

Spring Branch Independent School District

Authorization Agreement for Pre-paid Card Automatic Deposits

First Name

Last Name

Employee ID #

Social Security #

Date of Birth-mm/dd/yyyy

Primary Phone

Street Address (No P.O. Boxes Allowed)

Apt #

City

State

Zip Code

****Two valid forms of ID are required.**

I hereby authorize Spring Branch Independent School District to initiate credit entries (deposits) to the district selected Pre-paid card. I agree to follow the terms of the Pre-paid card agreement. I am requesting that my pay be direct deposited to my pre-paid card account and that SBISD may deduct any wage overpayments under this agreement from one or more of my paychecks.

Signature

Date

For Payroll Use:

NetSpend Account #: (10 digits)

ID #1

Effective Payroll:

ID #2

Date: _____

Payroll Employee:

Your Employee Rights Under the Family and Medical Leave Act

What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees.

Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness **may take up to 26 workweeks** of FMLA leave in a single 12-month period to care for the servicemember.

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

Am I eligible to take FMLA leave?

You are an **eligible employee** if **all** of the following apply:

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location.

Airline flight crew employees have different "hours of service" requirements.

You work for a **covered employer** if **one** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

How do I request FMLA leave?

Generally, **to request FMLA leave you must:**

- Follow your employer's normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You **do not have to share a medical diagnosis** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You **must also inform your employer if FMLA leave was previously taken** or approved for the same reason when requesting additional leave.

Your **employer may request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

What does my employer need to do?

If you are eligible for FMLA leave, your **employer must:**

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your **employer cannot interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your **employer must confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, your **employer must notify you in writing:**

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

Where can I find more information?

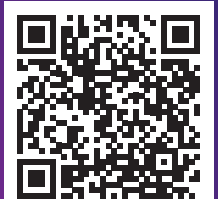
Call **1-866-487-9243** or visit **dol.gov/fmla** to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process.**



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

SCAN ME



NEW EMPLOYEE LOG-IN INSTRUCTIONS

Log into an SBISD computer (and access the network):

1. Contact **713-251-TECH (8324)** to obtain your **username and password**
2. Once you receive your **username and password**, you must log into an SBISD computer for the **first time** to **change your password**
3. On the SBISD computer, make sure you are at the login screen by clicking **START** and **LOGOFF**
4. In the Login box, enter your **username and password**
5. Click **OK**
6. A message will appear: **You are required to change your password at first login**
 - **The network passwords are required to be changed every 180 days during the school year**
 - SBISD requires "strong password"
 - Your password **must be 8 characters** in length
 - Your password must contain **at least 3** of these 4 attributes
 - At least one numeric character (0-9)
 - At least one upper-case letter (A-Z)
 - At least one lower-case letter (a-z)
 - At least one wildcard character (~ ! @ # \$ % ^ & * () _ +)
7. Click **OK**
8. **New password:** type your new password
9. **Confirm new password:** type your new password again
10. Click **OK**
11. Click **OK** when you see the **Your password has been changed** message
12. Once you are finished using the computer, make sure you log off of the computer by clicking **START** and **LOGOFF**

Access email remotely (outside of SBISD):

1. Go to the SBISD website (<http://www.springbranchisd.com>)
2. Click on **FOR STAFF** at the top right of the SBISD website
3. Click the **Email** link on the right side
4. If prompted to login, enter your **username and password**

PAYCHECKS:

All Spring Branch ISD employees will receive a **Direct Deposit Advice** sent to their district email address. You will use the last **4 digits of your Social Security Number** to access. Paychecks may also be accessed through ESS.

Access Employee Self Service (ESS): Includes the following features and access to employee information. ESS access starts after the employee has received their first paycheck.

- Resource links to websites commonly used by Spring Branch employees.
- Personal information contained in the employee payroll database.
- Paycheck information and year-to-date totals.
- W-4 information (federal tax exemption status).

Follow Steps Below to access ESS:

1. Go to the SBISD website (<http://www.springbranchisd.com>)
2. Click on **FOR STAFF** at the top right of the SBISD website
3. If prompted to login, enter your **username and password**
4. Click on the **ESS** icon link
5. Click **EMPLOYEE SELF SERVICE (ESS)**
6. In the upper right hand corner, click **LOGIN**
7. Enter your **network username and password**

How do I get the information I need on ESS?

1. Once you are logged into ESS, you will be able to view the **Welcome to Employee Self Service** page. The left hand side of the page includes links and forms commonly used by Spring Branch employees.
2. **Tabs on the left side of the page** allow you to navigate the site. Most employees will see the following tabs:
 - **Pay/Tax Information** - display your most recent paycheck information, year to date earnings, and current W-4 (federal withholding exemption) data.
 - **Personal Information** - If your address is incorrect, please click **change** to update the address. You can also add or change your telephone number.
 - **Time Off** - displays days and time available.

For assistance, please contact **713-251-TECH (8324)**



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**



Phone System Instructions for Substitutes

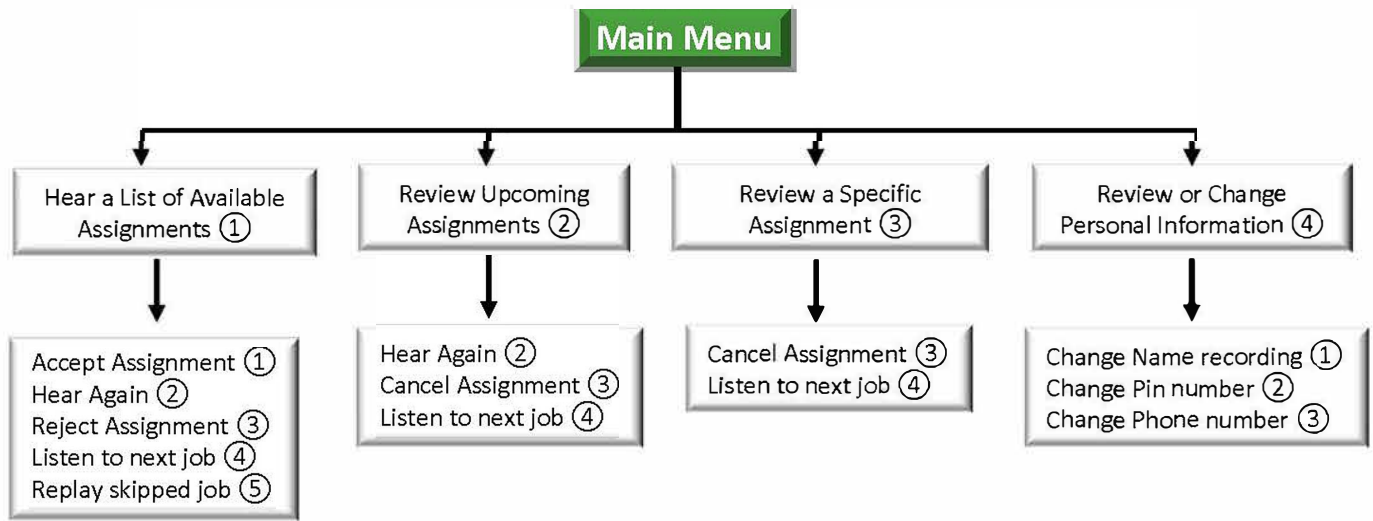
1.800.942.3767

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



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:

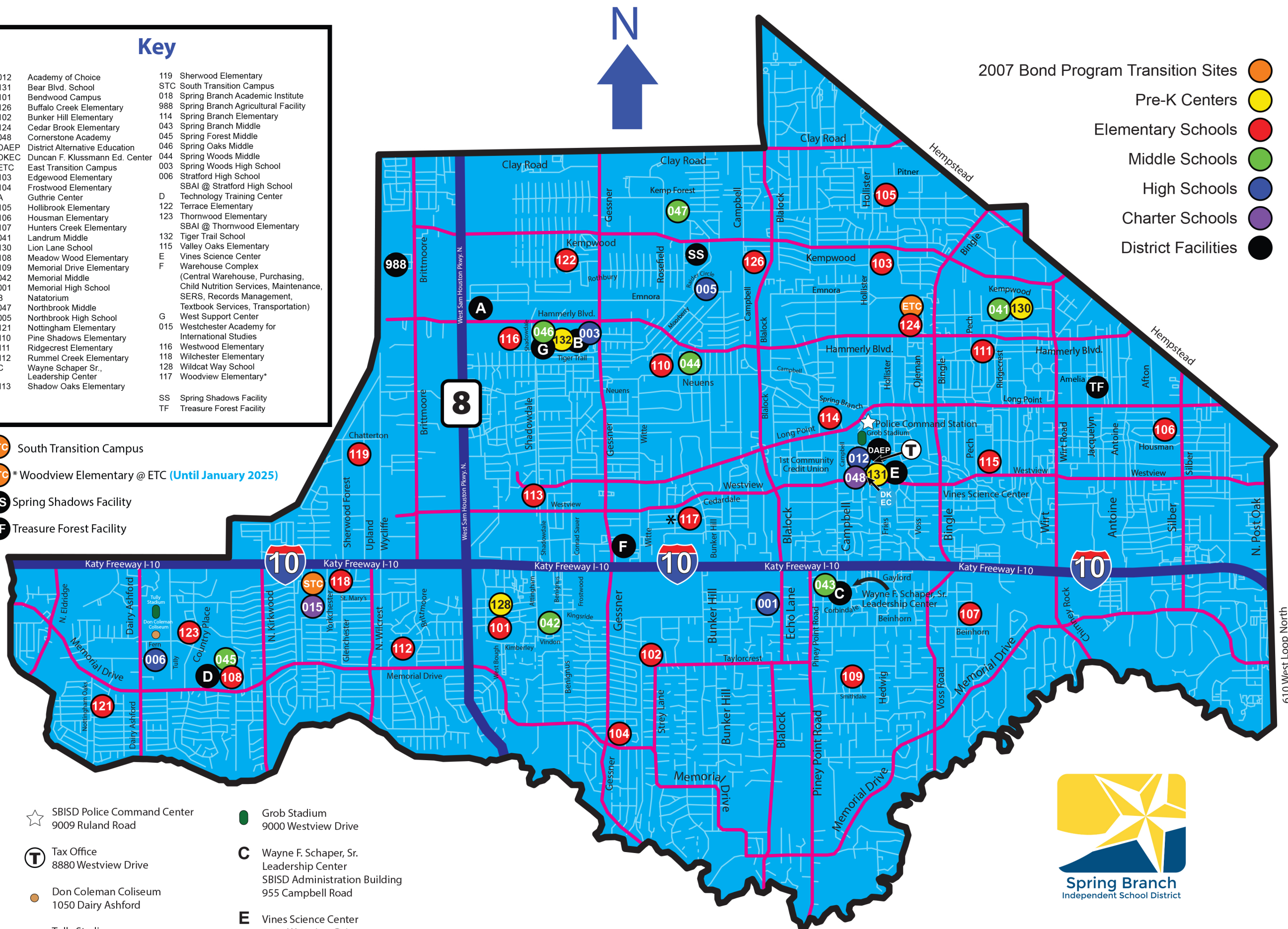
When Aesop calls you

Key

012	Academy of Choice	119	Sherwood Elementary
131	Bear Blvd. School	STC	South Transition Campus
101	Bendwood Campus	018	Spring Branch Academic Institute
126	Buffalo Creek Elementary	988	Spring Branch Agricultural Facility
102	Bunker Hill Elementary	114	Spring Branch Elementary
124	Cedar Brook Elementary	043	Spring Branch Middle
048	Cornerstone Academy	045	Spring Forest Middle
DAEP	District Alternative Education	046	Spring Oaks Middle
DKEC	Duncan F. Klusmann Ed. Center	044	Spring Woods Middle
ETC	East Transition Campus	003	Spring Woods High School
103	Edgewood Elementary	006	Stratford High School
104	Frostwood Elementary		SBAI @ Stratford High School
A	Guthrie Center	D	Technology Training Center
105	Hollibrook Elementary	122	Terrace Elementary
106	Housman Elementary	123	Thornwood Elementary
107	Hunters Creek Elementary		SBAI @ Thornwood Elementary
041	Landrum Middle	132	Tiger Trail School
130	Lion Lane School	115	Valley Oaks Elementary
108	Meadow Wood Elementary	E	Vines Science Center
109	Memorial Drive Elementary	F	Warehouse Complex (Central Warehouse, Purchasing, Child Nutrition Services, Maintenance, SERS, Records Management, Textbook Services, Transportation)
042	Memorial Middle	G	West Support Center
001	Memorial High School	015	Westchester Academy for International Studies
B	Natatorium	116	Westwood Elementary
047	Northbrook Middle	118	Wilchester Elementary
005	Northbrook High School	128	Wildcat Way School
121	Nottingham Elementary	117	Woodview Elementary*
110	Pine Shadows Elementary		
111	Ridgecrest Elementary		
112	Rummel Creek Elementary		
C	Wayne Schaper Sr., Leadership Center		
113	Shadow Oaks Elementary		
		SS	Spring Shadows Facility
		TF	Treasure Forest Facility

- STC** South Transition Campus
- ETC** * Woodview Elementary @ ETC (Until January 2025)
- SS** Spring Shadows Facility
- TF** Treasure Forest Facility

- 2007 Bond Program Transition Sites
- Pre-K Centers
- Elementary Schools
- Middle Schools
- High Schools
- Charter Schools
- District Facilities



- ☆ SBISD Police Command Center
9009 Ruland Road
- T Tax Office
8880 Westview Drive
- Don Coleman Coliseum
1050 Dairy Ashford
- Tully Stadium
1050 Dairy Ashford
- Grob Stadium
9000 Westview Drive
- C Wayne F. Schaper, Sr.
Leadership Center
SBISD Administration Building
955 Campbell Road
- E Vines Science Center
8856 Westview Drive
- 988 Spring Branch Agricultural Facility



Revised 06-26-2024

Service Record, Transcript, and Verification of Employment Information

Years of Service Credit - Request Your Current and Previous Service Records

To verify and provide creditable years of service towards your pay/salary, Spring Branch ISD (SBISD) requires that our office receives your Official Service Records, Transcripts, and/or Verification of Employment (VOE) letters. To get paid for your appropriate credentials by your first paycheck, these documents must be received two weeks prior first paycheck date.

- If SBISD should receive your service record(s), transcripts, or VOEs after your first paycheck, the years will be credited to your profile once verified and your salary will be retroactively paid (*within the first year of employment only*).

Original Documents must be sent to:

Human Resources Records Dept.

955 Campbell Rd.

Houston, Texas 77024

Electronic Documents must be sent to:

hrec@springbranchisd.com

Service Record

If you worked at a Texas public school prior to being hired at Spring Branch ISD, you will need to request your Service Records from school districts.

State Personal Days earned by the employee will be credited to your state leave bank once the service records from your last Texas working school district are received in our office and processed. Official service records must be submitted.

If you worked at a school that fall in one of the following categories, your experience will need to be documented on the Texas Education Agency (TEA) **Verification of Accreditation and Service Record Forms**. Please submit to the Human Resources or the division responsible for verifying experience with your previous employer. Click on the link and select the appropriate documents under "Service Record Information."
http://tea.texas.gov/Texas_Educators/Salary_and_Service_Record/

- ✓ Out-of-State
- ✓ Out-of-Country
- ✓ Private
- ✓ Charter
- ✓ College Full-Time
- ✓ College Part-Time

Substitutes that are teacher certified and have worked more than 90 full time equivalent days may receive respective year's credit if the employee worked in a certified teaching position. A service record is required as documentation of this service.

Transcripts

We will need **ALL** official transcripts that are listed on your application. Your salary will be determined by the highest degree conferred. The following are considered official and acceptable:

- ✓ Original Transcripts (Hard Copy) sent to the student
- ✓ Original Transcripts (Hard Copy) sent to the SBISD Human Resources Dept.
- ✓ Electronic Transcripts submitted directly from the College or University to the SBISD Human Resources Dept., hrec@springbranchisd.com

Verification of Employment (VOEs) for Paraprofessional, Auxiliary, and other At-Will Staff

If you worked outside a school setting, you would need to request a VOE from any company from which you were previously employed. They should be on company letterhead and include your position title, dates of employment, your full-time or part-time status and a brief description of duties.

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 empezó 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.

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

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.

Notice to Political Subdivision Employees Concerning Workers' Compensation in Texas

COVERAGE: Spring Branch ISD has workers' compensation insurance coverage from The Texas Association of School Boards Risk Management Fund in the event of work-related injury or occupational disease. This coverage is effective from July 01, 2014. Any injuries or occupational diseases which occur on or after that date will be handled by The Texas Association of School Boards Risk Management Fund. An employee or a person acting on the employee's behalf, must notify the employer of an injury or occupational disease not later than the 30th day after the date on which the injury occurs or the date the employee knew or should have known of an occupational disease, unless the Texas Department of Insurance, Division of Workers' Compensation (Division) determines that good cause existed for failure to provide timely notice.

NOTE: As an employee of a political subdivision you are conclusively considered to have accepted the compensation provisions instead of common-law or statutory liability or cause of action, if any, for injuries received in the course of employment or death resulting from injuries received in the course of employment.

EMPLOYEE ASSISTANCE: The Division provides free information about how to file a workers' compensation claim. Division staff will answer any questions you may have about workers' compensation and process any requests for dispute resolution of a claim. You can obtain this assistance by contacting your local Division field office or by calling 1-800-252-7031. The Office of Injured Employee Counsel (OIEC) also provides free assistance to injured employees and will explain your rights and responsibilities under the Workers' Compensation Act. You can obtain OIEC's assistance by contacting an OIEC customer service representative in your local Division field office or by calling 1-866-EZE-OIEC (1-866-393-6432).

SAFETY HOTLINE: The Division has a 24 hour toll-free telephone number for reporting unsafe conditions in the workplace that may violate occupational health and safety laws. Employers are prohibited by law from suspending, terminating, or discriminating against any employee because he or she in good faith reports an alleged occupational health or safety violation. Contact the Division at 1-800-452-9595.

Aviso Sobre Compensacion Para Trabajadores en Tejas

COBERTURA: Spring Branch ISD tiene cobertura de seguros de compensación para trabajadores con The Texas Association of School Boards Risk Management Fund para protegerle en caso de una lesión o enfermedad ocupacional relacionada con el trabajo. Esta cobertura está vigente desde July 01, 2014. Cualquier lesión o enfermedad ocupacional que ocurra en o después de esta fecha será manejada por The Texas Association of School Boards Risk Management Fund. Un empleado o una persona que actúe en nombre del empleado, debe notificar al empleador sobre una lesión o una enfermedad ocupacional a no más tardar de treinta (30) días, a partir de la fecha en que ocurrió la lesión o en la fecha en la que el empleado se enteró o debería de haberse enterado de la enfermedad ocupacional, al menos que el Departamento de Seguros de Texas, División de Compensación para Trabajadores (Texas Department of Insurance, Division of Workers' Compensation – TDI-DWC, por su nombre y siglas en inglés) (División) determine que existió una buena causa para que no se haya notificado al empleador dentro del tiempo señalado.

NOTA: Como un empleado de una subdivisión política usted se concluyente consideran de haber aceptado las provisiones de la remuneración en vez de ley común o de responsabilidad estatutaria o de la causa de la acción, si la hay, para lesiones recibidas en el curso del empleo o de la muerte resultando de lesiones recibidas en el curso del empleo.

ASISTENCIA AL EMPLEADO: La División proporciona información gratuita sobre cómo presentar una reclamación de compensación para trabajadores. El personal de la División contestará cualquier pregunta que usted pueda tener sobre la compensación para trabajadores y procesará cualquier solicitud de resolución de disputas relacionada con una reclamación. Usted puede obtener este tipo de asistencia comunicándose con su oficina local de la División o llamando al teléfono 1-800-252-7031. La Oficina de Asesoría Pública para el Empleado Lesionado (Office of Injured Employee Counsel – OIEC, por su nombre y siglas en inglés) también ofrece asistencia gratuita a los empleados lesionados y ellos le explicarán cuáles son sus derechos y responsabilidades bajo la Ley de Compensación para Trabajadores. Usted puede obtener la asistencia de OIEC comunicándose con un representante de servicio al cliente de OIEC en su oficina local de la División o llamando al 1-866-EZE-OIEC (1-866-393-6432).

LÍNEA PARA REPORTAR CONDICIONES INSEGURAS:

La División cuenta con una línea gratuita telefónica que está en servicio las 24 horas del día para reportar condiciones inseguras en el área de trabajo que podrían violar las leyes ocupacionales de salud y seguridad. La ley prohíbe que los empleadores suspendan, despidan o discriminen en contra de cualquier empleado porque él o ella de buena fe reporta una alegada violación ocupacional de salud o seguridad. Comuníquese con la División al teléfono 1-800-452-9595.

Spring Branch Independent School District

Employee Acknowledgment of Teacher Retirement System (TRS) Reporting Requirements for Retirees

As a retiree, you are subject to specific reporting requirements and work guidelines 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 utilize the District's timekeeping system, Kronos.

Retirees must work fewer than 20 hours per week (and no more than 50% of a full-time position's time during any calendar month) for Spring Branch ISD due to TRS guidelines regarding the hiring of retirees who retired after September 1, 2005. Again, retirees will be required to report all hours worked each month and for each payroll period via the Kronos system. TRS counts all retiree hours worked for the District towards the maximum number of hours allowed. TRS also counts all retiree hours worked for all Districts combined towards the maximum number of hours allowed. If a retiree's total hours worked exceed 20 hours per week (on average per month) the District may be subject to incur a surcharge and employment may be subject to termination.

Retirees must:

- Clock in and out of Kronos to account for all time worked beginning June 1, 2017,
- Be mindful of work areas without a time clock when retirees should:
 - Notify their supervisor no later than the next workday, and
 - Report the hours worked, in writing, to the Administrative Assistant no later than the next work day so that work time can be accurately entered,
- Be aware of specific work limitations that are dependent upon specific retirement dates.
 - All retirees should check with TRS for guidelines and to determine how many hours they are eligible to work based on retirement date without impact to their retirement pension.
 - Retirees are responsible for knowing how working in a TRS district following retirement impacts their retirement pension.
 - Retirees should be aware that TRS tracks all hours worked in all TRS districts. It is the responsibility of the retiree to know total hours worked in all districts each month as SBISD would not know how many hours a retiree worked for another district during the same month.
 - Be aware that all hours worked for any TRS entities must remain at no more than a total of 50% of a full-time job for all work combined per the TRS monthly tracking to avoid incurring a surcharge (if retired on or after 9/1/2005).
 - Check with TRS regarding specific details on retiree working hours per calendar month:
https://www.trs.texas.gov/Pages/rear_limits.aspx
- Be aware that TRS monthly tracking of hours and days worked is based on the calendar month and not on work weeks.
- Be aware of potential surcharges if working more than 50% of a full-time job per TRS monthly tracking if retired on or after 9/1/2005.

- Be aware of potential pension-related penalties for working more than your allowable hours per TRS monthly tracking based on your retirement date.
- Know retirees are responsible for payment of pension-related penalties.
- Be aware that retirees serving as a substitute in a vacant position may only do so for up to 20 days. Retirees may not serve as a substitute in a position which is vacant due to the retiree's retirement.

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 retiree information provided above and the reporting requirements of TRS due to my status as a TRS retiree.
- ☐ I also acknowledge my responsibility regarding the above information.
- ☐ I understand that I must account for all time worked through the District's time-keeping system and stay within the maximum hours allowed by TRS to maintain half-time working status.
- ☐ I understand that all hours worked for any TRS entities (combined) must remain at no more than a total of 50% of a full-time job for all work combined per the TRS monthly tracking to avoid incurring a surcharge (if retired on or after 9/1/2005).
- ☐ I understand that hours worked for another TRS entity in a capacity other than substitute while serving as a substitute for SBISD could incur a surcharge from TRS (if retired on or after 9/1/2005).
- ☐ I understand that, should the District incur surcharges based on my not remaining within the maximum hours allowed by TRS to maintain half-time working status, my employment may be subject to termination.
- ☐ I understand that, should the District incur surcharges based on my work for another TRS entity in a capacity other than substitute while serving as a substitute for SBISD, my employment may be subject to termination.
- ☐ I also understand that should I exceed the number of hours that TRS allows me to work (based on my retirement date) that I may jeopardize my monthly TRS annuity.
- ☐ I understand that it is my responsibility to contact TRS to determine any affect that employment with SBISD after retirement may have on my retirement pension.
- ☐ I accept full responsibility should any of the above occur.

Employee Printed Name

Employee Signature

Date

Department Supervisor Printed Name

Department Supervisor Signature

Date

Employment After Retirement (EAR) Limits (for Retirees)

It's important to understand the EAR limits if you:

- retired after Jan. 1, 2021 as a service retiree
- or
- are a disability retiree (regardless of retirement date),

and are working for a TRS-covered employer under the **one-half time or less exception**.

To help you determine how many days or hours you may work each calendar month, please refer to the following table.

A few notes to keep in mind: When calculating your time worked in the calendar month, be sure to include any paid leave as time worked. In addition, working any portion of a day counts as working one full day.

EAR Limits for FY25

Month	Number of Hours a Retiree Working One-Half Time or Less May Work Without Triggering Surcharges	Number of Workdays Retiree Combining Substitute and Other TRS-Covered Employment May Work Without Triggering Surcharges
September 2024	92 hours	11 days
October 2024	92 hours	11 days
November 2024	92 hours	11 days
December 2024	92 hours	11 days
January 2025	92 hours	11 days
February 2025	92 hours	11 days
March 2025	92 hours	11 days
April 2025	92 hours	11 days
May 2025	92 hours	11 days
June 2025	92 hours	11 days
July 2025	92 hours	11 days
August 2025	92 hours	11 days

Additional resources to help you adhere to the limits on employment after retirement:

[EAR Brochure](#)

[EAR Limits for Service Retirees \(pdf\)](#)

[EAR Limits for Disability Retirees \(pdf\)](#)

What happens to my TRS-Care health coverage if I return to work after I retire?

If you're a return-to-work retiree enrolled in TRS-Care and eligible for Medicare, you can enroll in TRS-ActiveCare if you return to work for a TRS employer who participates in TRS-ActiveCare and work 10 or more hours per week.

When Allowable Limits Are Exceeded

Impact to Individual (Retiree)

If a service retiree's employment exceeds the EAR limits, the retiree may be at risk of forfeiting some or all of their annuity.

Service retirees are subject to a "three strikes" warning procedure before forfeiting their annuity payments. More information about the three strikes process can be found in the TRS EAR Brochure.

Impact to Employer

A TRS-covered employer incurs surcharges when a TRS retiree who retired after Sept. 1, 2005 works more than one-half time during a month.

In some instances, surcharges may be exempt. Please refer to the TRS EAR Brochure for more information.

Historical EAR Limits

For calendar months prior to November 2021, the limits were calculated based on the workdays in that calendar month.

The historical tables illustrate the EAR one-half time limits prior to the rule change, which were determined by the number of work days in a calendar month.

+ Expand All - Collapse All

- ▶ [EAR Limits for FY 2024](#)
- ▶ [EAR Limits for FY 2023](#)
- ▶ [EAR Limits for FY 2022](#)
- ▶ [EAR Limits for FY 2021](#)
- ▶ [EAR Limits for FY 2020](#)
- ▶ [EAR Limits for FY 2019](#)
- ▶ [EAR Limits for FY 2018](#)
- ▶ [EAR Limits for FY 2017](#)

*Earning
your trust
every day.*

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Spring Branch ISD Information

Questions	Answers	Notes
How often will I get paid?	Semi-Monthly. Paychecks are issued on the 1st & 16th of each month.	First Paycheck: _____
How many pay checks will I receive?	24	
What is annualized pay?	Annualized pay means that your salary is distributed in equal portions over 24 paychecks on a semi-monthly basis.	
How long do I have to turn in VOE or Service Records	All VOE's or SR's must be turned in by the end of the calendar year in which you were hired in order to get credit. Any VOE/SR turned in after the end of JUNE will not change salary.	Email to hrec@springbranchisd.com
How do I change my Address or Name?	Change in your ESS Profile or Complete the form from the SBISD website: For Staff: Talent; Forms. Complete and fax /email to hr@springbranchisd.com	ESS should be available after your first paycheck is received
What is a Service Record?	A Service Record is documentation of your professional experience in a school district. It can determine how many years of experience you are paid for upon hire.	Upon Leaving you can request: Talent, Forms
Accrual Information/ State Personal Days	KRONOS: Clock In/Clock Out-Login-My Time Card-Expand Screen at Bottom-Accruals. Also found in Employee Self Service (ESS)	
What is TRS?	Teacher Retirement System of Texas (TRS) is a public pension plan of the State of Texas. TRS provides retirement and related benefits for those employed by the public schools, colleges, and universities supported by the State of Texas. The current member contribution rate is 8.25% as of September 2023.	Create your account; TRS Beneficiary Form
Helpful Websites and Other Information		Notes
Spring Branch ISD Public Website	http://www.springbranchisd.com/	
Calendars, Compensation, Forms	Spring Branch Website: For Staff: Talent	
Texas Education Agency	http://www.tea.state.tx.us	
Working Less Than 90 days in a Year	TEA requires an employee to work 90 full-time equivalent days in order to get credit for the year.	
Contact Information for HR Records and Payroll		Notes
Who do I contact if I have any additional questions?		
Human Resources Specialist		
A-GN, Naomi McKay, HR Compensation and Records Specialist Phone: (713) 251-2364 Email: naomi.mckay@springbranchisd.com		
GO-OR, Julia Molina Segura, HR Compensation and Records Specialist Phone: (713) 251-2361 Email: julia.molinasegura@springbranchisd.com		
OS-Z, Jo Ann Lebeck, HR Lead Compensation and Records Specialist Phone: (713) 251-2345 Email: joann.lebeck@springbranchisd.com		
Payroll Specialists		
A-K, Alejandra Camarillo: Phone (713) 251-2229 Email: Alejandra.Camarillo@springbranchisd.com		
L-Z, Kim Matus: Phone (713) 251-2231 Email: kimberly.matus@springbranchisd.com		
Other Human Resources Contacts		
HR Records Manager:	Nakeisha Fance Phone: (713) 251-2356 Email: nakeisha.fance@springbranchisd.com	
HR Leave Compliance Specialist:	Araceli Urquiza Phone: (713) 251-2357 Email: araceli.urquiza@springbranchisd.com	Contact if you miss 5 or more consecutive days
HR Compensation Analyst:	Maria Aguayo Phone: (713) 251-2363 Email: maria.aguayo@springbranchisd.com	Administrators Files; Stipends; Funding Spreadsheets
Verification of Employment	employmentverifications@springbranchisd.com	
Certification Coordinator	Jennifer.Maynard@springbranchisd.com	
Spring Branch ISD Police Department for ID Badge		Notes
Address/ Contact	9009 Ruland, Houston, Texas 77055 Employee ID Badges: (713) 251-4302	
Hours	M - F, 8am - 12pm & 1pm - 4pm * SUMMER: M - Th, 7am - 12pm & 1pm - 5pm	