



FABENS ISD

HUMAN RESOURCES DEPARTMENT



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SALARY AND SERVICE RECORD FAQ'S

1. Where can I get a copy of my service record?

You must contact your previous employing school districts to obtain a copy of your service record. If you have earned service at more than one district, you will need to contact each district for a copy of the service record.

2. I worked at a charter school and it has closed, how do I obtain my service record?

If the charter school was not taken over by another charter school or school district, then you will need to contact the Region 13 Educational Service Center (esc13.net) and use their Programs & Services option to submit a Charter School Records Request.

3. My service record shows “0” for my first year of service even though I have completed that first year. Why isn’t changed to a “1”?

The service record reflects the service that you begin the year with. The next year will reflect that you begin that year with 1 year of completed service.

4. Who do I contact if I believe there is an error on my service record?

Must contact the district you believe made the error.

5. How can I find out how many years of service I have towards retirement?

You must contact the Teacher Retirement System of Texas for information about retirement. trs.texas.gov or 1-800-223-8778.

6. I am a new hire with Fabens ISD, when do I need to submit my service record to obtain salary consideration?

All new hires must submit their service records within thirty (30) days from the hire date in order to received salary adjustment consideration. If received within thirty (30) days, the District will credit salary adjustments effective to the hire date.

If the service record is received after thirty (30) days from the hire date, the District will credit salary adjustments effective the date the service record is received.

For additional questions please contact the Human Resources Department at (915) 765-2600.