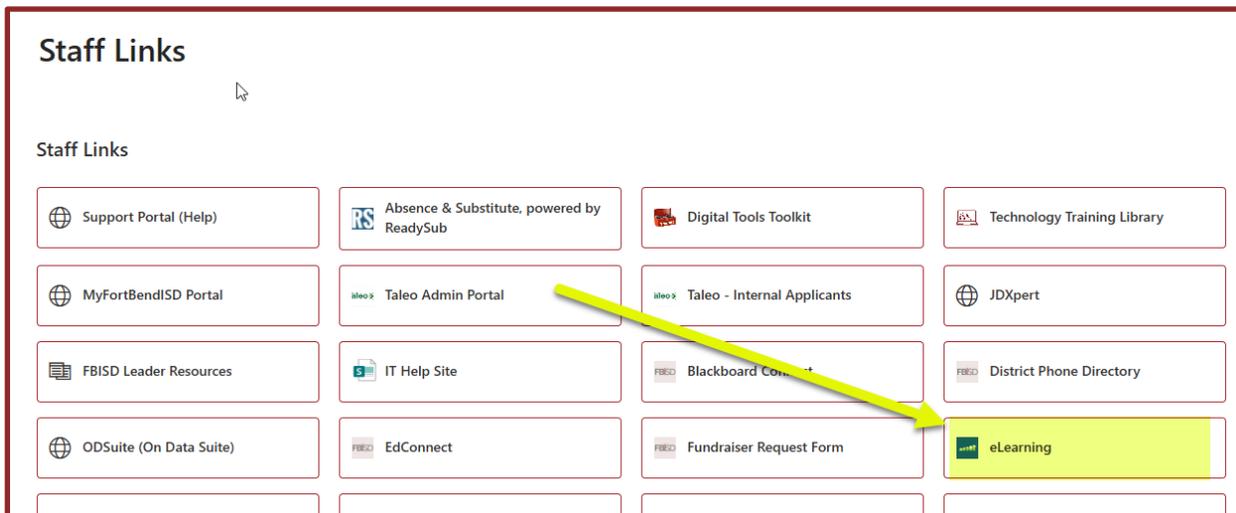
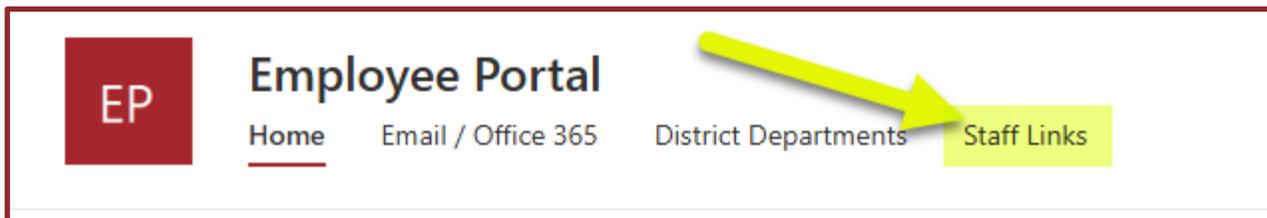
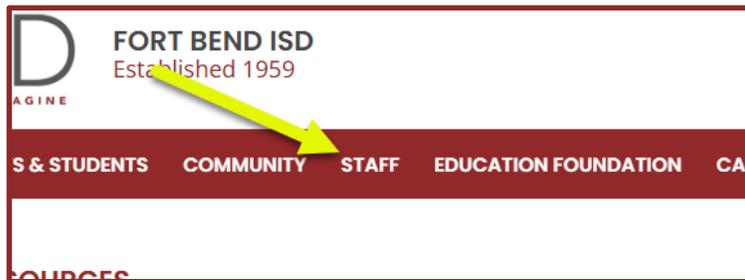
# HOW TO ACCESS ELEARNING – SUBSTITUTE ORIENTATION

**Purpose:** You must complete Substitute Orientation before you will be able to begin accepting jobs.

Below are the steps for locating, accessing and finding the course in eLearning:

## **Step 1:** How to locate eLearning

Visit [www.fortbendisd.com](http://www.fortbendisd.com) – Click on Staff, this will take you to the Employee Portal. From the Employee Portal, click on Staff Links. You will be taken to the Staff Links page, where you will click on the eLearning tab.



## Step 2: How to Login to eLearning

Once you have clicked on eLearning, you will be taken to the login screen. You will login by using your username (which was provided to you during the Claim Staff Account process) and the same 16-character password you created during the same Claim Staff Account process. (Example: Username – patricia.lutz Password: xxxxxxxxxxxxxxxx. **Notice** you do **NOT** use your district email account for your Username.

**Log In**

User Name

Password

**Log In**

Welcome to **eLearning**, FBISD's online course registration system.

----

To log into your eLearning account, you will use your firstname.lastname and your network password – no email address.

If you are having difficulty logging in, contact the **Customer Service Center** by phone: 281-634-1300.

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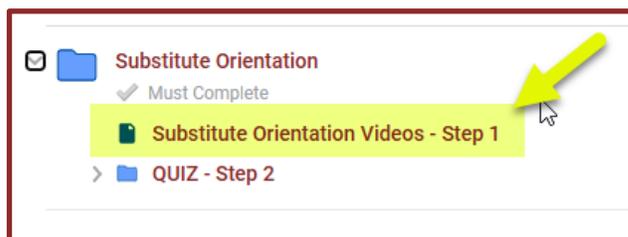
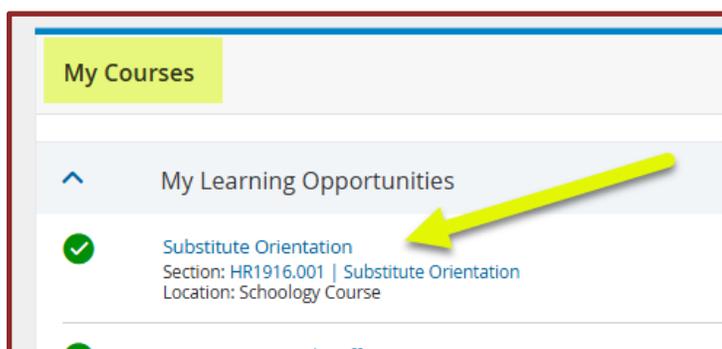
\*Click [Here](#) to access the FBISD Guest Course Catalog\*

**Professional Learning**

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## Step 3: Finding the Substitute Orientation

When you login to your eLearning account, you will be on your Home Dashboard page. You will see My Courses on the right side of the screen. Under My Course, you will find the Substitute Orientation. First click on Substitute Orientation Videos – Step 1, then click on each video to watch the Substitute Orientation and the Safety and Security Training. Once you have watched both videos, you will click on Substitute Orientation at the top of the screen, then click on QUIZ – Step 2. Click here to take the quiz.



Step 1 - Watch both of the videos below  
Click on each Picture below to start the video in a new window.



Substitute Orientation: Substitute Orient ...

### Substitute Orientation

✓ Student Progress ↺

📄 **Substitute Orientation Videos - Step 1**  
✓ Viewed the item

> 📁 **QUIZ - Step 2**   
Take quiz and score a 21 or above to pass.  
✓ Must Complete · 7/16/24 12:00am

Substitute Orientation: Substitute Orient ... ▶ Subs

### QUIZ - Step 2

Take quiz and score a 21 or above to pass.

✓ Student Progress ↺ 

📄 **CLICK HERE TO TAKE QUIZ**  
✓ Must score at least 21

You must pass the quiz for Substitute Orientation to begin working. Your ReadySub account will be placed on hold until it is confirmed you have completed Orientation. A report is run daily to confirm completion. You will receive an email in your personal email inbox letting you know your account has been released.

# HOW TO ACCESS MY SELF-SERVE – EMPLOYEE ELECTRONIC PERSONNEL FILE

**Purpose:** My Self-Serve is your electronic personnel file. You will access My Self-Serve to update/confirm the following information within 5 days from your Onboarding date:

- **Ethnic Declaration** – this is necessary for state reporting
- **Direct Deposit** – pay is received through Direct Deposit (Mandatory)
- **W4 Set up/W2 Electronic Consent** – make sure your W4 information is correct. You can also consent to receive your W2 electronically if you wish
- **Pay Stubs** – where you will obtain your pay stubs
- **Address**
- **Emergency Contact Information**
- **Letter of Assurance** – to be signed at the end of every school year for the coming school. (email communication is sent when form is available)
- **Exit** – should you decide to end your employment with FBISD, you will need to submit an Exit Form

Below are the steps for finding, accessing and working in My Self-Serve:

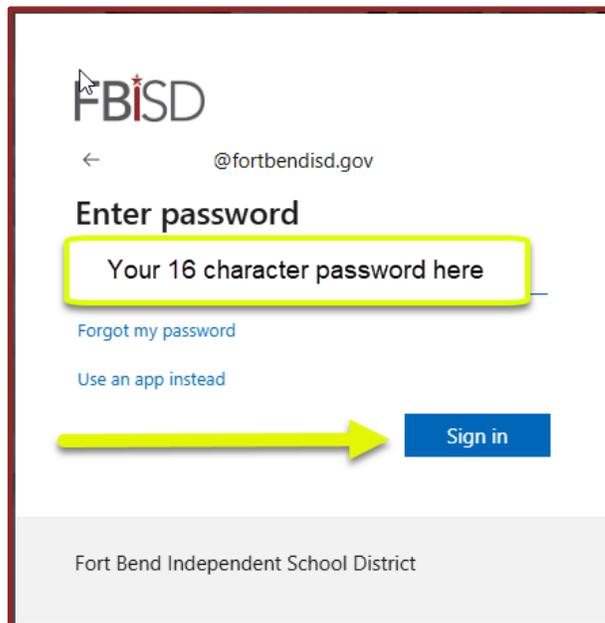
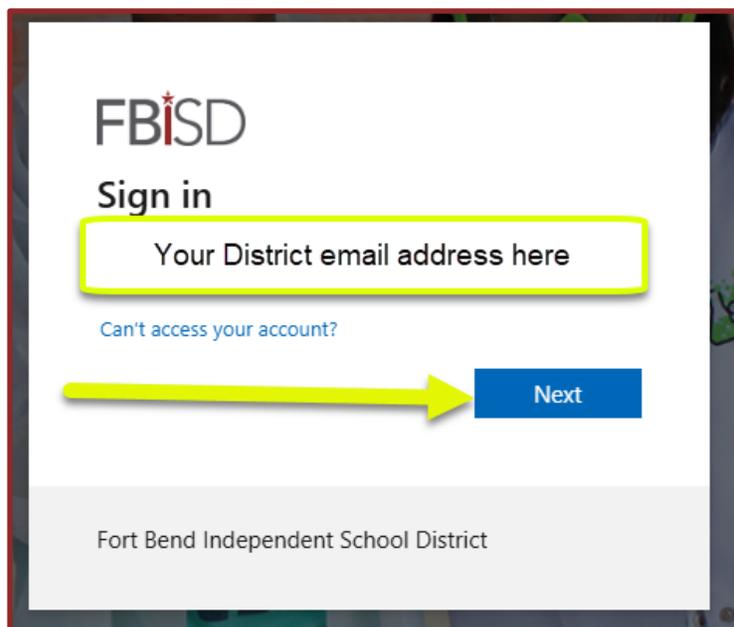
## **Step 1: How to find My Self-Serve**

Visit [www.fortbendisd.com](http://www.fortbendisd.com) – Click on Staff, this will take you to the Employee Portal. From the Employee Portal, click on the staff links, then select the My Self-Serve Icon.

The image shows a screenshot of the Fort Bend ISD website with several red boxes and yellow arrows highlighting the navigation steps. The top navigation bar includes 'DEPARTMENTS', 'PARENTS & STUDENTS', 'COMMUNITY', 'STAFF', and 'EDUCATION FOL'. A yellow arrow points to the 'STAFF' link. Below this, the 'Employee Portal' is shown with a red box around the 'EP' logo and the title 'Employee Portal'. A yellow arrow points to the 'Staff Links' icon in the 'District Departments' section. Another yellow arrow points to the 'My Self-Serve' icon in the main grid of services.

## Step 2: How to login to My Self-Serve

You will enter your district login information which is requested upon login as shown below:



## Step 3: How to access the information listed above:

- **Ethnic Declaration** – this must be confirmed/updated within 5 business days from your effective hire date. From your My Self-Serve Dashboard, select the FBISD Self Service Tab, select Ethnic Declaration, update accordingly if necessary



- **Direct Deposit** – Direct Deposit is mandatory for every employee. Upon hire, your first and possibly your second check will be mailed to your address of record. From your My Self-Serve Dashboard, select the payroll tab, select the Direct Deposit Tab, select the + symbol to add a new account
- **Tax Withholding** – complete this section do ensure the district is withholding the correct federal income tax from your pay.
- **W-2/W-2c Consent** – If you would like to receive your W2 electronically in January instead of waiting for it in the mail, you will select the W-2/W-2C Consent tab
- **Paychecks** – you will select the Paychecks tab to view your paystubs

**Payroll**



Last Pay Date **05/30/2025**

**Direct Deposit**

1

Account

Updated **03/23/2022**

**Direct Deposit**

**Accounts**

+

▼

**Tax Withholding**



**W-2/W-2c Consent**



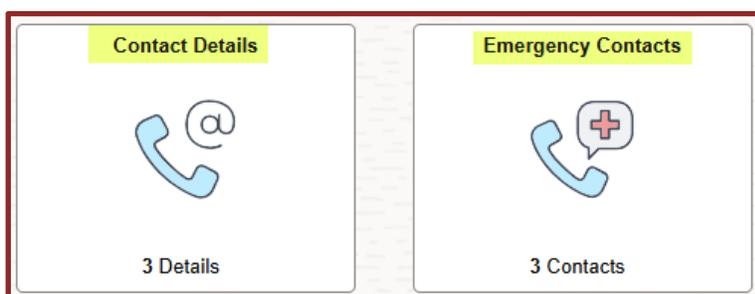
Consent received

**Paychecks**

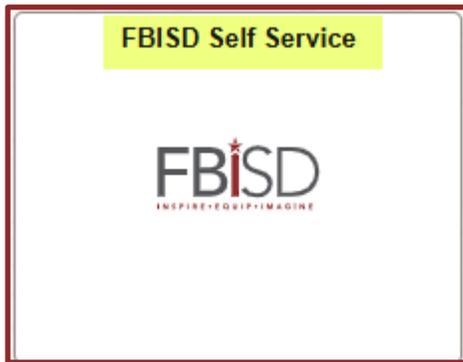


Pay Date	<b>05/30/2025</b>
Net Pay	
Taxes	
Deductions	
Total Gross	

- **Address** – It is important you confirm your address of record is correct and updated if every needed. From your My Self-Serve Dashboard, select the Personal Details tab, select the Address tab, you will see your default address which was obtained from your application. Should you need to change or update your address you will select, the > symbol which will provide your information and the option for you to update the current information if necessary
- **Contact Details:** From your Personal Details tab, you can also update your Contact Details
- **Emergency Contact information**



- **Letter of Assurance** – The Letter of Assurance is an electronic form you will accept/sign at the end of every school year indicating to the district you will return the next school year as a Substitute. If you do not plan to return, you will need to decline the form. Email communication is sent to district email accounts during the month of May. Select the FBISD Self Service tab, then select Employee E-Forms.
- **Exit** – You can also access the Exit Form from this area, should you choose not to return or at any time wish to leave the district



For assistance logging into your My Self-Serve Account, please contact the Customer Service Department by calling, 281-634-1300. You will be required to provide your Employee ID number and the last 4 digits of your Social Security Number.

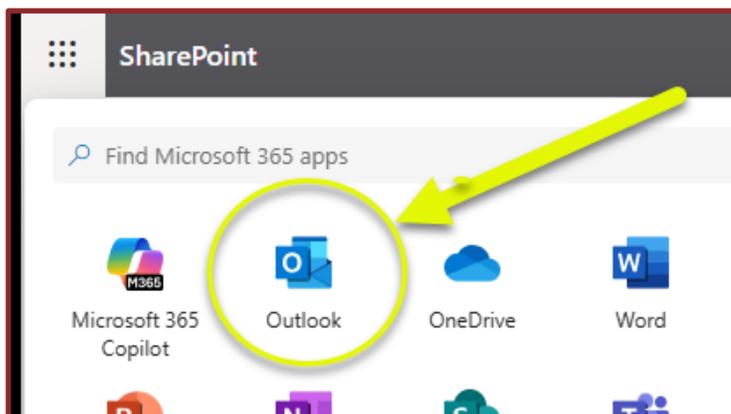
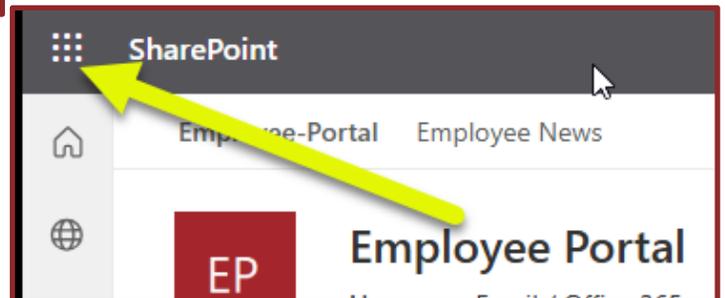
## HOW TO ACCESS OUTLOOK – EMPLOYEE EMAIL ACCOUNT

**Purpose:** As a substitute, you must often check your district email account for updates and information from the Substitute Team as well as the district. You must access your email account to obtain your **login information** for **ReadySub**, which is the account you will use to accept subbing jobs.

Below are the steps for finding and accessing your district Outlook account:

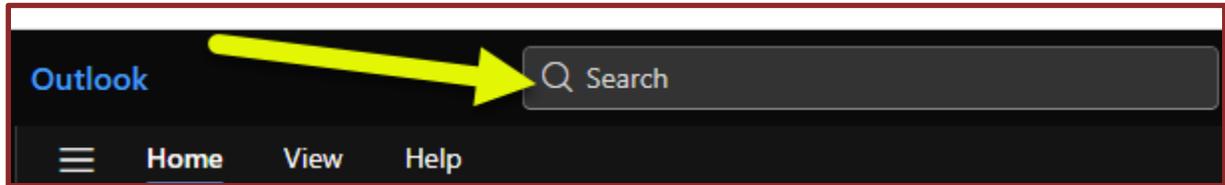
### **Step 1:** How to locate Outlook

Visit [www.fortbendisd.com](http://www.fortbendisd.com) – Click on Staff, this will take you to the Employee Portal. From the Employee Portal, click on the “waffle symbol” at the top left corner of the screen. You will see the Outlook icon as shown below. Click on the icon to load your district email account.



**Step 2:** Find your **Welcome Email** from **ReadySub**. TIP: the Welcome email provide you with your temporary login information for your ReadySub Account.

You may find many emails waiting in your inbox. It is suggested that you type “welcome” in the search area of your inbox to quickly find the welcome email. Once you have found your ReadySub welcome email, follow the steps in the email. If you are unable to find the email in your inbox, check your junk/spam folder before contacting your Substitute Team Advisor by email for further assistance. Be sure to email your Substitute Team Advisor according to alpha split by last name. You must follow the instructions from the welcome email to gain access to your ReadySub account.



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You should now refer to the information for locating and re-accessing ReadySub. ReadySub is the account you will access to look for substitute jobs. You must often check your ReadySub to ensure you are assigned to the jobs you are working, and the information is correct.

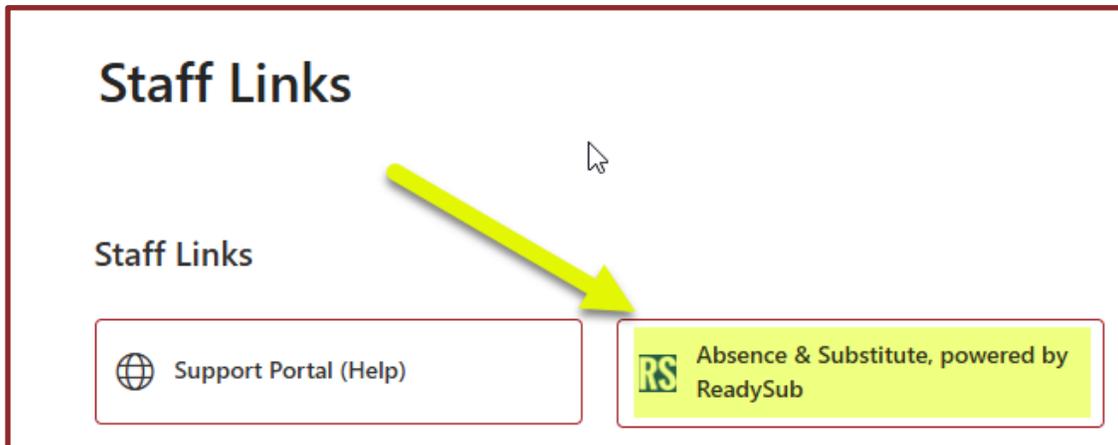
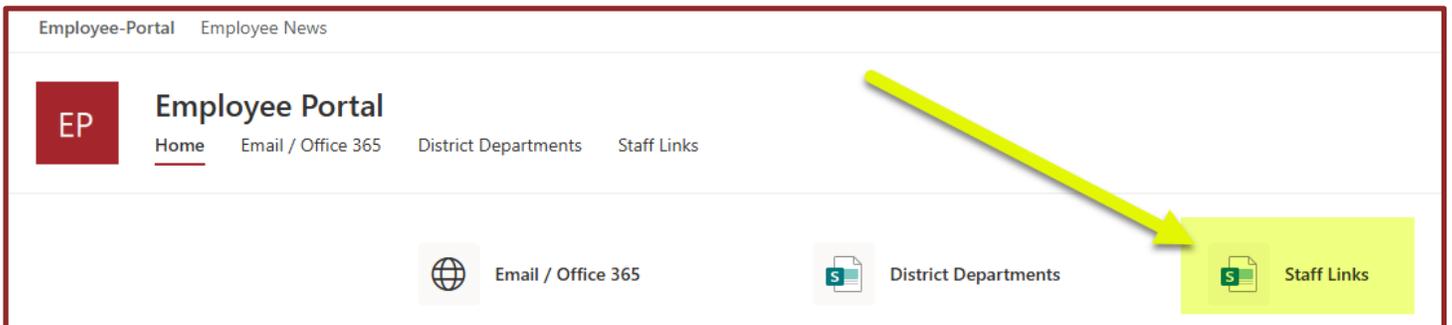
**Purpose:** ReadySub is the account you will use to search for and accept sub jobs. You should frequently login to your ReadySub account to ensure you are assigned to all the jobs you have worked. You must be assigned to jobs in ReadySub to receive pay for dates you work.

**Initial Login:** You will use the temporary login information which was sent via email to your district email account. Check your email account for the “Welcome Email” from ReadySub. The email will be from [noreply@readysub.com](mailto:noreply@readysub.com). If you are not able to find the email in your inbox, please check your junk/spam folder. Using the temporary login information, click on the link provided in the email to login to ReadySub initially.

The image is a screenshot of an email titled "Welcome to ReadySub". At the top left is the "RS ReadySub" logo. Below the logo is a horizontal line. The main heading is "Welcome to ReadySub". Underneath is a section titled "Login instructions:". The text in this section reads: "Click [here](#) to log in.", "Your account login email:", "Your temporary password:", and "Follow [this link](#) to change your password." There are two yellow callout boxes with arrows pointing to the "Your account login email:" and "Your temporary password:" lines. The first callout box contains the text "your district email will be listed here" and the second callout box contains the text "your temporary password will be listed here". A yellow arrow also points from the "Click here to log in." line towards the "your district email will be listed here" callout box.

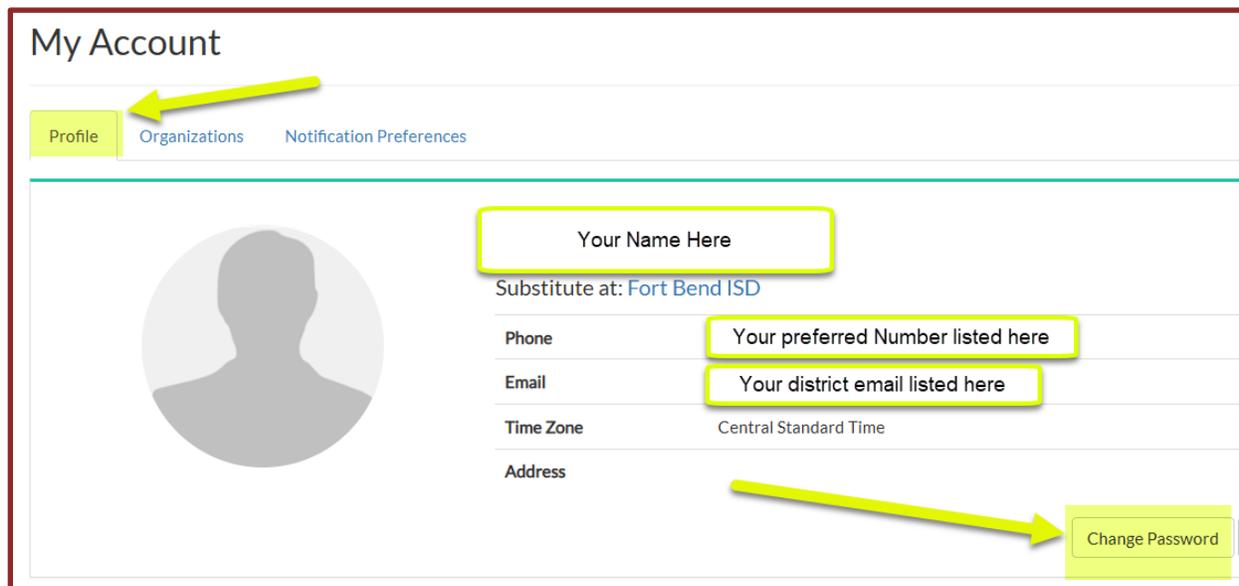
**Step 1:** How to locate ReadySub

Visit [www.fortbendisd.com](http://www.fortbendisd.com) – Click on Staff, this will take you to the Employee Portal. From the Employee Portal, click on the staff links, from Staff Links, select the Absence & Substitute, powered by ReadySub icon.

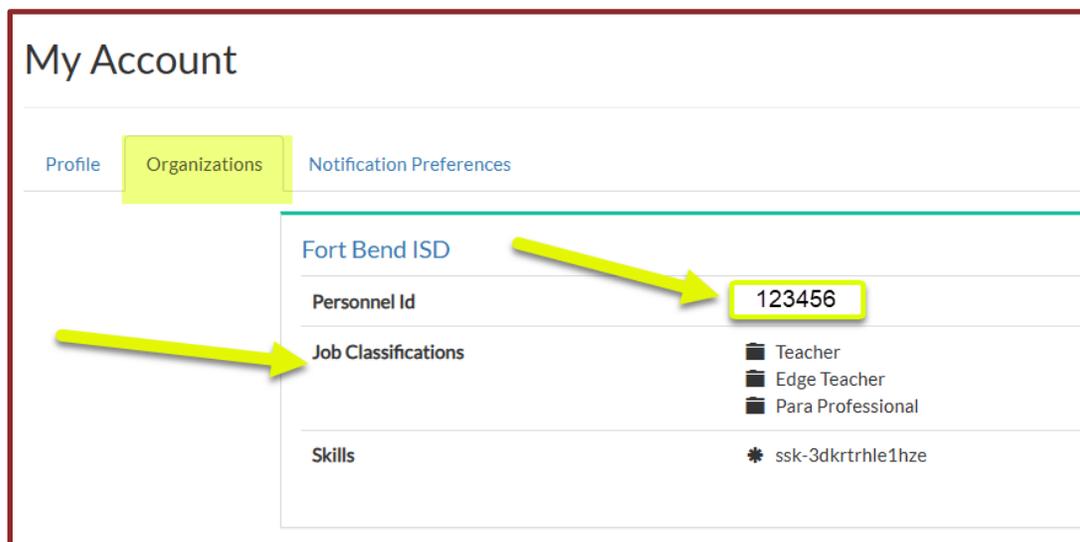


**My Account:** You will see three different tabs on your My Account Page, the Profile tab, which provides you with your preferred contact phone number and your district email address. The Organizations tab provides you with your employee ID number and your current job classifications. (this will change depending on and if you are working a long-term job). Notifications Tab allows you to select how you wish to receive notifications regarding jobs from ReadySub.

**Profile Tab** – Name, preferred contact number, district email address. If you wish to change your password for ReadySub, you can do this from your profile tab.



**Organization Tab:** Provides your Employee ID number and possible Job Classifications. You will see your job classifications change according to what type of long-term jobs you work.



**Notification Preferences:** You can update how you wish to receive notifications for all the events listed. Reminder, Email Alerts are sent to your district email account. You are encouraged to frequently login to your ReadySub account to look for jobs.

## My Account

Profile Organizations **Notification Preferences**

### Notification Settings

Event	<input checked="" type="checkbox"/> Email Alert	<input type="checkbox"/> Text Message Alert	<input type="checkbox"/> Call Alert
New Job Available	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I'm Requested for a Job	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Job Updated	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job Assigned	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Job Released	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job Cancelled	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

 [Edit Notification Preferences](#)

### Calling Quiet Hours

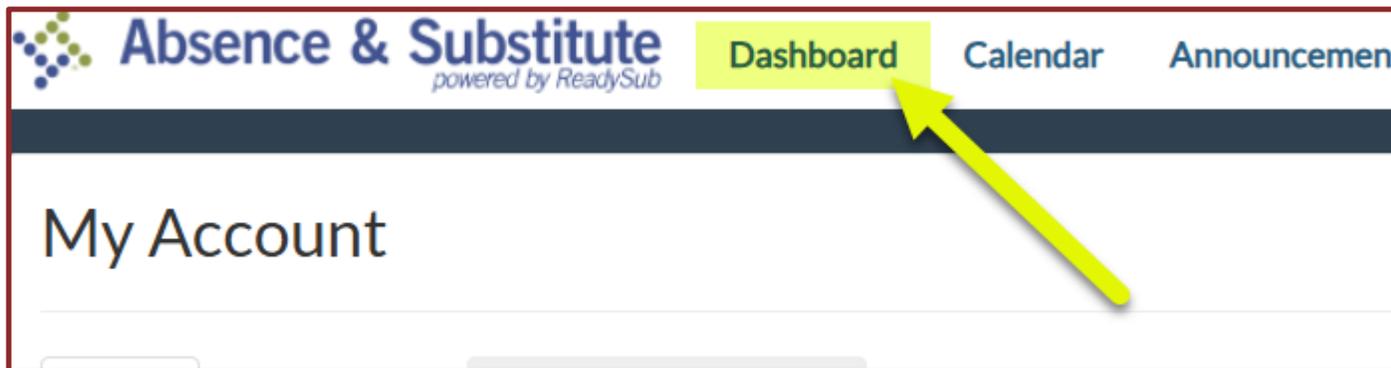
Quiet Hours Enabled

Quiet Hours Start Time

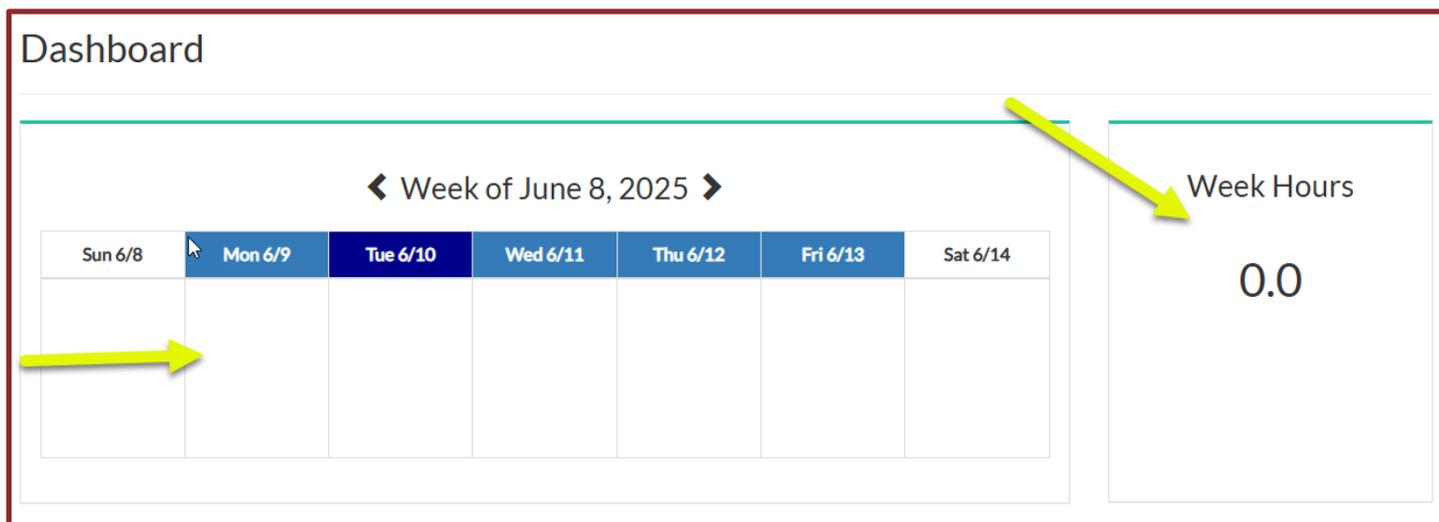
Quiet Hours End Time

[Edit Quiet Hours](#)

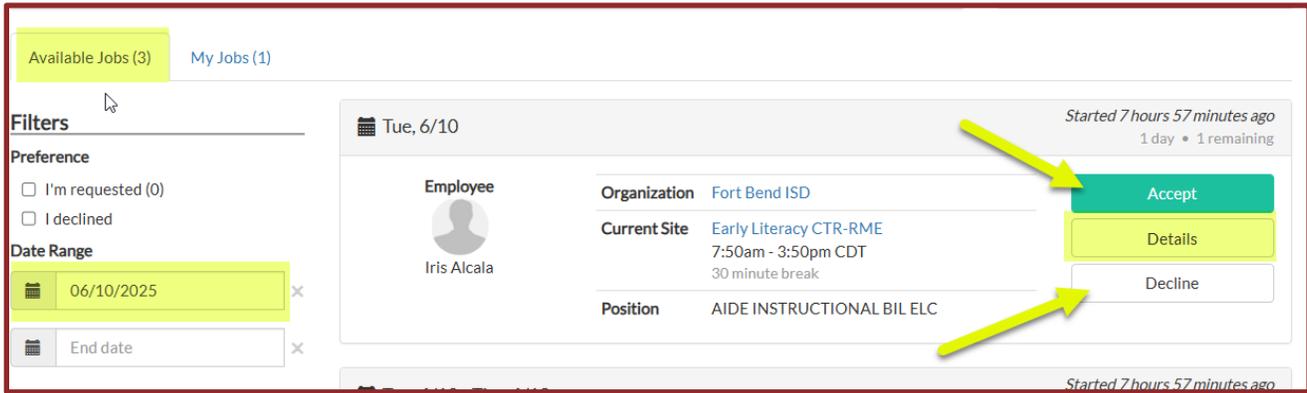
**Dashboard:** The Dashboard is where you will search for available Sub jobs and find the Jobs you have accepted, been assigned to, and have worked. Select Dashboard from the top of your My Account screen



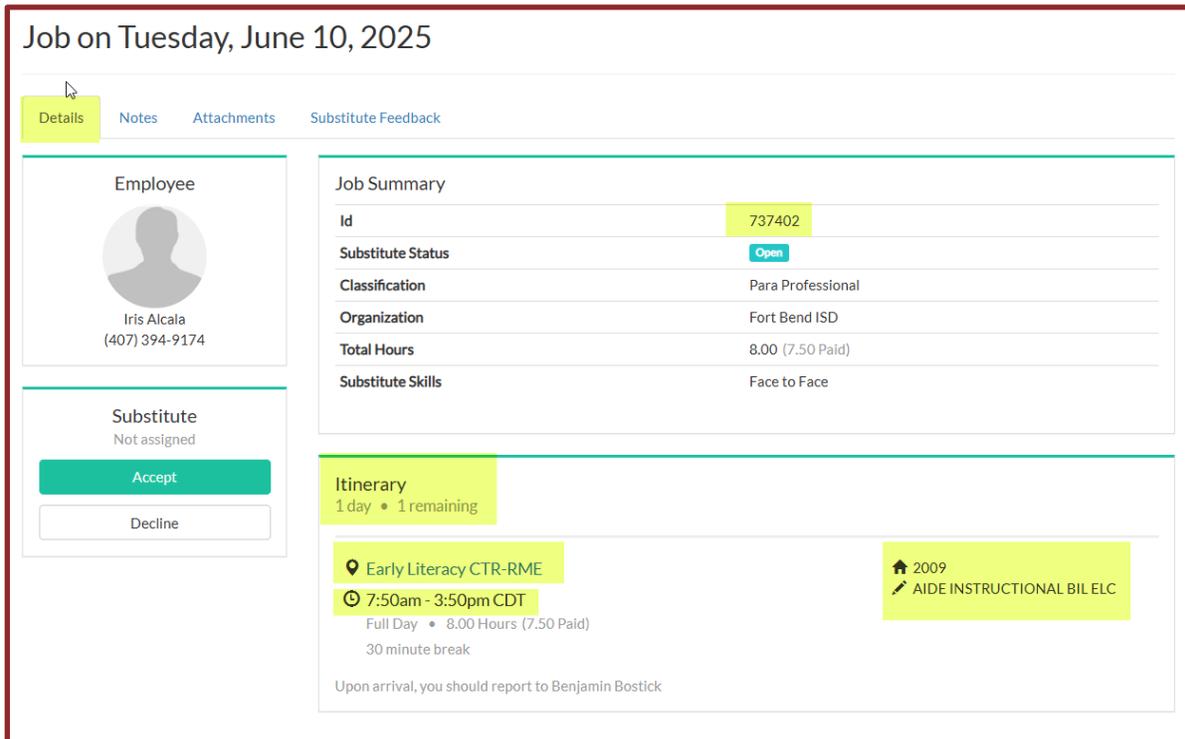
**Week at a Glance:** The week at a glance provides you with the jobs you are assigned to for the week shown. You can scroll through to see past jobs you worked or future jobs you are assigned to. **DO NOT** pay attention to the Week Hours, this is for calculation purposes only. Substitutes are paid by the day not the hour.



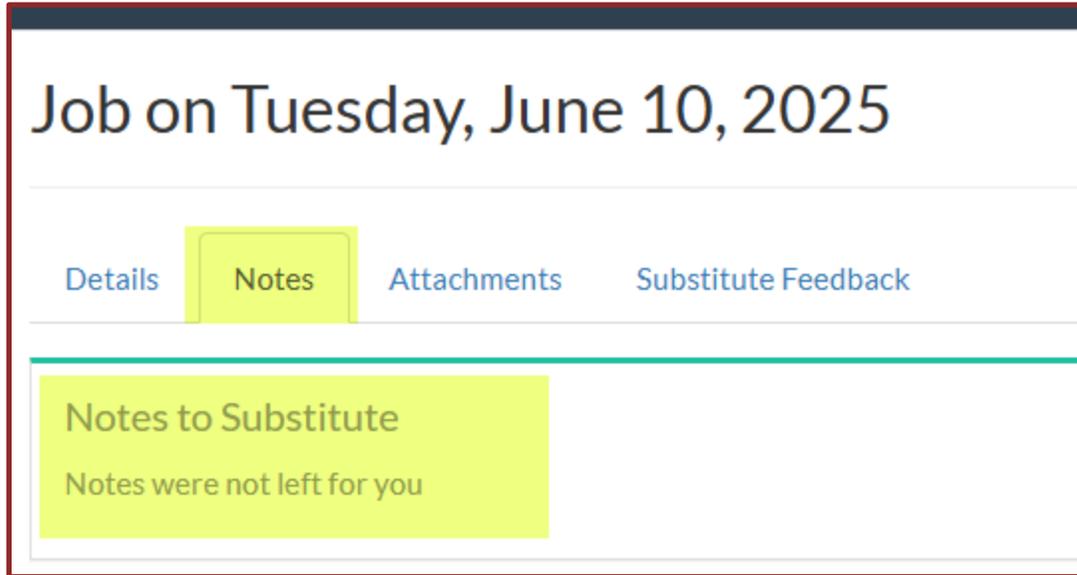
**Available Jobs Tab:** During the school year, you will find hundreds of jobs listed on this tab. You can filter by date. Currently ReadySub does not offer the capability to filter by campus or type of assignment. (You can use **ctrl F** to search for keywords such as a Campus or subject area.) You will see the Employees name, campus, and position. If you would like to see details for the job, click on the Details option. You can accept or decline the job from this area. It is not necessary for you to decline the job, but it will remove it from your list which will decrease the number of jobs to look through.



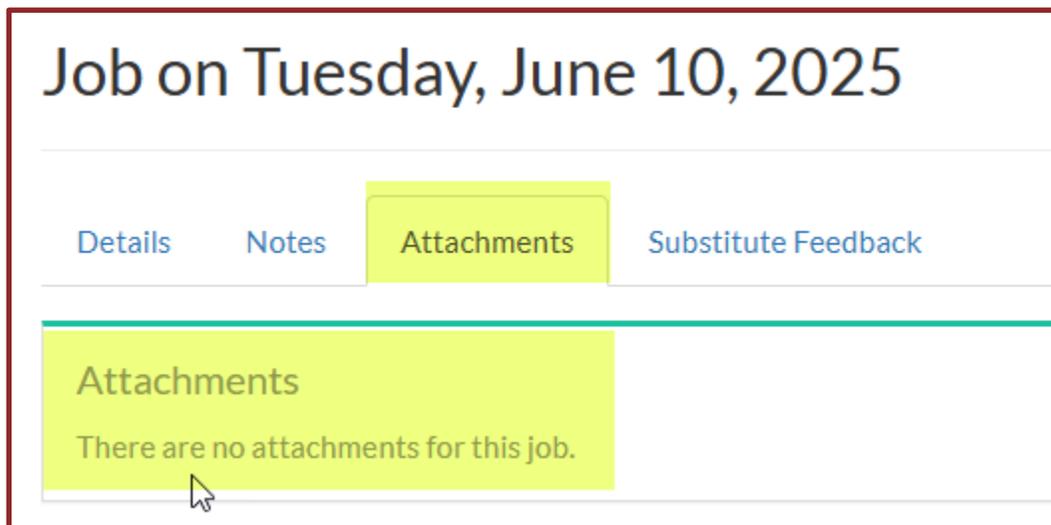
**Details Tab** – Provides you with the Employee Name, Job Number, Campus, working hours, and position. You can Accept or Decline the job from this screen also.



**Notes Tab** – Provides Notes to Substitute. Be sure you are checking this tab if you there are notes.



**Attachments** – Teachers may attach lesson plans, or other materials here, be sure to check the tab for any attachments.



**Substitute Feedback** – We encourage you to provide feedback for each job you work. We are not able to improve as a district if we are not aware of areas which need improvement. We appreciate you taking the time to provide feedback.

## Job on Tuesday, June 10, 2025

[Details](#) [Notes](#) [Attachments](#) [Substitute Feedback](#)

### Substitute Feedback Questionnaire

Tell us about your job experience

---

**1. Was anything unclear in the lesson plans?**  
No answer has been given.

**2. Were you able to cover everything in the lesson plans?**  
No answer has been given.

**3. Did the students struggle with any concepts?**  
No answer has been given.

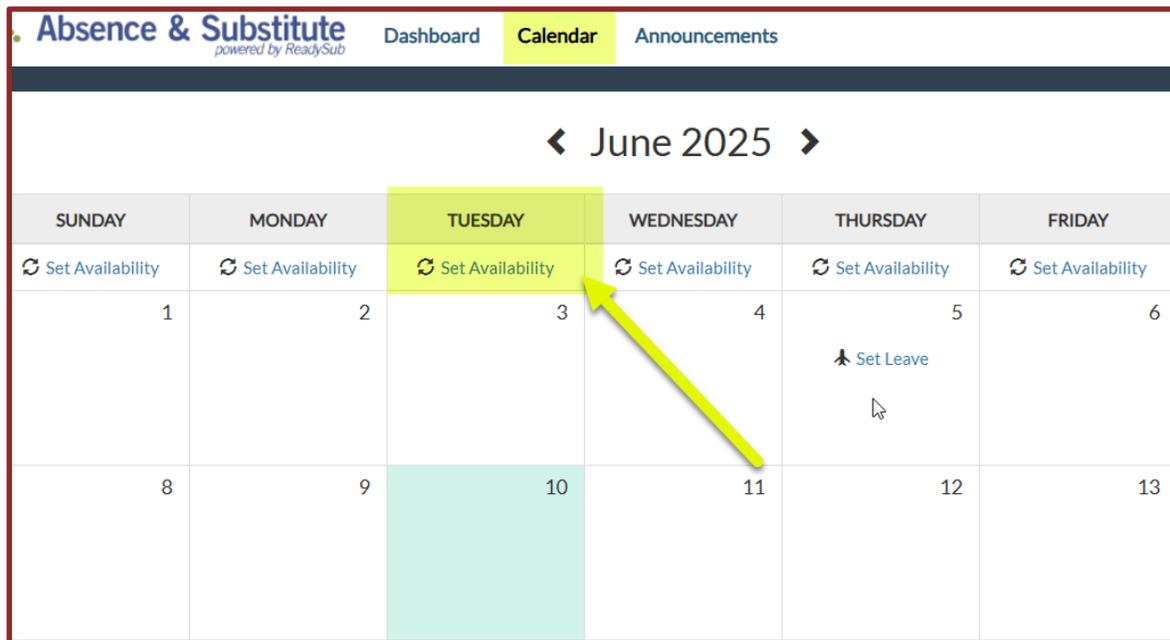
**4. Which students were helpful?**  
No answer has been given.

**5. Which students were problematic?**  
No answer has been given.

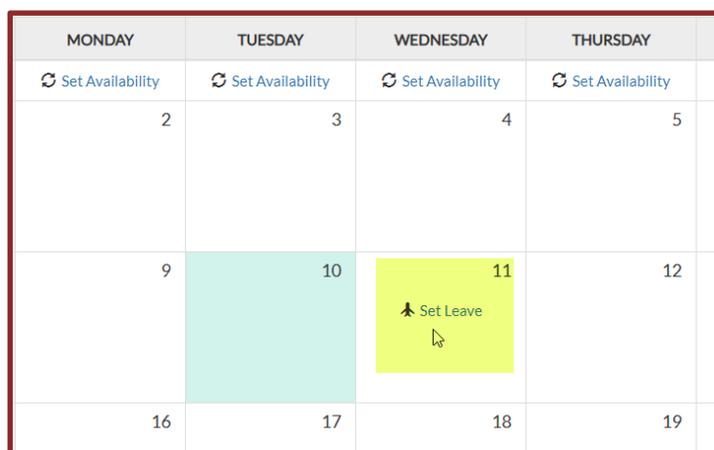
**6. Other Comments?**  
No answer has been given.

**Calendar** – If you have certain days of the week, you are not available to work, you will add them to your Availability calendar. If you are not available for an extended amount of time, you will contact your Sub Team Member to inform them and add the dates to your Availability Calendar.

If you are unavailable to sub on certain days of the week, you will select “Set Availability” under the day of the week. This will show you as unavailable for that day of the week forever. You can update if needed.



If you are unavailable due to an appointment, you can hover over the date with our mouse, select Set Leave and make the adjustment for that one day.





The following days during the **2025-2026 school year** do not require substitutes. Also listed are the Student Early Release Days. Substitutes who work Early Release Days will be compensated for a half-day job. Substitutes are not eligible for pay on days listed below. Substitutes who are working long-term jobs and are requested to work by the Campus Administrator will be compensated for the day.

2025-2026 Instructional Calendar

July 31 – Aug 1	District Professional Learning Days/No Students
August 4	Teacher Workday/No Students
August 5-8	Professional Learning Days/ No Students
August 11	Teacher Planning Day/No Students
September 1	Student/Teacher Holiday/Labor Day
September 25	Early Release-Elementary
September 26	Professional Learning Day/No Students
October 13 – 17	Student/Teacher Holiday
October 20	Teacher Planning Day/No Students
November 24 – 28	Student/Teacher Holiday
December 18	Early Release – MS/HS
December 19	Early Release/All Students
December 22 – 31	Student/Teacher Holiday/Winter Break
January 1 – 2	Student/Teacher Holiday/New Year’s Day
January 5	Teacher Workday/No Students
January 6	Professional Learning Day/No Students
January 7	Teacher Planning Day/No Students
January 19	Student/Teacher Holiday/Martin Luther King Jr. Day
February 12	Early Release-Elementary
February 13	Professional Learning Day/No Students
February 16	Student/Teacher Holiday/Inclement Weather Make-Up Day
March 6	Teacher Planning Day/No Students
March 16 – 20	Student/Teacher Holiday
April 3	Student/Teacher Holiday
May 25	Student/Teacher Holiday/Memorial Day
May 27	Early Release-MS/HS
May 28	Early Release-All Students/Last Day for Students
May 29	Teacher Workday/No Students/Inclement Weather Make-Up Day

## Substitute Employment Expectations

You are required to work **two (2) times per month or ten (10) times per semester** to keep an active status with FBISD. The Substitute Team runs reports at the end of each semester to identify Substitutes who have not met the minimum work requirement during the semester. Substitutes who have not met the requirement will be terminated from employment. Substitutes are notified during the New Substitute Orientation process of this requirement.

Substitutes who need extended time away from subbing due to personal reasons but intend to return to subbing for the district, are required email, [substitutes@fortbendisd.gov](mailto:substitutes@fortbendisd.gov) to notify the Substitute Team. A Substitute Team member will make a note of the situation and remove the Substitutes name from the above-mentioned report. (e.g., surgical or illness recovery, maternity leave, out of the country, caring for a sick family member, etc.) The Substitute will have to provide the Substitute Team with an expected return date. If the Substitute does not return by the return date provided, and/or notify the Substitute Team of an updated return date, Substitute will be terminated from employment. The nine-week grading periods are as follows:

- **First Semester** (August 12 through December 19)
- **Second Semester** (January 8 through May 28)

## Annual Staff Training

Substitutes are expected to complete Annual Staff Training. As a newly hired employee, Substitutes have 45 days from the date of hire to complete Annual Staff Training. The Substitute Team will register you for the training. Every year thereafter, you are responsible for completing Annual Staff Training prior to the deadline date provided by the district. Substitutes will often check their FBISD email account for communication about Annual Staff Training.

## Cancellation of Assignments

When you accept assignments/jobs, you are making a commitment to the school. Assignments/jobs should only be cancelled in the event of an emergency. If an emergency arises, you should cancel the assignment/job as soon as possible. **You must notify the school of the cancellation.**

To notify the Absence and Substitute Management System (ReadySub) that you are no longer able to fill an assignment/job:

- You must know the specific Job ID Number
- Release the job as soon as you know you are unavailable to meet the commitment. If you need to cancel within **0-48 hours** prior to the job start time, you must call the school to inform them as to why you need to cancel the job. If it is before/after school hours, leave a voice message indicating that you are no longer available
- Remember if you accept an assignment/job, the campus and students are relying on you to be in attendance
- Do not accept an assignment/job months in advance that you are not able to fulfill. If you must cancel an assignment/job you accepted in advance of the assignment and must cancel even weeks prior to the assignment, notify the campus and/or teacher.
- There is NO need to contact the Substitute Department regarding the cancellation

# REPORTING TO THE ASSIGNED CAMPUS

## Arrival Times

It is important to familiarize yourself with the campus locations before accepting your first assignment. (Campus Locations are provided at the end of the Substitute Handbook) The schedule below should be followed for arrival and dismissal times, unless notified otherwise by the campus. Some long-term assignments/jobs may require different arrival times. Arrival times for the specialized schools are different; be sure to check ReadySub or with the campus for your start and end time for the specialized locations.

LEVEL	FULL DAY	HALF DAY
High School	7:10 a.m. – 3:10 p.m.	7:10 a.m. – 11:10 a.m. 11:10 a.m. – 3:10 p.m.
Middle School	8:20 a.m. – 4:20 p.m.	8:20 a.m. – 12:20 p.m. 12:20 p.m. – 4:20 p.m.
Elementary School	7:50 a.m. – 3:50 p.m.	7:50 a.m. – 11:50 a.m. 11:50 a.m. – 3:50 p.m.

Be prompt to start your duties at the scheduled time. If you anticipate being late, you must call the school office so they can plan accordingly. **You are expected to remain on campus until the end of the school day, which may include the teacher's end-of-the day duties.** Be sure to check with the campus administrator for instructions regarding classroom access, etc. The Specialized campuses have a different start and end time; please contact the campus directly if there is a question

## Upon Arrival at the Campus, You Must Do the Following

- Make sure your FBISD Substitute ID Badge is clearly visible. You should not be on campus without your Substitute ID Badge
- Display your Substitute Parking Permit from your rearview mirror
- **Sign the Substitute Sign-In Sheet 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, 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/substitute coordinator 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
- Monitor the students at all times
- Use positive reinforcement for good behavior
- Never use physical contact to redirect student 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
- Take attendance per campus procedures
- Follow campus procedures for allowing students to move about the building

## At the End of the Assignment/Job

- Complete the Substitute Feedback form found in ReadySub (instructions for completing this are found at the beginning of the handbook)
- Leave detailed notes and your phone number should the teacher have any questions. Consider the questions below when completing leaving your notes:
  - What were you able to complete from 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 you have time, you can review the student's 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 make it safely to the bus or designated areas for pick-up, if applicable
- Follow campus procedures for monitoring students during dismissal
- 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 the next day

## Field Trips

When working day-to-day assignments/jobs, you should not be asked to attend field trips. While working a long-term assignment, you may be asked to attend a field trip if other arrangements cannot be made.

## Parking Permit

The district provides Substitute Parking Permits to all Substitutes. Newly hired Substitutes will receive their parking permit when attending Onboarding. Keep your Parking Permit in a secure location and have it readily available to hang from your rearview mirror while on campus. You will not receive a new Parking Permit yearly, unless it is lost or damaged.

If displayed, your Parking Permit should prevent you from being ticketed while subbing on all campuses.

If/when your employment with FBISD ends, you will contact your Substitute Team Member for procedures for turning in your Substitute ID Badge and Substitute Parking Permit.

**It is important to sign the Substitute Sign-In Sheet! In the event you are removed or not added to an assignment/job in the Absence and Substitute Management System (ReadySub), signing the sign-in sheet confirms you worked if we ever need to double check with the campus.**

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## WORKPLACE CONDUCT

The following are the minimum standards of conduct for Substitutes. These standards are not intended to be all-inclusive or cover every 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:

### As a Substitute for FBISD, you are expected to:

- Abide by all federal, state, and local laws and statutes
- Maintain a professional relationship with all students, both inside and outside the classroom
- Do not take pictures of students (digital, photographic, video, or electronic media)
- Refrain from the abuse or inappropriate use of alcohol or drugs during the substitute assignment/job
- Silence your personal cell phone during instruction and when the students are in the classroom
- Do not exchange phone numbers with students for any reason nor social media contact information
- Laptop computers, MP3 players, handheld video games, magazines, books, newspapers, food, and drinks, other than water, are not permitted in the classroom
- Follow all policies and procedures related to social media found in Policy DH
- Cover the teacher's extra duties, which include but are not limited to:
  - Car rider line a.m./p.m.
  - Bus rider line, a.m./p.m.
  - Walker/biker area, a.m./p.m.
  - Lunch Duty
  - Recess Duty
  - Hally Duty/passing periods

As a Substitute, you will follow and adhere to the Standards of Conduct and Educators' Code of Ethics found in the Employee Handbook.

## **Satisfactory Job Performance Expectations**

- Work with employees and students in a productive, cooperative, and positive manner
- Negativity, absence of a sense of humor, or unwillingness to be flexible, cooperative, or helpful may result in not being invited to return as a Substitute on a campus and/or being removed from the Substitute roster
- Follow the teacher's lesson plans
- 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
- Never use profanity or make inappropriate comments at any time in the presence of students

## **Attendance**

- Report to work on time (See school staff start times listed above)
- Never leave the students unattended
- Do not leave campus during working hours. In the case of an emergency, notify the campus administrator or front office before leaving the campus. Make sure an adult is there to relieve you before departing
- Remain at work until the end of your work assignment, which may include the teacher's end-of-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

## **Religion in Public Schools**

FBISD strongly supports the separation of religion and government. Do not share your personal religious beliefs with students. FBISD is a 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 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.

## **Maintain Safety and Security Standards**

- Observe and comply with safety regulations and procedures
- Immediately report all personal injuries because of work-related duties to the supervisor and on the form available on each campus. (Please see the campus administrative assistant as soon as possible. Do not leave the campus without reporting the injury)
- Always wear your Substitute ID Badge while on 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, which includes, but is not limited to:**

- 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 Communications 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 or during a school-sponsored event
- 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 and staff
- Using inappropriate language or actions when dealing with students. Using inappropriate or unapproved books, videos, etc. in the classroom
- Providing students with your personal contact information or asking the students for their personal information, including all social media accounts
- 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 the 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)

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## COMPENSATION

### Automatic Payroll Deposit

You must take part in mandatory direct deposit. To complete the employment process, employees must complete the online direct deposit set up through their My Self-Serve Account within five (5) business days of their effective hire date. The district offers all employees an automatic payroll deposit. Employees may have paychecks electronically deposited ("direct deposit") into an account of any financial institution that accepts electronic transfer of funding. With automatic deposit, an employee's pay is available on the pay date. An authorization of direct deposit form must be on file in the Payroll Department entered through My Self-Serve. When activating or changing a direct deposit, a pre-notification period is needed to ensure all bank information has been submitted and processed correctly. Direct deposits are posted on the regularly scheduled paycheck dates. Because the district cannot control the time of day each bank or credit union posts a deposit to an employee's bank account, employees should not schedule drafts on the same day as a pay date. Final paychecks for employees who separate from service before the last day of instruction will not be automatically deposited. Contact Huma Resources – Payroll by calling (281) 634-1221 for more information about direct deposit.

Please allow one to two pay cycles for direct deposit to take effect. Your first and possibly your second paycheck will be mailed to your address of record. If you would prefer your initial checks be held in the payroll department for pick-up, please send an email request to [payroll@fortbendisd.gov](mailto:payroll@fortbendisd.gov).

## **Payroll Deductions**

Temporary and part-time employees, including Substitutes who are not eligible for TRS membership, must take part in the Deferred Compensation FICA Alternative Plan. [457 FICA Alternative Plan More Information](#)

The FICA Alternative Plan is a 457(b)-retirement savings plan provided for Substitutes, part time staff and other employees who do not work enough hours or otherwise do not qualify to take part in TRS. Fort Bend ISD does not take part in the Social Security program. The 457 FICA is the alternative to Social Security. Employees in the plan must contribute 7.5% of their pay. Employees can elect to receive all their contributions plus interest (if applicable) when they leave the district.

Substitutes who are TRS Retirees, will not contribute to the 457 FICA Alternative Plan.

The FICA Alternative Plan is managed by a third-party administrator; TCG Administrators. Questions about the FICA Plan should be addressed to:

### **TCG Administrators**

900 S. Capital of Texas Hwy. Suite 350  
Austin, TX 78745  
(800) 943-9179  
457@tcgservices.com

## **Travel Expense Reimbursement**

Substitutes do not qualify for travel reimbursement at any time for any reason or while working a long-term, split campus assignment. If you are working a long-term assignment for one employee/position who works on multiple campuses, you will not receive reimbursement for travel to and from the campuses.

## **Worker's Compensation**

In accordance with state law, the district provides workers' compensation benefits to employees who suffer a work-related illness or injury on the job. Workers' Compensation benefits help pay for medical treatment and make up part of the income lost while recovering. Law, depending on the circumstance of each case, prescribes specific benefits. All work-related illnesses or injuries must be reported immediately to the supervisor. Employees who are unable to work due to work-related injury will be notified of their rights and responsibilities under the Texas Labor Code.

You must choose a treating doctor from the Alliance provider list. This is needed for employees to receive coverage of healthcare costs for the work-related injury. A provider listing is available through the Alliance website at [www.pswca.org](http://www.pswca.org) a link to the site is available on the Fund's website at [www.tasbrmf.org](http://www.tasbrmf.org) listing the providers who are taking new patients. A copy of the Alliance Acknowledgement form is included in the Appendix found in the Employee Handbook.

In accordance with state law, the district provides workers' compensation benefits to employees who suffer w work-related illness or injury on the job. Medical benefits under this program are available immediately; temporary income benefits become available when related absences extend beyond seven calendar days. All work-related illnesses or injuries must be reported immediately to the supervisor. Employees who are unable to work due to work-related injury will be notified of their rights and responsibilities under the Texas Labor Code. Employees are required to choose a treating doctor from the Alliance Provider list. This is required for the employee to receive coverage of healthcare costs for the work-related injury. A provider listing is available through the Alliance website at [www.pswca.org](http://www.pswca.org). A link to the site is available on the TASB Website at, [www.tasbrmf.org](http://www.tasbrmf.org) listing providers who are taking new patients.

A copy of the Alliance Acknowledgment form is included in the Appendix of the Employee Handbook. To continue to receive regular pay for daily absences related to a compensable work illness or injury, employees must make the appropriate selection on the Employee Work-Injury Absence form; otherwise, injured employees will waive regular income for missed days related to a compensable work illness or injury.

### **Substitute steps if injured while working**

1. Report the injury to the campus administrator immediately
2. The campus workers' compensation representative will provide you with the workers' compensation packet
3. Complete the packet and return to campus personnel as soon as possible
4. The campus workers' compensation representative will submit the First Report of Injury on your behalf
5. If you do not seek or require medical attention, inform the campus representative
6. If you seek medical attention and can return to work with restrictions
  - a) If you are working in a long-term assignment, the DWC-73 form will be returned to the campus
  - b) The campus will determine if they are able to accommodate any restrictions
  - c) If you are working day-to-day assignments, the DWC-73 form will be sent to the Substitute's Advisor in the Substitute Office
  - d) The Substitute Advisor will determine if the district is able to accommodate any restrictions
  - e) If campus/district is not able to accommodate restrictions, the Substitute's Absence & Substitute profile will be restricted until released by doctor and information is received and updated

### **Unemployment Compensation**

Substituting is considered a part-time position, and work hours are not guaranteed, as you are contacted based on a need at a campus. You are not eligible for unemployment compensation benefits during any scheduled school breaks/student breaks. You do not receive unemployment compensation benefits for any school closures due to severe weather, natural disasters, etc.

### **Assault Leave**

Assault leave provides extended job income and benefits protection to an employee who is injured as the result of a physical assault suffered during the performance of his or her job. An incident involving an assault is a work-related injury and should be immediately reported to the employee's immediate supervisor. You would immediately report such an incident to the campus administrator, as well as your substitute team member by alpha split.

Under this program, physical assault occurs if:

- A person causing injury engages in conduct which causes injury to the employee
- A person causing injury could be prosecuted for assault; or
- A person causing injury could not be prosecuted for assault only because their age or mental capacity makes them a non-responsible person for the purpose of criminal liability

Notwithstanding any other law, assault leave benefits due to an employee shall be coordinated with Workers' Compensation temporary income benefits, upon eligibility, to provide income totaling 100 percent of the employee's daily rate of pay.

### **Teacher Retirement**

Substitutes not receiving TRS service retirement benefits who work at least 90 days a year are eligible to buy a year of creditable service in TRS.

If you are a TRS retiree, it is your responsibility to know what your TRS limitations and stipulations are while working. Should you accept a long-term assignment, you are responsible for knowing what TRS limitations you have. You will have to inform the campus of any limitations which may prevent you from serving during the duration of the long-term assignment.

## Notice Regarding Pay Checks

**PLEASE NOTE** – It is your responsibility to check your jobs in the Absence and Substitute Management System (ReadySub) to ensure all jobs worked during the pay period have been entered.

- You must notify the campus immediately should you notice you are not assigned to a date you worked. The campus contact person will notify the Substitute Team member to confirm you worked and are paid for working the correct number of days
- Should you notice a missed date after the pay period date, you should contact your Substitute Team Member immediately
- It is imperative that you “sign in and out” at every campus on their Substitute Sign In sheet for every type of assignment worked
- You must include your arrival/departure times and check your assignments weekly in the Absence and Substitute Management System (ReadySub)
- Your signature is verification you worked and will receive pay in the event you are not assigned or removed from working an assignment in the Absence and Substitute Management System (ReadySub)
- If you are inadvertently removed from or not assigned to a job, and your name is not located on the Substitute Sign-In sheet, you will not be paid for working the day

## Questions Regarding Pay Checks

In the event you have questions about a paycheck, please contact the Substitute Payroll Specialist via email and include the following information:

- Name and Employee ID Number
- Date of Paycheck which required review
- Date Missing from Paycheck
- The campus you worked on the date which is missing
- Absence and Substitute Management (ReadySub) Job Number
- Provide as much detail as possible pertaining to your question

It is your responsibility to familiarize yourself with the Substitute Pay Schedule for the current school year. The Substitute Pay Schedule is included below and can be located on the Substitute Website, [www.fortbendisd.com/subs](http://www.fortbendisd.com/subs) linked under Resources.

Before emailing the Substitute Payroll Specialist, please make sure you have referred to the Substitute Pay Schedule and checked the dates you have worked in the Absence and Management System (ReadySub).

Always check your My Self-Serve account to check the accuracy of your paychecks. By checking your My Self-Serve account, you will be able to view your itemized pay stub for confirm you are receiving the correct pay for dates worked.



### 2025-2026 Substitute Pay Schedule

Begin Date	End Date	Pay Date	Payroll Process Begin Date
July 14, 2025	July 27, 2025	<b>August 29, 2025</b>	August 18, 2025
July 28, 2025	August 10, 2025	<b>September 15, 2025</b>	September 4, 2025
August 11, 2025	August 24, 2025	<b>September 30, 2025</b>	September 18, 2025
August 25, 2025	September 7, 2025	<b>October 15, 2025</b>	October 2, 2025
September 8, 2025	September 21, 2025	<b>October 31, 2025</b>	October 22, 2025
September 22, 2025	October 5, 2025	<b>November 14, 2025</b>	November 5, 2025
October 6, 2025	October 26, 2025	<b>November 28, 2025 *</b>	November 13, 2025
October 27, 2025	November 9, 2025	<b>December 15, 2025</b>	December 3, 2025
November 10, 2025	November 30, 2025	<b>December 31, 2025*</b>	December 11, 2025
<b>Spring Semester 2026</b>			
December 1, 2025	December 14, 2025	<b>January 15, 2026</b>	January 7, 2026
December 15, 2025	January 4, 2026	<b>January 30, 2026*</b>	January 21, 2026
January 5, 2026	January 18, 2026	<b>February 13, 2026</b>	February 3, 2026
January 19, 2026	February 1, 2026	<b>February 27, 2026</b>	February 19, 2026
February 2, 2026	February 15, 2026	<b>March 13, 2026</b>	March 4, 2026
February 16, 2026	March 1, 2026	<b>March 31, 2026</b>	March 23, 2026
March 2, 2026	March 22, 2026	<b>April 15, 2026*</b>	April 7, 2026
March 23, 2026	April 5, 2026	<b>April 30, 2026</b>	April 21, 2026
April 6, 2026	April 19, 2026	<b>May 15, 2026</b>	May 7, 2026
April 20, 2026	May 3, 2026	<b>May 29, 2026</b>	May 19, 2026
May 4, 2026	May 17, 2026	<b>June 15, 2026</b>	June 3, 2026
May 18, 2026	May 31, 2026	<b>June 30, 2026</b>	June 17, 2026

\*Indicates a three-week payroll

- It is important to notice the begin and end dates for each pay period
- When determining pay accuracy, please make sure you are aware of the dates worked during each pay period
- Refer to this pay schedule as well as your Absence and Substitute Management system (ReadySub) profile to verify the dates you worked and should be compensated for during each pay period

Substitute pay is determined by the Substitute’s Category as shown in the table below. Your daily rate of pay does not change according to the type of assignment you are working. For example, if you are a non-degreed Substitute, you will earn the same daily rate for a teaching job as well as you would for a para job.

### Substitute Pay Rate Information

Category	Daily Rate	Long-term Rate Over 10 Days	Long-term Rate Over 30 Days
60 + College Hours	Full Day = \$85 Half Day = \$42.50	Full Day = \$120 Half Day = \$60	NA
Degreed (Bachelor’s or Higher)	Full Day = \$100 Half Day = \$50	Full Day = \$130 Half Day = \$65	Full Day = \$160 Half Day = \$80
Texas Certified Teacher	Full Day = \$105 Half Day = \$52.50	Full Day = \$160 Half Day = \$80	Full Day \$185 (only if subbing in certified content area) Half Day = \$92.50
Registered Nurse	Full Day = \$125 Half Day = \$62.50	Full Day = \$150 Half Day = \$75	Full Day = \$175 Half Day = \$87.50
Counselor	Full Day = \$230 Half Day = \$115	NA	NA
Assistant Principal	Full Day = \$370 Half Day = \$185	NA	NA
Principal EM/MS	Full Day = \$410 Half Day = \$205	NA	NA
Principal HS	Full Day = \$500 Half Day = \$250	NA	NA

## Para-Professional Assignments

When working in a long-term para-professional/aide assignment, you do not qualify for the 30-day long-term rate of pay. No matter what your category is, you will **NOT** be paid the long-term rate over **30 days** when working in a **long-term para/aide position**.

## Half Day Assignments

When working a half day assignment, you will earn half of the full-day daily rate; this applies to day-to-day assignments as well as long-term assignments.

## Texas Certified Substitutes

- To be eligible for the long-term rate over 30 days, you **MUST** be certified in the same content area and level as the position you are subbing for. If you are certified in the same content area, you will qualify for the over 30-day rate of pay as of the 30<sup>th</sup> day worked in the assignment. You will be retroactively paid as of day one of the long-term assignment
- If you are certified, but not certified in the content area and level for the position in which you are subbing, you will **NOT** be eligible for the long-term over 30-day rate. Your rate will remain at the long-term rate over 10 days for the duration of the assignment
- For the 2025-2026 school year, if you are a certified substitute working a Special Education teaching assignment you only need to hold one certification to qualify for the 30-day rate of pay. As you reach the 30<sup>th</sup> day worked in the assignment, you will be retro paid the 30-day rate. (You do not need to be certified in the content area or Special Education to receive this rate of pay)
- Paraprofessional/Aide assignments **DO NOT** qualify for the long-term over 30-day rate

## Texas Certified Substitutes/Registered Nurses

- Must hold a current, valid Texas teaching/Registered Nurse certificate/license
- Certification must be viewable with the State Board of Education/State Board of Nursing to receive the certified rate of pay
- **REGISTERED NURSES** must be working Nurse assignments to qualify for the Nurse rate of pay. If working a teaching assignment, you will earn the Texas Certified Teacher rate of pay

## Bachelor's or Higher-Degreed Substitutes

- If you hold a bachelor's degree or higher you are eligible to receive the long-term over 30-day rate of pay. This amount will **NOT** be retroactively paid as of day one in the assignment.
- Paraprofessional/Aide assignments **DO NOT** qualify for the long-term over 30-day rate

## Principal/Assistant Principal/Counselor Substitutes

- **You MUST be certified in this area and selected by the Department of School Leadership (DSL)**
- You must work in an Administrator position to receive the Administrator rate of pay
- You will not earn a long-term rate of pay for working long-term assignments
- If you are subbing in a teaching assignment or para-professional/aide assignment, you will earn the Texas Certified Teacher rate of pay

It is your responsibility to know what your certification covers (example: Gen (4-8) would not cover a PE Class) **You must notify your Substitute Team Member via email of any certification/degree updates or changes**. If you determine your pay rate was not correct upon hire, and/or you receive your certification or degree after you are hired, your information will be updated as of the date we are notified. Therefore, your pay rate will increase as of the date we notified, not the date you became certified or receive(d) your degree. **Please email the information to your Substitute Team Member mentioned previously by alpha split.**

### Subbing in Long-term Assignments/Jobs

For a job to be considered long-term, you must work ten full consecutive days in the same position; on the 11<sup>th</sup> day worked, your pay rate will increase to the long-term rate of pay. If a day is missed during the first 10 days of the assignment, the count will start over on the day you return to the assignment. Your pay rate will increase on the 11<sup>th</sup> day worked in the assignment. The first 10 days of a long-term assignment do not qualify for hard-to-fill incentive pay. (refer to the section on hard-to-fill incentive pay) Please refer to the Substitute Pay Schedule to determine which paycheck you will begin receiving your long-term rate increase.

Every employee position in the district is identified by a position number, including long-term assignments. If you accept and commit to one long-term assignment, the assignment ends, or you choose to change to another long-term assignment for a different position number, the first long-term assignment ends, and your pay rate, as well as the long-term count, will start over on your first day of the new long-term assignment. You must work 10 full consecutive days in the new assignment to qualify for the long-term rate, which will begin on the 11<sup>th</sup> day worked.

While working a long-term assignment, if you are asked by the principal to attend a faculty meeting/training after regular school hours, the campus will submit a request to the payroll department to pay you for the time worked over through their supplemental pay funds.

A long-term assignment is defined as consecutive days worked. If you accept a long-term assignment but are only able to work 2-3 days a week of the long-term period (shared long-term with another Substitute), you will not qualify for the long-term rate of pay.

### **Substitute Expectations while working long-term assignments (include, but not limited to, information below)**

Long-term Substitutes play a vital role in maintaining the flow of learning and providing stability to the classroom environment.

As a long-term substitute, you are expected to provide continuity of instruction. To ensure continuity, long-term Substitutes are expected to maintain the structure and routines established by the regular classroom teacher or campus administrator should you be working in a vacant position, (no teacher of record). You are expected to deliver instruction in a consistent manner, adhering to the planned curriculum and learning goals.

Long-term Substitutes are expected to familiarize themselves with the curriculum, education standards, and student objectives by studying textbooks, online resources, and any provided materials.

Long-term Substitutes should be adaptable, flexible, and prepared to manage unexpected challenges and changes that may arise in the classroom or school schedule. Being resourceful and creative in finding solutions to these challenges can contribute to a positive experience for both the Substitute and the students.

Long-term substitutes are expected to act professionally and follow school rules and expectations. This includes adhering to the schedule, arriving on time, enforcing school rules and behavior, and speaking kindly to students.

Campus administrators have additional individual expectations of long-term substitutes for their campus. When accepting a long-term assignment, you should speak to campus administration to find out what their expectations are.

**Absences taken during the first ten full consecutive days, which will be approved for the continuation of the long-term count:** (You are not paid for dates you do not work)

- **Jury Duty** – you must provide the jury duty summons to your Substitute Advisor
- **Family/Medical Emergency** – you must provide a medical note to your Substitute Advisor

When working a long-term assignment, you should not have more than four (4) full consecutive absences during the long-term assignment. If you miss more than four (4) full consecutive days from the long-term assignment, your long-term rate will revert to your base rate of pay, and your long-term count will start over as of the date you return to the assignment. Should you miss more than four (4) full consecutive days during a long-term assignment, you will notify your Substitute Advisor in the Substitute Office as soon as possible via email. Please include the following information:

- Full Name
- Employee ID Number
- The nature of the dates missed
- The Substitute Advisor will determine, based on the nature of the absence if your long-term status will continue
- You may be asked to provide a doctor's note, jury duty notification, etc.

Each situation will be taken into consideration. Remember, you must inform your Substitute Advisor if the above information does not apply.

A long-term assignment is not a contract; a principal may choose to end the assignment or remove you at any time during a long-term assignment. Long-term assignments can be entered in the Absence and Management System for several weeks or months at a time. Reasons a long-term assignment can end early include, but are not limited to:

- Long-term leave assignment – if the employee returns from leave earlier than anticipated
- Long-term Vacancy – if the campus hires a full-time employee for the position

Campuses will work to fill teaching assignments with certified substitutes first. If a certified substitute is not available, the campus can secure a non-certified substitute for a long-term position. Only degreed (Bachelor's/higher) and Texas Certified substitutes qualify for the 30-day or more long-term rate. A few things to note:

- If you are working in a long-term Aide/**Paraprofessional** assignment, you **DO NOT** qualify for the 30+ day long-term rate of pay

The campus representatives will contact individuals on their campus's preferred list of substitutes for long-term assignments. Once the substitute commits to working the assignment, the campus representative must submit a Substitute Recommendation Form (SRF) to the Substitute Office. The purpose of the SRF:

- Changes your status in our system from sub to long-term sub for the campus you are working
- Allows campuses to provide you access to enter students' grades
- Allow the campus to add your FIBSD email to their campus distribution list
- Indicates to the Sub Team there is a need for a long-term substitute on their campus
- If the long-term assignment is for a vacant position, the Sub Team will enter the vacancy in the Absence and Management System (ReadySub) and make sure the long-term substitute is assigned to the job accordingly
- If the long-term assignment is for a leave position, the campus will make sure the absences are entered under ONE job number and assign the substitute to the job accordingly

It is **EXTREMELY** important when working a long-term assignment to check your Absence and Management (ReadySub) profile often to make sure all dates you are working during a long-term assignment are included under ONE job number. Equally important for certified substitutes is to check eligibility to receive the highest daily rate based on the long-term assignment and your certification.

The principal will make every reasonable attempt to use substitutes certified in the State of Texas to fill a long-term teaching assignment. 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. Long-term substitutes can attend professional development day/sessions at the request of the campus administrator, and the long-term substitute will be paid for the day(s). If you have been asked to work during a professional development day, please confirm with the campus Substitute contact person to assure you have been assigned to the job for the day.

### **Half-Day Long-term Assignments**

When working a half-day, long-term assignment, you **MUST** work twenty (20) consecutive half days to qualify for the long-term rate of pay. If you miss a day during the first twenty (20) half days, your count will start over on the date you return to the assignment. The same absence information as above for long-term assignments applies. You will be paid half of the substitute pay rate for days worked half day. Should you pick up another half day assignment on the same campus for the other half of the day; you will be paid the base rate of pay for that assignment.

You must work sixty (60) half days to qualify for the 30+ long-term rate of pay. Again, when working a half-day long-term assignment, you will only receive half of what the pay is.

# SUBSTITUTE INCENTIVE PAY

## Stipulations

- If you work in an identified Special Education Severe Position and at a Hard-to-Fill Identified campus on the same day, you will receive the greater incentive, **not both incentive amounts**
- While working in **long-term assignments, you DO NOT QUALIFY** for the Hard-to-Fill Incentive pay. (Not even the first 10 days of the assignment)
- The incentive plan applies to full-day absences only (or two half-day assignments at the same school on the same day) The only exception will be the half days on May 27 and May 28, 2026
- Hard-to-Fill Incentive pay is paid on the final check of the following month after the dates are worked, (example: dates worked in August will be paid on the September 30, 2025)
- The Hard-to-Fill Incentive applies to teaching position and aide positions

## Hard-to-Fill Positions

<b>Special Education Severe Assignments:</b> <ul style="list-style-type: none"> <li>• Succeeding in Academic and Independent Living Skills (SAILS)</li> <li>• Functional Living and School Health (FLaSH)</li> <li>• Academic, Behavior, and Communication (ABC)</li> <li>• Behavior Support Services (BSS)</li> <li>• Early Childhood Special Education (ECSE)</li> <li>• Communication Language and Social Skills (CLaSS)</li> </ul>	<b>\$15/Day</b>
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**OR**

## Hard-to-Fill Campuses

<b>Identified Title I, IR, and Hard-to-Fill Campuses</b>		<b>\$10/Day</b>
<b><u>Elementary Schools</u></b>	<b><u>Middle Schools</u></b>	<b><u>High Schools</u></b>
Arizona Fleming Armstrong Barbara Jordan Aldridge Burton Dulles EA Jones Glover Goodman	Heritage Rose Holley Hunters Glen Lantern Lane Mission Mission West Ridgeway Ridgemont Rosa Parks Townewest	Crockett Dulles Hodges Bend Lake Olympia McAuliffe Missouri City Quail Valley
		Hightower Marshall Willowridge

## **Special Education Severe Assignment Descriptions:**

**Succeeding in Academic and Independent Living Skills (SAILS) Services** – are designed to provide students with significant cognitive disabilities and educational program focusing on life skills such as personal care, pre-vocational activities, communication, functional academics and/or social skills

**Functional Living and School Health (FLaSH) Services** – provides a developmentally appropriate program for students who exhibit significant, profound cognitive and communication impairments and/or multiple impairments

**Academic, Behavior, and Communication (ABC) Services** – are designed for students who exhibit a combination of severe cognitive communication and behavioral challenges

**Behavior Support Services (BSS)** – designed for students who exhibit significant challenging behaviors and require social and/or behavioral support

**Early Childhood Special Education (ECSE) Services** – offered to students with identified developmental delays who are 3–5-years-old

**Communication Language and Social Skills (CLaSS) Services** – Social and/or behavioral services for students who can function academically in the lesser restrictive setting, but require social and/or behavioral support to facilitate the development of socially appropriate behaviors

## SPECIAL EDUCATION

### Programs and Support Services

Fort Bend ISD provides a continuum of special education services and placement options for students with disabilities to meet their individual needs. This continuum includes services such as external support, accommodations, and modifications, in-class support, co-teaching, specialized support, home instruction and instruction in hospitals and institutions.

The following descriptions explain some of the instructional arrangements which may be considered for students with disabilities:

- **Inclusion** – is an instructional arrangement provided for special education supports to a student in the general classroom in accordance with the student’s IEP. Special Education personnel (including paraprofessionals) provide direct or indirect services to the student(s) – *(Abbreviations you may see, IC or Incl Srv)*
- **Resources** – is an instructional arrangement for providing special education instruction and related services in a setting other than the general education classroom – *(Abbreviation you may see, Res)*
- **Self -Contained** – (mild/moderate/severe) is an instructional arrangement for providing special education instruction and related services for 50 percent or more of the school day on a regular school campus
- **Co-Teach** – a general education teacher and a special education teacher jointly plan, instruct, and assess students in the same classroom, including those with disabilities – *(Abbreviation you may see, CT)*

## PROGRESSIVE DISCIPLINE

### Progressive Disciplinary Procedures

The progressive discipline procedures apply to all non-professional at-will employees of the district. Employees who complete timesheets use Kronos, the Absence and Substitute Management System (ReadySub), and receive pay for working overtime. The progressive discipline 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 considered 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 situation requiring 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. Please understand it is not guaranteed that a supervisor will start with a 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.***

## **Progressive Discipline Campus Procedures**

It is the campus administrator's responsibility to conduct a full investigation should they receive information about a substitute who has not followed district policy while on campus. This information applies to long-term substitutes and day-to-day substitutes. The campus administrator will complete the following steps:

- Speak to all witnesses involved and receive written statements
- Request a written statement from the substitute
- Campus administrator will hold a conference with the substitute to discuss the reported behavior, and will provide Positive Counseling/Coaching
- Campus administrator will complete the Supervisory Log Form for you to sign
- Should the campus administrator intend to exclude the substitute from their campus, the campus administrator will communicate this to the substitute

All supervisory log forms are submitted to the Substitute Team and/or Employee Relations. Depending on the behavior, the Substitute Team may take further necessary discipline actions.

## **Substitute Exclusion**

- Substitutes can be excluded from any school site for any reason believed necessary by the campus principal and approved by an HR Representative
- If a substitute is excluded from a school, a Supervisory Log Form is set to an HR Representative. The substitute will be placed on the school's exclusion list by the HR Representative, and the substitute will not be permitted to sub a that site again unless approved by the building administrator
- The principal/administrator discusses the concern with the substitute and notifying the substitute of their intent to block the substitute from accepting assignments on their campus.

# **EMERGENCY PROCEDURES**

## **Emergency School Closing**

The district may close because of severe weather, epidemics, or other emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of the district's facilities. When it becomes necessary to open late, to release students early, or to cancel school, district officials will post a notice on the district's website and notify the following radio and television stations: KTRK-Radio 740 AM, KPRC-Channel 2, KHOU-Channel 11, KTRK-Channel 13, KRIV (Fox) Channel 26, KHW 8-Channel 39 and KXLN-Channel 45.

The Chief Communications Officer or designee will make all contacts and statements to media representatives. When the district/school closes due to severe weather or other conditions, employees are asked to listen to their radio or television for information about who is or who is not to report to work. Assistant Superintendents and appropriate Chief's relay the directive to the appropriate administrators under their supervision, and in turn, each administrator notifies their respective staff.

## **Emergencies**

Policies CKC, CKD

Each school shall have effective emergency procedures that can be implemented on short notice and will ensure optimal safety for students and school personnel.

All employees should be familiar with the safety procedures for responding to emergencies, including a medical emergency. Employees should find evacuation diagrams posted in their work areas and be familiar with secure, hold, lockdown, shelter for weather, and shelter for hazmat procedures. Emergency drills are conducted to familiarize employees and students with safety and evacuation procedures. Each campus is equipped with an automatic external defibrillator. Fire extinguishers are found throughout all district buildings. Employees should know the locations of these devices and procedures for their use.

### Regular Safety Drills and Procedures

Fort Bend ISD has implemented Standard Response Protocols, which is part of a nationwide effort to simplify and standardize emergency response in schools. Students and staff are trained in accordance with this system and regular drills are conducted.

- All FBISD campuses conduct a fire drill at least once a month
- All FBISD campuses conduct at least two lockdown drills a year
- All FBISD campuses also conduct safety drills each year for each of the following scenarios:
  - Secure
  - Shelter in Place (Severe Weather or Hazardous Materials)
- For the safety of our students and staff members, all FBISD campuses have exterior doors locked during the school day. All visitors must enter through the main entrance of each school and go through a proper vetting process before they proceed

# IN AN EMERGENCY TAKE ACTION

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**HOLD! In your room or area. Clear the halls.**

<p><b>STUDENTS</b> Clear the hallways and remain in room or area until the "All Clear" is announced Do business as usual</p>	<p><b>ADULTS</b> Close and lock the door Account for students and adults Do business as usual</p>
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**SECURE! Get inside. Lock outside doors.**

<p><b>STUDENTS</b> Return to inside of building Do business as usual</p>	<p><b>ADULTS</b> Bring everyone indoors Lock outside doors Increase situational awareness Account for students and adults Do business as usual</p>
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**LOCKDOWN! Locks, lights, out of sight.**

<p><b>STUDENTS</b> Move away from sight Maintain silence Do not open the door</p>	<p><b>ADULTS</b> Recover students from hallway if possible Lock the classroom door Turn out the lights Move away from sight Maintain silence Do not open the door Prepare to evade or defend</p>
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**EVACUATE! (A location may be specified)**

<p><b>STUDENTS</b> Leave stuff behind if required to If possible, bring your phone Follow instructions</p>	<p><b>ADULTS</b> Lead students to Evacuation location Account for students and adults Notify if missing, extra or injured students or adults</p>
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**SHELTER! Hazard and safety strategy.**

<p><b>STUDENTS</b> Use appropriate safety strategy for the hazard</p> <table border="0"> <tr> <td><b>Hazard</b></td> <td><b>Safety Strategy</b></td> </tr> <tr> <td>Tornado</td> <td>Evacuate to shelter area</td> </tr> <tr> <td>Hazmat</td> <td>Seal the room</td> </tr> <tr> <td>Earthquake</td> <td>Drop, cover and hold</td> </tr> <tr> <td>Tsunami</td> <td>Get to high ground</td> </tr> </table>	<b>Hazard</b>	<b>Safety Strategy</b>	Tornado	Evacuate to shelter area	Hazmat	Seal the room	Earthquake	Drop, cover and hold	Tsunami	Get to high ground	<p><b>ADULTS</b> Lead safety strategy Account for students and adults Notify if missing, extra or injured students or adults</p>
<b>Hazard</b>	<b>Safety Strategy</b>										
Tornado	Evacuate to shelter area										
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## **Intruder Detection Audits**

The state conducts random intruder detection audits during the school year. During an intruder detection audit, the auditor checks to ensure doors are closed and locked. If an infraction is noted, it is mandatory that every employee on campus the day of the infraction receive a safety re-training.

Substitutes who work day-to-day assignments, who worked on a campus during a safety audit where an infraction was found, will receive notification for attending a Safety Audit re-training interactively via Zoom.

Long-term substitutes working on a campus the day an infraction is found, will receive re-training from the campus they are working the long-term assignment.

**911 Panic Button** Every classroom phone across the district has a 911 Panic Button. The 911 Panic Button is ONLY to be used during an extreme emergency when a 911 phone call cannot be made.

## **GENERAL PROCEDURES**

### **Name and Address Change**

It is important that employment records be kept up to date. Employees must notify the Human Resources Department if there are any changes or corrections to their name. Name changes will not be completed without the presentation of a new social security card and a valid photo ID (e.g., a valid driver's license). The home address, home telephone number, beneficiary, and emergency contact, must be changed in "My Self-Serve," located on the Fort Bend ISD Website, [www.fortbendisd.com](http://www.fortbendisd.com).

### **Cellular Phones**

Fort Bend ISD employees may have in their possession mobile phones and/or technology devices.

The following shall apply:

- Cellular phones/personal technology devices shall remain off during instructional time
- Teachers may use cellular devices in school buildings for business calls, including parent/guardian contacts, only during planning periods and other off-duty time during the instructional day; and
- Calls and text messages shall not be sent to students. An exception may be made for employees in charge of school-sponsored activities or events if the call/text directly relates to such an event

You should never use your cell phone to take pictures of students for any reason at any time.

### **Fort Bend ISD Crime Stoppers**

#### **Report Crime at Your Workplace**

To keep Fort Bend ISD a crime free workplace, remember Fort Bend ISD Crime Stoppers is not only for students, but is available for employees to help stop crime on your campus and in your work environment! This Crime Stoppers service is offered by the Fort Bend ISD Police Department, and the Crime Stoppers line is staffed 24 hours a day, seven days a week.

Callers stay anonymous with no pressure to reveal their identity and still collect their reward. To assure anonymity, callers are given a code number, which is used to identify the call-in subsequent transactions with Crime Stoppers.

All information received by Crime Stoppers is kept confidential. To report a suspected crime committed on Fort Bend ISD property, while staying anonymous, call Crime Stoppers:

**(281) 491-TIPS ~ 281-491-8477**

## See Something, Share Something

Students, staff, and visitors may also submit crime tips and suspicious activity by using the See Something, Share Something mobile reporting app from their mobile device. Users can track the processing of their tip and submit content in real time, including photos, and video. The See Something, Share Something app is available for download using a unique QR code located on the back of all student and Full-Time Staff ID Badges, specialized posters at each district facility, Apple Store, Google Play Store or via desktop computer at <https://www.fortbendisd.com/page/124706>

## Reporting Suspected Child Abuse

Policies DG, FFG, GRA

All employees with reasonable cause to believe a child's physical or mental health or welfare has been adversely affected by abuse or neglect, as defined by Texas Family Code 261.001, are required by state to make a report to a law enforcement agency. Child Protective Service (CPS), or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering the facility) within 48 hours of the event that led to the suspicion. Alleged abuse or neglect involving a person responsible for the care, custody, or welfare of the child (including a teacher) must be reported to CPS.

Employees are also required to make a report if they have reasonable cause to believe that an adult was a victim of abuse or neglect as a child, and they determine in good faith that the disclosure of the information is necessary to protect the health and safety of another child, elderly person, or person with a disability.

Reports to Child Protective Services can be made online at <https://www.txabusehotline.org/login/default.aspx> or to the Texas Abuse Hotline 1-800-252-5400. State law specifies that an employee may not delegate to or rely on another person or administrator to make the report.

Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the district is prohibited from taking an adverse employment action against a certified or licensed professional who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation for child abuse or neglect.

An employee's failure to make the required report may result in prosecution as a Class A misdemeanor. The offense of failure to report by a professional may be a state jail felony if it is shown the individual intended to conceal the abuse or neglect. In addition, a certified employee's failure to report may result in disciplinary procedures by SBEC for a violation of the Texas Educator's Code of Ethics.

Employees who suspect a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concerns to the principal before making a report to the appropriate agency.

Reporting the concern to the principal does not relieve the employee of the required duty to report to the appropriate state agency. In addition, employees must cooperate with investigators of child abuse and neglect. Interference with a child abuse investigation by denying the interviewer's request to interview a student as a school or requiring the presence of a parent/guardian or school administrator against the desires of the duly authorized investigator is prohibited.

Under state law, an employee is prohibited from using or threatening to use a parent's/guardian's refusal to consent to administration of a psychotropic drug or to any psychiatric or psychological treating or treatment of a child as the sole basis for making a report of neglect, unless the employee has cause to believe that the refusal:

- Presents a substantial risk of death, disfigurement, or bodily injury to the child; or

- This has resulted in an observable and material impairment to the growth, development, or functioning of the child

### **Letter of Assurance**

Each May, you will receive email communication to your FBISD email account indicating it is time to sign your Letter of Assurance for the next school year. The email will include a job aide for logging in to My Self-Serve to accept this form. The email will provide a deadline for accepting the form. As each school year closes, please make sure you continue to check your FBISD email for this important email. You are expected to accept this form if you wish to return for the following school year as a substitute. If you no longer wish to sub for FBISD, please submit an exit.

### **Summer and Substitutes**

You are not paid during the summer months by the Substitute Department. If you see absences in the Absence and Substitute Management System (ReadySub), do not accept the job. If a substitute is needed to work one of the few extended learning programs, the program will contact you directly and make arrangements with the Substitute Team.

Between April and May, the district will send an internal communication email to your district email account about the Summer School Program. The Substitute Team does not assist with the Summer School Program. If you wish to work for the Summer School Program, you will need to follow the steps provided in the email to apply to work the program. If you have questions about the Summer School Program, please contact the Summer School Department. You can find their website from the district website, [www.fortbendisd.com](http://www.fortbendisd.com), click on Department and select Summer School.

During the summer months, continue to check your FBISD email for important updates and important information regarding the coming school year.

## FBISD TECHNOLOGY EQUIPMENT

1. As used herein, the term “Technology Equipment” includes laptop computers, tablets, and any related peripherals, including, but not limited to power supplies, docking stations, CD/DVD ROM, and battery.
2. Use of any District-owned Technology Equipment is subject to the rules and conditions of this FBISD Technology Equipment Use Agreement, FBISD Board Policy, and the Fort Bend ISD Employee Acceptable Use Policy (AUP). The AUP must be signed and submitted annually. (Substitutes will electronically sign their Handbook Acknowledgement Form which will indicate acceptance of this document) Before you receive any Technology Equipment, you must sign the FBISD Substitute Handbook Acknowledgement Form.
3. Technology Equipment is the property of Fort Bend ISD and for the advancement of teaching and learning. It is assigned to the employee only. In no event shall any employee allow a student to use otherwise access the Technology Equipment.
4. While Fort Bend ISD understands that educational uses of the Technology Equipment exist at home and/or outside of school, the Technology equipment is primarily intended for use to support teaching, learning and other authorized District-related business. Technology Equipment may be used for limited personal business as permitted under FBISD Board Policy CQ.
5. The assigned employee assumes responsibility for the security and care of the Technology Equipment. If the Technology Equipment malfunctions or is lost, stolen, or damaged while on or off school property, the assigned employee MUST report the incident within 24 hours to the principal, campus, or local department, if applicable, and FBISD Department of Technical Services. Failure to notify the principal, campus, or local police department, if applicable, and FBISD Department of Technical Services within 24 hours of any malfunction, loss, theft, or damage may impair the district’s ability to utilize available remedies such as warranty coverage and theft-recovery procedures. A police report must be provided in the event the Technology Equipment is lost or stolen.
6. Any malfunction or loss, theft, or damage to the Technology Equipment may result in financial loss to the district. The assigned employee assumes full financial responsibility for Technology Equipment usage off school property our outside of a school-sponsored event, and the assigned employee understands and agrees that the district may deduct the cost to repair or replace the Technology Equipment from his or her paycheck in an amount not to exceed \$1000. Payroll deductions may be spanned over four pay periods with administrator approval. Employees are advised to consider obtaining appropriate insurance to cover such costs.
7. The Technology Equipment shall not be left in an unsecured location. If applicable, the lockdown device provided should be used at all times.
  - a) The tether is to be attached to the laptop computer at all times.
  - b) Tether the laptop computer and NOT the docking station.
  - c) The tether should be affixed to an immovable object, is possible.
8. The assigned employee agrees to follow FBISD procedures for support. To initiate support or repair, enter a CRM case in PeopleSoft for the Customer Service Center. The acceptance of the Technology Equipment for repair does not guarantee it will be fixed. Some repairs/issues may be repairable. If available, a loaner device may be issued while repairs are being performed. The provisions of this Technology Equipment Use Agreement shall also apply to the use of a loaner device.
9. The assigned employee is responsible for the confidentiality and security of confidential information on the Technology Equipment, including but not limited to, education records and personally identifiable student information governed by the Family Educational Rights and Privacy Act (FERPA). Do not store confidential information directly on the Technology Equipment. Confidential information should be stored on the assigned employee’s network H: drive or District-defined share drives. It is the assigned employee’s responsibility to back up critical files regularly to the H: drive or District-defined share drives
10. Various security measures are used on Technology Equipment, including, but not limited to Internet filtering software. Such security measures not only protect FBISD assets, but also protect employees and students. Employees are prohibited from tampering with or disabling any security measures in use on the Technology Equipment. Since no filtering software can filter 100% of improper content, employees are responsible for ensuring that all content accessed while using Technology Equipment is appropriate.

11. Technology Equipment may have District standard installed software. Additional District-approved software may be installed on Technology Equipment, assuming appropriate authorization and legal licensing are obtained and kept on record at the school and/or central office. Do not install unauthorized software or services on the Technology Equipment.
  - a) District standard software may not be duplicated, deleted, transferred, downloaded to any other system or media, or altered in any way.
  - b) FBISD is not responsible for any service interruptions, loss of data or any other consequences thereof resulting from downloading or installing District-approved software. It is the responsibility of the employee to secure pertinent data prior to any system or software upgrades and changes.
  - c) Any data corruption or configuration errors caused by the installation of unauthorized software may require a complete reimaging or replacement of the Technology Equipment.
  - d) Any unauthorized downloading or use of software may result in the loss of Technology Equipment privileges, as well as disciplinary action, up to, and including, termination. For additional information, refer to the Acceptable Use Policy (AUP).
  
12. Technology Equipment is valuable, fragile, and desirable. Employees are expected to use reasonable caution and comply with the following safeguards to protect and guard their assigned Technology Equipment:
  - a) Do not leave your Technology Equipment unsecured in your vehicle or classroom. In the event the Technology Equipment is left in the vehicle, please secure the Technology Equipment in the trunk of your car or in a location where it cannot be seen.
  
  - b) Do not leave Technology Equipment in your vehicle during extreme temperatures. Direct sunlight, extreme heat and extreme cold can cause damage to the Technology Equipment.
  - c) Do not place stickers on, write on, engrave, or otherwise deface/mark the Technology Equipment or case.
  - d) When traveling on business, do not check in your Technology Equipment; take it as a carry-on.
  - e) Watch your Technology Equipment carefully in airports and train stations.
  - f) When going through security, place the Technology Equipment on the x-ray machine last, immediately before walking through.
  - g) Keep your Technology Equipment close to you and know where it is at all times.
  - h) During hotel stays, do not leave Technology Equipment unsecured in the room. If you cannot take the Technology Equipment with you when leaving the hotel, it should be secured with a cable lock or locked in the hotel safe.
  - i) Do not transport your Technology Equipment without placing it in the well-padded case/bag.
  - j) Do not leave your Technology Equipment unlocked and unattended in the classroom. When left unattended in the classroom, the door to the room should be locked or the Technology Equipment should be stored in a locked drawer.
  - k) Keep food and drink away from the Technology Equipment to avoid accidental spills.
  - l) Do not eat or drink near the Technology Equipment.
  - m) The Technology Equipment is issued to you as an employee and shall be used primarily for District-related business. It shall not be used by students.
  - n) Technology Equipment issued to teachers shall be used as teacher workstations in the classroom. Each teacher is responsible for ensuring the Technology Equipment is brought to school daily in good condition.
  - o) Always position the Technology Equipment on a flat, safe surface so it does not drop or fall.
  - p) Do not place heavy objects on top of the Technology Equipment.
  - q) Do not attempt to repair or reconfigure the Technology Equipment.
  - r) Use a surge protector or unplug the Technology Equipment during electrical storms.
  - s) When cleaning the Technology Equipment, use cleaning wipes that are designed to be used on electronics such as a soft, lint-free cloth. Do not spray or wipe the Technology Equipment with heavy detergent.
  - t) Disable the wireless network when physically connected to the district network.
  - u) Avoid public Wi-Fi hotspots.
  
13. Appropriate District and school officials have the right to monitor and inspect any Technology Equipment and contents at any time, for any reason, or to verify condition and compliance with District Policy. Employees (or designated user) shall have no expectation of privacy regarding any information stored on, accessed from, or used with the Technology Equipment.
  
14. Unless otherwise indicated, Technology Equipment is assigned to a designated location on FBISD property, such as a classroom, and must remain in the designated location or with the employee assigned to work at the designated location at all times. Technology Equipment may remain with the employee as long as the employee is assigned to the designated location and is an active, full-time eligible employee of Fort Bend ISD. The employee must return the Technology Equipment immediately upon becoming inactive. If an employee is assigned to a different location, the employee must return the Technology Equipment to

its designated location when the new assignment becomes effective. And may be issued other Technology Equipment at the employee's new location.

15. Employees must return the Technology Equipment and complete the Technology Equipment Checkout Form upon suspension or termination from employment with Fort Bend ISD in accordance with the school or department's exit procedures. In the event the Technology Equipment is not returned within seven days after the employee's last day of employment with the District, the District may deduct the cost of the Technology Equipment from the employee's paycheck at a cost not to exceed \$1000, repossess the Technology Equipment, or report the Technology Equipment stolen.
16. The employee will be informed by FBISD about the collection of the Technology Equipment at the end of its life cycle. FBISD reserves the right to collect Technology Equipment at other designated times through its life cycle for service or maintenance, or for any other reason.
17. The assigned employee shall report any problems/issues encountered while using Technology Equipment to the FBISD Department of Technical Services immediately through the Customer Service Center @ X41300.
18. The Technology Equipment is configured for use on the school network. The Technology Division will not be able to assist you in connecting the Technology Equipment to other Internet providers.
19. Off-site use of Technology Equipment: If an assigned employee chooses to take the Technology Equipment off-site, the laptop computer, laptop bag, laptop battery, CD/DVD ROM, and laptop power cord are the only equipment approved for off-site use. All other Technology Equipment shall not be removed from FBISD property for off-site use or disabled. Immediately upon the resumption of business after a District-recognized holiday or break, any District-owned Technology Equipment taken off-site must be returned to its designated location (On FBISD property).
20. FBISD reserves the right to suspend or terminate any employee's access to Technology Equipment at any time, for any reason, without notice.

## FBISD TECHNOLOGY EQUIPMENT

FBISD agrees to issue the Technology Equipment to you while working a long-term assignment for your use at school and at home. The Technology Equipment assigned to you is the property of FBISD, and FBISD reserves the right to monitor your use of the Technology Equipment and suspend or terminate your use of the Technology Equipment at any time, in whole or in part, for any reason or no reason with or without notice, and its sole discretion.

In consideration for FBISD permitting you to use the Technology Equipment as stated in the FBISD Technology Equipment Use Agreement, you understand and agree as follows:

- **You have read and agree to abide by the FBISD Technology Equipment Use Agreement, and the policies references therein always**
- **You understand that if you become inactive, are assigned to another location, or leave the employment of FBISD, you must return all technology Equipment to its assigned location. You understand that if you are assigned to another location, you must return the Technology Equipment to your former location before you will be allowed to receive a new device at your new location. If you fail to return the Technology Equipment within seven days after you leave the employment of FBISD, FBISD may deduct the cost of the Technology Equipment (including any peripherals) from your paycheck at a cost not to exceed \$1000, repossess the Technology Equipment, or report the Technology Equipment stolen**
- **You understand and agree that you assume financial responsibility for Technology Equipment usage off school property and outside of school-sponsored events and that FBISD may deduct the cost of repair or replace the Technology Equipment, including any peripheral item, at a cost not to exceed \$1000, form your paycheck. You acknowledge that FBISD has advised you to consider obtaining appropriate insurance to cover such costs**

## HIGH SCHOOLS

### **Austin High School**

3434 Pheasant Creek Dr.  
Sugar Land, 77498  
281-634-2000

### **Crawford High School**

801 Caldwell Ranch Blvd  
Rosharon, 77583  
281-327-6730

### **Hightower High School**

3333 Hurricane Lane  
Missouri City, 77459  
281-634-5240

### **Ridge Point High School**

500 Waters Lake Blvd  
Missouri City, 77459  
281-327-5200

### **Bush High School**

6707 FM 1464  
Richmond, 77404  
281-634-6060

### **Dulles High School**

550 Dulles Avenue  
Sugar Land, 77478  
281-634-5600

### **Kempner High School**

14777 Voss Road  
Sugar Land, 77498  
281-634-2300

### **Travis High School**

11111 Harlem Road  
Richmond, 77406  
281-634-7000

### **Clements High School**

4200 Elkins Road  
Sugar Land, 77479  
281-634-2150

### **Elkins High School**

7007 Knights Court  
Missouri City, 77459  
281-634-2600

### **Marshall High School**

1220 Buffalo Run  
Missouri City, 77489  
281-634-6630

### **Willowridge High School**

16301 Chimney Rock  
Houston, 77053  
281-634-2450

## MIDDLE SCHOOLS

### **Baines Middle School**

9000 Sienna Ranch Road  
Missouri City, 77459  
281-634-6870

### **Dulles Middle School**

500 Dulles Ave  
Sugar Land, 77478  
281-634-5750

### **Garcia Middle School**

18550 Old Richmond Road  
Sugar Land, 77498  
281-634-3160

### **McAuliffe Middle School**

16650 South Post Oak  
Houston, 77053  
281-634-3360

### **Sartartia Middle School**

8125 Homeward Way  
Sugar Land, 77479  
281-634-6310

### **Bowie Middle School**

700 Plantation Drive  
Richmond, 77406  
281-327-6200

### **First Colony Middle School**

3225 Austin Parkway  
Sugar Land, 77479  
281-634-3240

### **Hodges Bend Middle School**

16510 Bissonnet  
Houston, 77083  
281-634-3000

### **Missouri City Middle School**

202 Martin Lane  
Missouri City, 77489  
281-634-3440

### **Sugar Land Middle School**

321 Seventh Street  
Sugar Land, 77498  
281-6314-3080

### **Crockett Middle School**

19001 Beechnut  
Richmond, 77407  
281-634-6380

### **Fort Settlement Middle School**

5440 Elkins Road  
Sugar Land, 77479  
281-634-6440

### **Lake Olympia Middle School**

3100 Lake Olympia Parkway  
Missouri City, 77459  
281-634-3520

### **Quail Valley Middle School**

3019 FM 1092  
Missouri City, 77459  
281-634-3600

### **Thornton Middle School**

1909 Waters Lake Blvd  
Missouri City, 77459  
281-327-3870

# ELEMENTARY SCHOOLS

## **Aldridge**

15817 Blueridge Road  
Missouri City, 77489  
281-634-4520

## **Bhuchar**

5503 Thompson Ferry Rd  
Missouri City, 77459  
281-327-4400

## **Colony Meadows**

4510 Sweetwater Blvd  
Sugar Land, 77479  
281-634-4120

## **Dulles**

630 Dulles Avenue  
Sugar Land, 77478  
281-634-5830

## **Goodman**

1100 W. Sycamore  
Fresno, 77545  
281-634-5985

## **Holley**

16655 Bissonnet  
Houston, 77083  
281-634-3850

## **Lakeview**

314 Lakeview Dr.  
Sugar Land, 77498  
281-634-4200

## **Madden**

17727 Abermore Lane  
Richmond, 77407  
281-327-2740

## **Mission West**

7325 Clodine-Reddick Road  
Houston, 77083  
281-634-4320

## **Palmer**

4208 Crow Valley Dr  
Missouri City, 77459  
281-634-4760

## **Quail Valley**

3500 Quail Village Dr  
Missouri City, 77459  
281-634-5040

## **Schiff**

7400 Discovery Lane  
Missouri City, 77459  
281-634-9450

## **Armstrong**

3440 Independence Blvd  
Missouri City, 77459  
281-634-9410

## **Brazos Bend**

621 Cunningham Creek Blvd  
Sugar Land, 77479  
281-634-5180

## **Commonwealth**

4909 Commonwealth Blvd  
Sugar Land, 77479  
281-634-5120

## **Ferguson**

1300 Heritage Park Dr.  
Missouri City, 77459  
281-634-8500

## **Henry**

7447 FM 521 Rd  
Rosharon, 77583  
281-634-4039

## **Hunters Glen**

695 Independence Blvd  
Missouri City, 77489  
281-634-4640

## **Lantern Lane**

3323 Mission Valley Dr.  
Missouri City, 77459  
281-634-4680

## **Malala**

11770 W. Aliana Trace Dr  
Richmond, 77404  
281-327-5700

## **Neill**

3830 Harvest Corner Dr  
Richmond, 77406  
281-327-3760

## **Parks**

19101 Chimney Rock Road  
Fresno, 77545  
281-634-6390

## **Ridgegate**

6015 West Ridgecreek Drive  
Houston, 77053  
281-634-4840

## **Seguin**

7817 Grand Mission Blvd  
Richmond, 77407  
281-634-9850

## **Austin Parkway**

4400 Austin Parkway  
Sugar Land, 77479  
281-634-4001

## **Burton**

1625 Hunter Green Lane  
Fresno, 77545  
281-634-5080

## **Cornerstone**

1800 Chatham Ave  
Sugar Land, 77479  
281-634-6400

## **Fleming**

14850 Bissonnet  
Houston, 77083  
281-634-4600

## **Heritage Rose**

636 Glendale Lakes Drive  
Rosharon, 77583  
281-327-5400

## **Jones**

302 Martin Lane  
Missouri City, 77489  
281-634-4960

## **Leonetti**

1757 Waters Lake Blvd  
Missouri City, 77459  
281-327-3190

## **Meadows**

12037 Pender Lane  
Meadows Place, 77477  
281-634-4720

## **Oakland**

4455 Waterside Estates Dr  
Richmond, 77406  
281-634-3730

## **Patterson**

18702 Beechnut St  
Richmond, 77407  
281-327-4260

## **Ridgemont**

4910 Raven Ridge Dr  
Houston, 77053  
281-634-4880

## **Settlers Way**

3015 Settlers Way Blvd  
Sugar Land, 77479  
281-634-4360

## **Barrington Place**

2100 Squire Dobbins Dr.  
Sugar Land, 77478  
281-634-4040

## **Colony Bend**

2720 Planters Street  
Sugar Land, 77479  
281-634-4080

## **Drabek**

11325 Lake Woodbridge Dr  
Sugar Land, 77498  
281-634-6570

## **Glover**

1510 Columbia Blue Dr  
Missouri City, 77489  
281-634-4920

## **Highlands**

2022 Colonist Park  
Sugar Land, 77478  
281-634-4160

## **Jordan**

17800 West Oaks Village Dr.  
Richmond, 77407  
281-634-2800

## **Lexington Creek**

2335 Dulles Avenue  
Missouri City, 77459  
281-634-5000

## **Mission Bend-Glen**

16053 Mission Glen  
Houston, 77083  
281-634-4280

## **Oyster Creek**

16425 Mellow Oaks Lane  
Sugar Land, 77498  
281-634-5910

## **Pecan Grove**

3330 Old South Drive  
Richmond, 77406  
281-634-4800

## **Scanlan Oaks**

9000 Camp Sienna Trail  
Missouri City, 77459  
281-634-3950

## **Sienna Crossing**

10011 Steep Bank Trace  
Missouri City, 77459  
281-634-3680

**Sugar Mill**  
13707 Jess Pirtle  
Sugar Land, 77498  
281-634-4440

**Sullivan**  
17828 Winding Waters Lane  
Sugar Land, 77479  
281-327-2860

**Townwest**  
13927 Old Richmond Rd  
Sugar Land, 77498  
281-634-4480

**Walker Station**  
6200 Homeward Way Blvd  
Sugar Land, 77479  
281-634-4400

## SPECIALIZED SCHOOLS

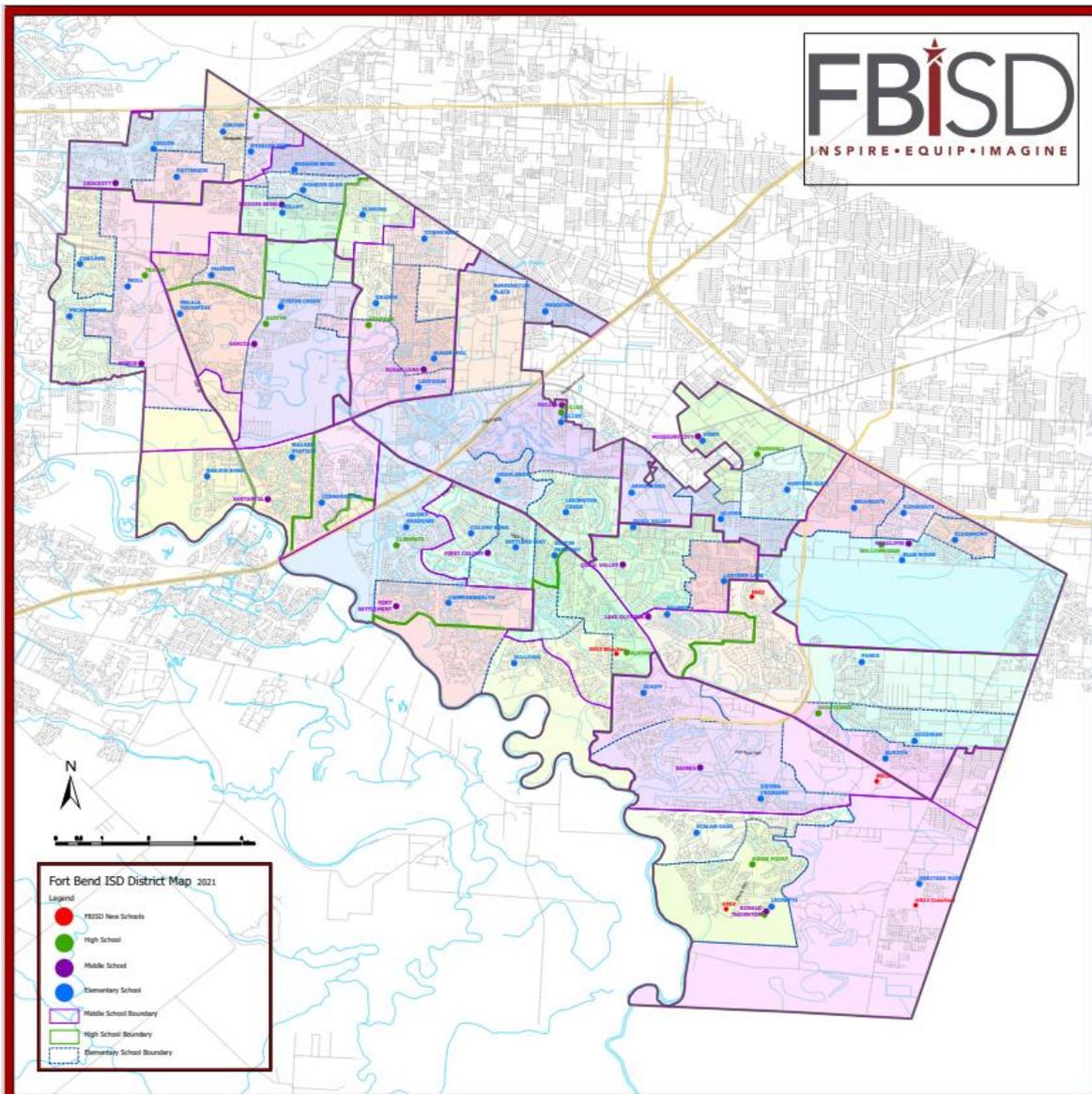
**Hunters Glen Early Literacy Center**  
695 Independence Blvd  
Missouri City, 77489  
281-634-5671

**Ridgemont Early Literacy Center**  
5353 Ridge Creek Circle  
Houston, 77053  
281-634-9810

**James Reese Career Center & Technical Center**  
12300 University Blvd  
Sugar Land, 77479  
281-327-7300

**Progressive High School**  
1555 Independence Blvd  
Missouri City, 77489  
281-634-2900

**M.R. Wood Center for Learning**  
138 Avenue F  
Sugar Land, 77498  
281-327-6000



## Mission

Fort Bend ISD exists to inspire and equip all students to pursue futures beyond what they can imagine

## Vision

Fort Bend ISD will graduate students who exhibit the attributes of the District's Profile of a Graduate



*A Fort Bend ISD Graduate has a rigorous academic foundation,  
strong character, and is.....*



**.... equipped with skills for life.**

Fort Bend ISD graduates exhibit grit and determination in all aspects of life; respect self and others; engage in healthy life choices; are literate and articulate; proficient with technology; and meaningfully and practically apply knowledge in productive ways.



**.... a servant leader.**

Fort Bend ISD graduates demonstrate confidence while maintaining a humble and kind demeanor; prioritizing the needs of others while accepting responsibility for themselves and are accountable for their own actions; are optimistic; and strive to bring out the best in others.



**....an effective communicator.**

Fort Bend ISD graduates communicate clearly both orally and in writing; respectfully and actively listen to others; appropriately engage in courageous conversations; and appropriately adapt their communication style to the audience.



**.... a critical thinker.**

Fort Bend ISD graduates are visionary and solutions-orientated problem solvers; are inquisitive and innovative; and have the courage to actively challenge conventional methods in order to improve themselves and the world around them.



**.... a compassionate citizen.**

Fort Bend ISD graduates are empathetic to their fellow citizens, exhibiting care and concern for others; are inclusive and embrace differences; are culturally aware; actively engage in improving our diverse community; exercise their right to vote; and are dependable, respectful, trustworthy, and self-disciplined.



**.... a collaborative team member.**

Fort Bend ISD graduates work effectively with others to achieve group goals; take actions that respect the needs and contributions of others; yield their own objectives to the goals of the team; and positively facilitate and contribute to teamwork.



**.... a life-long learner.**

Fort Bend ISD graduates approach life with wonder and curiosity; seek opportunities to be creative; possess a thirst for knowledge and the ability to adapt to change; and are academically prepared to pursue and attain futures beyond what they can imagine!

### Please Read this Section Before Contacting the Substitute Team!

#### **Q. What are the Substitute Office Hours and Contact Information?**

A. Substitute Office Hours are (School Year) 7:00 a.m. – 4:30 p.m. (Summer Hours) 7:30 a.m. – 5:30 p.m.

- **Substitute Office Email** – [substitutes@fortbendisd.gov](mailto:substitutes@fortbendisd.gov)
- **Patricia Lutz** – (A-L) – **8:00-4:30**
- **Susan Flessner** – (M-Z) – **7:00 – 3:30**
- **Sarah Trevino** – Payroll Specialist **8:00-4:30**

#### **Q. When can I begin subbing?**

A. You may begin subbing only after you are officially hired as a Substitute, attend Substitute Onboarding/receive your ID Badge, and complete and pass New Substitute Orientation. You are not an official employee until you have an employee identification number and can log into both the Absence and Substitute Management System and My Self-Serve. You must attend Onboarding to complete new hire forms and receive your Substitute ID Badge. You must also complete online Substitute Orientation through eLearning, where you must pass a quiz. You will receive a Welcome email with a temporary password from the Absence and Substitute Management System. You will log into the Absence and Substitute Management System and enter your email address and password once your account is activated. 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 login to the Absence and Substitute Management System to set up your profile. The Absence and Substitute 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 and Substitute Management System Dashboard. There is not a number to call and listen to available jobs. Always ensure you have received a Job ID Number for any job you agree to take. If the job is prearranged with a teacher, please confirm the assignment in the Absence and Substitute Management System and get the Job ID Number. **You will not be paid for any job without being plugged into a job.**

#### **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 and Substitute 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. In the folder, you should find lesson plans, attendance rosters, seating charts and emergency plans, etc.

#### **Q. What do I do if my Substitute availability changes?**

A. You will login into your Absence and Substitute Management System profile to update your changes to your availability. You can 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 **two times per month or ten times per semester**, please notify your Substitute Team Member (listed at the beginning of the Handbook). This will prevent you from being termed for inactivity. If you wish to be removed from the Substitute list, please submit an Exit form through your My Self-Serve account. You will not be able to request monies from your 457 Plan until we receive and process your exit request.

#### **Q. How will I know how I am performing as a Substitute?**

A. Principals and teachers can complete a Special Report form to let the Substitute Team 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 with directives to follow to continue subbing. Substitutes are subject to Progressive Discipline. Please refer to the section entitled Progressive Discipline in this Handbook for further information.

**Q. If I reject a job for a particular day, will I still be able to see other jobs in the Absence and Substitute 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 and Substitute Management System as a prearranged Substitute. The Absence and Substitute 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 and Substitute Management System that they prearranged for a Substitute, 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 stays on the campus and will receive compensation for the assignment. If you arrived at the campus without the Job ID, you will not be paid unless a different assignment is found for you. Therefore, it is important for you to check your 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 works with Substitutes and advise them of what has occurred.

**Q. What should I do if I see assignments in the Absence and 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 on campus that work during the summer months and when creating an absence, the teacher may forget to enter “no substitute required” for their absence.

**Q. As a Substitute, am I allowed to work during the summer?**

A. No, only full-time employees are allowed to work during the summer months for the summer school program. If you are interested in working for the summer school program, you will need to contact the person in charge of the summer school program directly for information. There are substitute opportunities for you during this time of the year, but they are not managed by the Substitute Office. The Substitute Office can direct you to the program organizer. The Substitute Office does not pay Substitutes to work during the summer months.

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

A. You can change this information yourself in your Absence and Substitute Management System profile. Refer to the Absence and Substitute Management System Job Aid at the beginning of the Handbook.

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

A. No, we encourage 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 and Substitute Management System to search for assignments.

**Q. How many jobs must I work to still be active as a Substitute?**

A. You must work **two (2) times per month, or a total of ten (10) times per semester**, to remain an active Substitute for Fort Bend ISD. There are unfilled jobs every day. **If you do not work 2 times per month or 10 times per semester, and do not notify your Substitute Team Member for a requested leave, you will be inactivated from employment.** Once removed, you will need to re-apply for the Substitute position. If you no longer wish to work as a Substitute for the district, please submit an exit request through your My Self-Serve account.

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

A. The Absence and Substitute Management System will still notify you for other jobs if you meet the criteria. However, we do monitor the activity of cancelled jobs. If we find 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 and Substitute Management System Job ID?**

**A.** YES. The Job ID is your assurance that the Absence and Substitute Management System 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 job, the Substitute with proof of the confirmation number will be granted the assignment. This is unless the campus has already worked with another Substitute for the position.

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

**A.** Yes. If you are cancelling a job within 48 hours of the start time of the job, you must contact the campus to inform them. If it is before/after school hours, leave a voice message. Always try to cancel your jobs as early as possible, so another Substitute can accept the assignment. If it is 48 hours or less before the start time, the school will have to release you from the assignment.

**Q. Does the Absence and Substitute 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 can turn off the calling feature completely. The Absence and Substitute Management System is defaulted to only send out email alerts. All other alerts will need to be update by you.

**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 are 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 Texas certified pay rate, you must hold a valid Texas teaching certificate, Probationary, Standard, or 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 your Substitute Team Member, via email, when you receive your Texas Certificate. **We must be able to view your certification on the SBEC website to change your rate of pay.** We will update your pay rate as of the date we are notified, not the date you become certified. **Important:** It is your responsibility to know what content area you are certified in. (Example: Gen 4-8 would not apply to P.E.) The new rate will go into effect the pay period following the date certification can be viewed in SBEC. We will not retro pay the amount.

**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 your Substitute Team Member when you receive your one-year certificate. **Certification must be viewable on the SBEC website to receive the higher rate. Important:** It is your responsibility to know what content area your certification covers, (Example: Gen 4-8 would not cover P.E.). The new rate will go into effect the pay period following the date certification is viewable with SBEC. We will not retro pay.

**Q. I just started subbing 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 prior to receiving your degree. Once you have the degreed 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 your Substitute Team Member when you are recommended for your Standard certificate and/or to let us know when you submitted a copy of your degreed transcript. Certification must be viewable on the SBEC website to receive the higher rate. **Important:** It is your responsibility to know what content area your certification covers, (Example: Gen 4-8 would not cover P.E.). The new rate will go into effect during the pay period following the date certification is viewable on the SBEC website. We will not retro pay.

**Q. I am a retired Texas teacher; can I accept 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 about 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 to discuss the possible impact of subbing 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 a long-term assignment and need to take a day off. What is the process for requesting time off?**

**A.** The Substitute Team's expectation is that you may not have more than four (4) consecutive absences during a long-term assignment. However, if there are extenuating circumstances, you must consult your Substitute representative on the campus who will contact the Substitute Team representative. Failure to notify the campus in advance or exceeding the allowed four (4) consecutive absences could result in the long-term assignment being cancelled and not receiving full compensation (if consecutive absences are not approved, your long-term rate of pay will return to the base rate). Any decisions about the number of absences approved will be made by the Substitute Team Member in conjunction with the campus administrator. If you are working a long-term assignment and have an un-approved absence within the first ten consecutive full days, you will not receive the long-term rate until you have worked a total of ten full consecutive days. Monday and Friday absences are hard to fill; thus, your request for time off on these days may not be approved.

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

**A.** You have computer and district email access. When working a long-term assignment over ten (10) full consecutive days you will receive computer/email access for that campus. Once the Substitute Team 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 the campus for which you are working the long-term assignment. The SRF requests are processed within a few business days. It is important for the Substitute Team to know about the long-term assignment at the beginning of the assignment to avoid delays with computer/email access and pay. There is no need for you to contact the Substitute Team about your long-term assignment. You do however want to check with the campus Substitute contact person to make sure they have submitted the necessary documentation.

**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 and Substitute 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 your My Self-Serve profile. You must complete a Name Change Form with the Human Resources Department and bring the proper documentation (marriage license, divorce papers, etc.).

**Q. I accepted a job through the Absence and Substitute 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 and Substitute Management System (once the campus has removed you from the original 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 Substitute Team Member. 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 contact the records department by emailing them, [HR.records@fortbendisd.gov](mailto:HR.records@fortbendisd.gov)

**Q. I am an FBISD full-time employee and would like to change my position to Substitute. What do I do?**

**A.** Once you have decided to transition to a Substitute position, we ask that you allow your campus leader time to find a replacement. The transition to a Substitute position is a multi-step process, as you will need to be fully paid out of your current contract. You will also need to complete Substitute forms, be fully set up in the system as a Substitute and receive your Substitute ID badge before you are able to begin subbing.

You must have a minimum of **60 college hours** to be a substitute with Fort Bend ISD. You will have to upload your college transcripts or evaluation of foreign transcripts when applying for the substitute position. Fort Bend ISD substitutes are not eligible for insurance benefits, and upon changing to the substitute position, you will lose any current benefits you have. Substitutes are required to work **two (2) times per month or ten (10) times per semester** to keep an active status with Fort Bend ISD.

**Step 1:** Inform your principal and direct supervisor of your intentions to vacate your current position. Agree upon your last date worked in your role. (The Substitute Team will let you know when you are able to begin accepting Substitute assignments.)

**Step 2:** Send an email to [susan.flessner@fortbendisd.com](mailto:susan.flessner@fortbendisd.com) in the Substitute Office regarding your intentions and apply to the Substitute job posting in Taleo as an internal candidate. Please ensure you have uploaded your official college transcripts showing your highest level of education, as this will determine your eligibility, category, and daily rate.

**Step 3:** Once the last day you will work in your current position has been communicated by your Supervisor/Principal, the Substitute Team will initiate the Employee Change Form.

**Step 4:** The Substitute Team will communicate with you, via your FBISD email, about Substitute Onboarding, New Substitute Orientation, as well as additional expectations/requirements for the position. If you do not attend Onboarding and complete New Substitute Orientation, you will be removed entirely from the system as an employee within two months, unless you contact [susan.flessner@fortbendisd.com](mailto:susan.flessner@fortbendisd.com) with your intentions of completing the hiring process.

**Important:** You must receive your Substitute ID Badge and complete New Substitute Orientation (NSO) before you can begin subbing. During NSO, you will learn more about how to accept Sub assignments. You will also receive other important information pertaining to the expectations and responsibilities, which will ensure you are ready to serve our students and staff. NSO is provided virtually through eLearning.