SIX STEPS TO MAKE YOUR DAY RUN SMOOTHLY:

♦**Arrive Early –** familiarize yourself with the school, the classroom, and the lesson plans

♦**Establish A Positive Classroom Atmosphere –** put your name on the board, introduce yourself, and enforce class rules

♦**Follow Lesson Plans –** if no lesson plans are available, notify the office, department chair or grade level chair immediately.

♦**Take Care Of Everyday Tasks –** record attendance, collect homework, and organize paperwork

♦**Leave A Note For The Teacher –** make it as easy as possible for the teacher to return to work by leaving a detailed account of the day

♦**ENJOY!!!!!!**

LEGAL RESPONSIBILITIES:

As a Spring Branch ISD substitute, you have legal responsibilities of which you must be aware:

♦**Student supervision –** Never leave your students unsupervised. It is your responsibility to keep the students safe and orderly. Please report any potential safety hazards you might see to the office.

♦**Release of students to parents/relatives/non-school personnel –** Due to custody issues, students should not be released from your care without express consent from the office.

♦**Medication –** If a student brings medicine to school (even an aspirin or cough drop), the medicine must be delivered to the school nurse. Medication may only be administered by the nurse or designee.

♦**Confidentiality –** As a substitute, you may be exposed to confidential information about a student including grades, medical conditions, learning problems, etc. This is confidential information and may not be discussed outside the school setting. Discussion inside the school setting should be only on a need to know basis. A substitute teacher must avoid comments about students outside of school.

♦**Touching students –**Refrain from touching a student unless it is for the protection of the child or another student. If a small student hugs you, simply smile and disengage yourself in a friendly manner.

♦**Reporting abuse –** If you believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect, please notify the principal immediately. The principal, nurse, counselor or designee will assist you in making reports required by law.

♦**Fire drills** – During a fire drill or any other emergency evacuation, be sure you take a roll book or roster with you when you leave the classroom. You must be able to account for all the students in your charge.

Notice to Employees: Requirements of the Affordable Care Act

As of January 1, 2014, the Affordable Care Act (ACA) requires you to have health insurance for yourself and your dependents. Some people are exempt from this requirement. To learn how to apply for an exemption see *Questions and Answers on the Individual Shared Responsibility Provision*, www.irs.gov/uac/Questions-and-Answers-on-the-Individual-Shared-Responsibility-Provision. If you do not have health insurance and you are not exempt, you may be subject to a penalty (see www.healthcare.gov/what-if-someone-doesnt-have-health-coverage-in-2014). The penalty takes effect on the first day of the 2014 plan year (September 1, 2014).

Enrollment in TRS-ActiveCare satisfies the requirement to have health insurance. To be eligible for TRS-ActiveCare, you must be employed by a participating district/entity and be either an active, contributing TRS member or employed 10 or more regularly scheduled hours each week. Employees who are contributing TRS members will receive the state and district contribution toward health insurance premiums. Employees who work at least 10 hours per week but are not contributing members of TRS are eligible for TRS-ActiveCare, but are not eligible for the state and district contribution toward health insurance. These employees will pay the full monthly health premium.

Enrollment in another plan, such as through a spouse, parent, or association, also satisfies the requirement to have health insurance if the plan provides minimum essential coverage.

As an alternative to ActiveCare or another health insurance program, you may enroll in insurance through the Health Insurance Marketplace. In Texas, the Marketplace is a federal government program that will offer "one-stop shopping" to find and compare private health insurance options. Most individuals are eligible to enroll in insurance through the Marketplace. The Marketplace began enrollment in October 2013 for coverage beginning in January 2014. For information on the Marketplace, see www.healthcare.gov.

You may be eligible for a premium tax credit or other assistance toward insurance obtained through the Marketplace, depending on your household income. More information on the premium tax credit and other cost sharing provisions is available at www.healthcare.gov. Please note that the district will not contribute to premium costs if you enroll in insurance through the Marketplace. Also, you will lose the benefit of paying the premium with pre-tax income if you purchase insurance through the Marketplace.

Additional information. If you have questions or concerns about the health insurance offered through the district, please contact: benefits@springbranchisd.com. Questions about the Marketplace and how the Affordable Care Act impacts you as an individual should be addressed to www.healthcare.gov or your personal attorney.

Basic Information About Health Care Offered By The District

If you decide to shop for coverage in the Marketplace, below is the employer information you will enter at HealthCare.gov to find out if you are eligible for a premium tax credit. This information is numbered to correspond to the Marketplace application.

3. Employer name Spring Branch ISD		4. Employer Identification Number (EIN): 74-6001379
5. Employer Address 955 Campbell Road		6. Employer phone number 713-464-1511
7. City Houston	8. State TX	9. Zip code 77024
10. Who can we contact about employee health coverage at this job? Spring Branch ISD Benefits Department		
11. Phone number (if different from above) 713-464-1511		12. Email address benefits@springbranchisd.com

The district offers health coverage through TRS-ActiveCare to all eligible employees and their eligible dependents. Eligibility is described in the ActiveCare Enrollment Guide. The coverage offered by ActiveCare meets the minimum value standard and the cost of this coverage to you is intended to be affordable.

Aviso para empleados: Requisitos del Acto del Cuidado de Salud de Bajo Precio (Affordable Care Act)

Desde el primero de enero, 2014, el Acto del Cuidado de Salud de Bajo Precio (ACA) requiere que usted tenga seguros de salud para usted mismo y sus cargas familiares. Alguna gente está exenta de este requisito. Para investigar cómo aplicar para una exención vea *Disposiciones del Acta del Cuidado de Salud de Bajo Precio,* www.irs.gov/uac/Newsroom/Disposiciones-del-Acta-del-Cuidado-de-Salud-de-Bajo-Precio. Si usted no tiene seguros de salud y no está exento, puede recibir una multa. (vea https://www.cuidadodesalud.gov/es/what-if-someone-doesnt-have-health-coverage-in-2014/) La multa comienza el primer día del comienzo del plan (Septiembre 1, 2014).

Registrar con TRS-ActiveCare (Cuidado Activo de TRS) satisface el requisito de tener seguros de salud. Para participar en TRS-ActiveCare, usted deberá ser empleado de un distrito o entidad escolar participante y miembro activo, contribuyente de TRS o un empleado que trabaja 10 o más horas regularmente por semana. Empleados que están contribuyendo al TRS recibirán la contribución del distrito y el estado hacia primas de seguro médico. Los empleados que trabajan por lo menos 10 horas por semana, pero no son miembros contribuyentes de TRS son elegibles para TRS-ActiveCare, pero no son elegibles para la contribución del distrito y el estado hacia el seguro médico. Estos empleados pagarán la prima mensual de seguro medico en total.

El registro con otro plan, como por un esposo, padre, o asociación, también satisface el requisito de tener seguros de salud si el plan suministra la mínima cobertura esencial.

Como alternativo del programa del distrito u otro de seguros de salud, usted puede registrar con seguros por el Mercado de Seguros de Salud. En Tejas, El Mercado es un programa del gobierno federal que ofrecerá "one-stop shopping" (un lugar de servicios integrados) para encontrar y comparar las opciones de seguros de salud privados. La mayoría de los individuos está elegible para registrar con seguros por El Mercado. El Mercado empezo el registro en octubre 2013 para cobertura que empieza en enero 2014. Para información sobre el Mercado vea, www.cuidadodesalud.gov/es/.

Usted puede estar elegible para un crédito recargo de impuesto u otra ayuda para los seguros obtenidos por el Mercado, que depende de su ingreso familiar. Más información sobre el crédito recargo de impuesto y otras provisiones de costos compartidos está disponible en www.cuidadodesalud.gov/es/. Favor de notar que el distrito no contribuirá a los costos si usted registra con los seguros de salud por el Mercado. También, usted puede perder el beneficio de pagar el recargo con ingreso (sueldo) antes de impuesto si compra los seguros por el Mercado.

Información adicional. Si usted tiene preguntas o preocupaciones acerca de los seguros de salud que ofrece el distrito, favor de comunicarse con: benefits@springbranchisd.com. Se debe dirigir las preguntas sobre el Mercado y cómo le afecta individualmente el Acto del Cuidado de Salud de Bajo Precio (Affordable Care Act) a www.cuidadodesalud.gov/es/ o su abogado personal.

Información básica sobre los seguros de salud que ofrece el distrito

Si usted decide buscar cobertura en el Mercado, va a entrar la información siguiente del empleador en www.cuidadodesalud.gov/es/ para enterarse si usted está elegible para un crédito recargo de impuesto. Esta información está numerada para corresponderse con la aplicación del Mercado.

<table>
<tr><td colspan="2">3. Nombre del empleador
Spring Branch ISD</td><td>4. Número de identificación del empleador (EIN): 74-6001379</td></tr>
<tr><td colspan="2">5. Dirección del empleador
955 Campbell Road</td><td>6. Número de teléfono del empleador
713-464-1511</td></tr>
<tr><td>7. Ciudad
Houston</td><td>8. Estado
TX</td><td>9. Código postal
77024</td></tr>
<tr><td colspan="3">10. ¿Con quién se puede comunicar sobre la cobertura de seguros de salud en este trabajo?
Spring Branch ISD Benefits Department</td></tr>
<tr><td colspan="2">11. Número de teléfono (si es diferente)
713-464-1511</td><td>12. Correo electronic
benefits@springbranchisd.com</td></tr>
</table>

El distrito les ofrece cobertura de seguros de salud por TRS-ActiveCare a todos los empleados elegibles y sus cargas familiares. El Guía de Registro TRS-ActiveCare describe la elegibilidad. La cobertura que le ofrece ActiveCare logra el estándar valor mínimo y el costo de esta cobertura se intenta que sea de bajo precio.

457 FICA Alternative Program

Since temporary, substitute, and certain part-time employees are not eligible to contribute to TRS, they are required by law to participate in a FICA Alternative plan (unless the temporary employee is a TRS retiree).
TCG is the third-party administrator and investment provider for the 457 FICA Alternative Plan.

Employee deduction: 7.5% of pay

Plan Administrator:

TCG Administrators

Mailing Address:
900 S Capital of Texas Highway, Suite 350
Austin, TX 78746

Telephone:
1-800-943-9179

Fax:
1-888-989-9247

Website:
www.tcgservices.com

AESOP LOGIN INSTRUCTIONS

- **Main AESOP Link: https://springbranch.aesoponline.com/Login.aspx**
  - **ID is your SBISD network username**
  - **PIN is your SBISD network password**

- **Phone – 1-800-942-3767 (1-800-94-AESOP)**
  - **ID is your 10 digit phone number**
  - **PIN is employee ID number , if not five digits zeros will be added in front**

Aesop®

Phone System Instructions for Substitutes

1.800.942.3767

Learn how to:

- ☐ Search for jobs by phone
- ☐ Respond when the system offers you a job
- ☐ Personalize the phone system

FRONTLINE™ TECHNOLOGIES

www.FrontlineK12.com/Aesop

Main Menu

- Hear a List of Available Assignments ①
  - Accept Assignment ①
  - Hear Again ②
  - Reject Assignment ③
  - Listen to next job ④
  - Replay skipped job ⑤
- Review Upcoming Assignments ②
  - Hear Again ②
  - Cancel Assignment ③
  - Listen to next job ④
- Review a Specific Assignment ③
  - Cancel Assignment ③
  - Listen to next job ④
- Review or Change Personal Information ④
  - Change Name recording ①
  - Change Pin number ②
  - Change Phone number ③

Aesop Phone Menu at a Glance

When you call Aesop

To Review or Change your Personal Information, Press ④

- To review or change your name recording, Press ①
- To change your Pin number, Press ②
- To change your phone number, Press ③

Special Things to Note

When Aesop calls you:

- The phone number that appears on Caller ID is: 1-800-942-3767.
- Typically, Aesop will **not** leave a message on your home answering machine.
- Please say "hello" in order for Aesop to begin the phone call.
- If you are sick and wish not to work, Press ② - To Prevent Further Calls Today.
- If two or more substitutes have the same phone number it is to your advantage that you both voice-record your names. Aesop will then play the voice recording at the beginning of the phone call and you can enter the correct Pin number.

1.800.942.3767

Available 24/7

Please note that some options may not be available to you.

Aesop will ask you to enter the confirmation number.

- To cancel this assignment , Press ③
- To listen to the next assignment, Press ④
- To return to the Main Menu, Press ⑥

To Review or Cancel a Specific Assignment, Press ③

Aesop will now read off all the details of the assignment.

- To hear this again, Press ②
- To cancel this assignment , Press ③
- To listen to the next assignment, Press ④
- To return to the Main Menu, Press ⑥

- To review your assignments for the next 7 days, Press ③
- To return to the previous menu, Press *

To Review or Cancel your Upcoming Assignments, Press ②

When you call Aesop

1.800.942.3767

When you have successfully accepted an assignment Aesop will play back the **confirmation number**.

- To accept the assignment, Press ①
- To hear the assignment again, Press ②
- To reject this assignment and not hear it again, Press ③
- To listen to the next assignment, Press ④
- To replay a bypassed assignment, Press ⑤
- To return to the Main Menu, Press ⑥

Aesop will play you a list of up to five available jobs.

To Hear a List of Available Assignments, Press ①

Pressing the star key ('*') will always take you back one menu level anywhere in the phone system.

1. **Dial 1.800.942.3767**
2. **Enter your ID number followed by the pound key ('#')**
3. **Enter your PIN number followed by the pound key ('#')**

When you call Aesop

www.aesopeducation.com

- If you select this option then Aesop will never call you again.

To prevent Aesop from ever calling, Press ⑨

If you are unavailable, Press ③

To prevent further calls today, Press ②

When you have successfully accepted an assignment Aesop will play back the **confirmation number**.

- To accept the assignment, Press ①
- To hear the assignment again, Press ②
- To reject but allow additional Calls today, Press ③
- To reject this assignment and prevent additional calls today, Press ④

Enter your Pin number followed by the pound key ('#')

Aesop will now read off all the details of the assignment.

Aesop will play you the School District Name and the School Name.

If you are interested in a job, Press ①

When you answer the phone, say "Hello" and Aesop will present the following options:

When Aesop calls you

Spring Branch Independent School District

Employee Acknowledgement of
Teacher Retirement System (TRS) Reporting Requirements
Retirees – Substitutes

As a retiree, there are specific reporting requirements per the Teacher Retirement System (TRS). TRS requires that information concerning position, salary, actual hours and days worked, and surcharge information be reported on a monthly basis. This is for all retirees regardless of position, exempt status, or retirement date. In order to account for actual hours and days being worked, retirees must ensure all hours worked are tracked.

- Track all hours worked either through Kronos (time keeping system) or manual time sheets,
- Retiree substitutes may fill vacancy positions for a maximum of 20 days, per TRS regulations,
- If you work as both a substitute and temporary worker, even in different districts, be aware of potential annuity reduction if you work more than the days allowed by TRS in a given month,
- Be aware of specific work limitations that are dependent upon specific retirement date, etc.,
- Understand TRS monthly tracking of hours and days worked,
- If retired 9/1/2005 or after, be aware of potential annuity reduction if you work more than the days allowed by TRS in a given month.

NOTE: Should the reporting requirements be adjusted by TRS, Spring Branch ISD reserves the right to adjust time-keeping procedures accordingly if deemed to be in the best interest of the district.

I acknowledge the reporting requirements of TRS due to my status as a retiree and understand that I must account for all time worked through Kronos (time-keeping system). I also understand that should I exceed the number of hours that TRS allows me to work that I may jeopardize my monthly TRS annuity and I accept full responsibility should that occur.

_____	_____	_____
ID #/Printed Name	Signature	Date