



NEW HIRE FREQUENTLY ASKED QUESTIONS

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Onboarding and Orientation Questions

I signed my offer letter but have not received an email to begin my onboarding. What do I do?

Once you've signed your offer letter, you should receive an email within two business days from Jobvite.com with a link to access your onboarding portal. Please complete all required forms within **48 hours** of receiving your onboarding email. You will need all forms and actions to be completed for our team to move on to the next steps.

If you are having issues logging into your Jobvite onboarding account, please use this [link](#) for further information. If you are still having issues logging into your account, please email talent@yesprep.org. Once you are close to your start date, we will send you a First Day Ready email with details about your first day.

How do I know if I have completed all of my onboarding documents?

Jobvite tracks due dates and completion of all onboarding tasks. Once you have completed all your tasks, it will show that you are 100% complete within the Jobvite onboarding portal. Please ensure that you have scheduled an I-9 verification appointment and fingerprinting appointment, if necessary, along with your onboarding forms.

I am experiencing issues completing my onboarding documents in Jobvite. What do I do?

If you are experiencing issues in Jobvite, you can use the "raise a flag" feature to inform us of your issue. If your issue is not resolved in Jobvite within 48 hours, please reach out to talent@yesprep.org.

I am relocating from another state. Do you have any resources available for me?

Welcome to Texas! Please visit our relocation page here: <https://www.yesprep.org/join-our-team/relocate>

How do I know if I passed my background check?

We do not inform new hires of their background check results. If there is an issue with your results, we will notify you within 10 business days of you completing your fingerprint appointment.

Do I need to pay for my background check?

YES Prep does not offer any vouchers or coupon codes for fingerprints.

When do I get my badge?

You will receive your badge from your campus or home office receptionist sometime during your first few days of work.

When can I pick up my laptop?

For Summer Hires: Full logistics on laptop pick-up will be communicated no later than early June, so please be sure to monitor your emails!

For Year-round Hires: You will receive your laptop by your Director of Campus Operations (DCO) or your hiring manager on your first day of employment.

How can I change my name from the one I used when I applied?

You can submit your request by emailing us at Talent@yesprep.org. Please know that certain types of records, like those relating to payroll and benefits accounts, may require legal recognition.

How do I submit my official transcripts?

Please request your university/college send over your bachelor's transcript to EmployeeTranscripts@yesprep.org or if your institution cannot send the transcript electronically, they can mail them to:

Attn: Talent Team
5455 South Loop East Fwy. Houston, TX 77033

You may be able to mail or drop it off to us if you have the transcript in a sealed Official Transcript envelope.

What if my degree is from another country?

If you have an out-of-country degree, it must be verified from companies from this [list](#) provided by the Texas Education Agency (TEA).

How can I get in contact with the Talent Team?

The Talent Team can be reached at Talent@yesprep.org

The Staff Recruitment Team can be reached at Careers@yesprep.org

Certification Questions

Are YES Prep teachers required to be certified?

Any uncertified new hire (teacher), with less than 1 year of teacher of record experience, hired after January 1st, 2023 is required to enroll in Teaching Excellence ACP, if not enrolled in another ACP upon hire.

YES Prep requires all teachers of record to be certified in the state of Texas by holding a valid Texas intern, probationary, or standard certification in their assignment area by their first day in the classroom.

For our full certification policy, please review the YES Prep Certification policy which is or will be made available for you to review and sign in Jobvite onboarding packet.

What if I am already enrolled in another ACP?

All new hires currently enrolled in another ACP upon hire, with less than 1 year of teacher of record experience, should obtain a letter of good standing from their ACP Program and submit to Talent@yesprep.org. Please note that it is expected that you will earn an initial certificate by the first day of school. Failure to do so could result in immediate corrective action.

What if I don't want to get certified?

YES Prep requires all uncertified new teacher hires to enroll in and earn a valid Texas teaching certificate. Failure to enroll or make progress towards certification within 1 year will result in corrective action.

How do I get admitted into Teaching Excellence ACP?

Once you have completed online Onboarding tasks, you will receive formal communication via email from Teaching.Excellence@yesprep.org regarding the process of Formal Admission into Teaching Excellence ACP. New hires should obtain all necessary documents, complete the process, and sign the offer letter in a timely manner. Failure to enroll in Teaching Excellence ACP upon hire will result in corrective action.

What is required of me before starting summer programming?

All new hires must complete the YES Prep Talent Onboarding process and be cleared to start working. New hires will receive an official email. All new hires that are hired by May 7 will need to complete the Formal Admission process for Teaching Excellence ACP by June 7. New hires hired after May 7 will need to complete the Formal Admission process for Teaching Excellence ACP by September 11. All new hires should plan to attend Summer Programming in July. Please refer to dates below.

What if I anticipate having to miss summer programming?

Attendance to Summer Programming is an onboarding requirement. Absences from Summer Programming must be approved. If you anticipate having to miss summer programming, you must notify your principal immediately. Your principal will then complete the appropriate process to seek approval and communicate final approval or denial to you in a timely manner. Please begin to make appropriate arrangements to attend now.

What does summer programming look like if I am enrolled in Teaching Excellence?

All new hires hired by May 7 should complete the Formal Admission process for Teaching Excellence ACP by June 7. All teachers formally admitted by June 7 will enroll in our Teaching Excellence Summer Cohort. All formally admitted teachers will attend Teaching Excellence ACP Summer Induction from June 9- July 31.

During this programming opportunity, first-year teachers will learn and develop foundational teaching skills needed successfully launch the school year as a first-year teacher. Participants will learn more about the certification timeline and program requirements, YES Prep curricular resources, lesson preparation, behavior management, and much more. Teachers will end summer programming by presenting a short lesson to

campus administrators called “Presentation of Learning” where you will showcase what you have learned throughout Summer Induction. Please begin to make appropriate arrangements to attend now.

What does summer programming look like if I am not enrolled in Teaching Excellence?

All new teachers hired on or before June 28th should attend our New to Blue Academy (New Hire Orientation) from July 22-31. This is required. This applies to teachers with and without previous teacher of record experience. During this programming opportunity you will engage in professional learning sessions centered around YES Prep teacher mindsets, YES Prep curricular resources, lesson preparation, behavior management, and more. Please begin to make appropriate arrangements to attend now.

What do I need to complete before attending Teaching Excellence ACP Summer Induction if I am formally admitted?

All teachers enrolled in Teaching Excellence ACP are expected to earn a valid Texas standard teacher certification within their first year of teaching. There are 2 phases to certification: Pre-Service and Initial Certificate. Pre-Service requirements must be completed in order to earn an Initial Certificate. All new teachers are expected to earn an Initial Certificate by the first day of school (August 14).

Detailed information regarding pre-service requirements will be sent to teachers directly via email upon acceptance into Teaching Excellence ACP. Teachers should begin to complete Content Exam Prep and take content exams, complete asynchronous (online modules) via Talent LMS, and complete Field Based Observation hours (FBEs). Teachers should communicate with their campus executive assistant to schedule days to observe classes on campus and complete Field Based Experience hours. Any questions or concerns should be directly emailed to Teaching.Excellence@yesprep.org.

What does certification programming look like over the course of the School Year?

In order to earn a valid Texas Standard Teaching Certificate, a candidate must have 300 hours of programming. 150 of these hours will be earned during summer programming. The remaining hours will be comprised of a combination of the following opportunities: Instructional coaching, asynchronous learning and assignments, YES Prep professional learning days, and campus professional learning days. Additionally, Teaching Excellence ACP will have programming on 4 Saturdays throughout the school year. These are mandatory days of programming.

How do I know which summer programming I should be attending?

Programming	Who	Hire Status
Summer Induction (July 9-31)	Any uncertified teacher with less than 1 year of teacher of record experience.	Hired on or before May 10 AND formally admitted into Teaching Excellence ACP by June 7.
New to Blue Academy (July 22-31)	Any uncertified teacher with less than 1 year of teacher of record experience.	Hired on or before May 10 BUT not formally admitted into Teaching Excellence ACP by June 7.
New to Blue Academy (July 22-31)	Any uncertified teacher with less than 1 year of teacher of record experience.	Hired between May 7 and June 28.
New to Blue Academy (July 22-31)	Any new to YES Prep teacher with greater than 1 year of teacher or record experience.	Hired on or before June 28.

How can I learn more about Teaching Excellence?

To learn more about Teaching Excellence ACP, please visit our [website](http://www.yesprep.org) or email Teaching.Excellence@yesprep.org.

How much does Teaching Excellence cost?

The cost of Teaching Excellence ACP is \$4,999. Teachers will receive payment deductions directly from each paycheck. Deductions start in September.

Will I be compensated for attending summer programming?

Yes, any employee that attends Summer Programming will be compensated at a rate of \$125/ per day. This payout will come in August in the form of a stipend. This is separate from your traditional paycheck.

How do I join Teaching Excellence, YES Prep's alternative certification program?

If you are required to enroll in Teaching Excellence ACP per our districts Certification Policy, you will receive formal communication via email from Teaching.Excellence@yesprep.org.

If you are uncertified and have greater than 1 year of teacher of record experience or are enrolled in another ACP and would like to transfer into Teaching Excellence ACP, please visit our [website](#).

Payroll Questions

When will I receive my first paycheck?

Payroll runs semi-monthly, paying out on the 15th and 30th of each month. For information on when you will receive your first paycheck, please contact payroll@yesprep.org for payroll schedule calendar.

Note: Teachers who attend new hire summer training, including new hire orientation, will be paid a stipend for days they attend. The payout day is TBD but should be determined by the end of July!

Is a 10-month salary spread over 12 months?

Yes. Our 10- and 11-month salaried employees are paid over a 12-month period. However, our hourly 10- and 11-month employees will not receive payment for the month(s) off during the summer if they are not working.

My offer letter says my salary will be prorated. Can you please explain?

For all 10- and 11-month salaried employees who start after the first day of their duty/work schedule, they will receive a pro-rated salary based on the number of days remaining in the duty/work schedule (10-month employees, there are 190 days in the 24-25 duty schedule. August 1, 2024- May 30, 2025) (11-month employees, there are 213 days in the 24-25 duty schedule. July 08, 2024 - June 06, 2025).

To calculate the gross amount a salaried employee will be paid; the fully yearly salary is divided by the number of days of in the salaried employee's duty schedule. This amount is the "daily rate." The daily rate is then multiplied by the number of days the employee is working for the remainder of their duty schedule. This number determines the pro-rated salary. The pro-rated salary will be evenly over the remaining number of pays periods. Please email talent@yesprep.org if you have any questions.

How much Paid Time Off (PTO) am I eligible for?

Our PTO policies and allotments are outlined in the Employee Handbook which will be made available to you once you begin employment.

What is the difference between local PTO days and state PTO days?

Local Days (PTO): Days given by YES Prep to YES Prep employees, also referred to as PTO, that are not transferrable to another district and do not get paid out if you leave YES Prep.

State Days: Days given by the State to YES Prep employees that can be taken to another district. Depending on your employee-type, YES Prep employees are eligible to receive 5 state days per year that are front-loaded the first semester.

What is the process for transferring state days from other districts?

If you have any unused state leave days from another Texas school district you will need to request a service record from their HR or Records Department and have it sent to talent@yesprep.org

Employee Benefits Questions

When will my benefits go into effect?

Benefits start the first of the month following your first day on staff and you will have 30 days from your first day to enroll in benefits. If you fail to enroll within your first 30 days, you will not have benefits and your next opportunity to enroll will not be until Annual Enrollment or experience a [qualifying life event](#).

- **10-Month Employees:** If you're starting work in August, your benefits will be effective September 1st. You must enroll in your benefits within 30 days from your first day on staff.
- **11- & 12-Month Employees:** Given you are in a position that starts in July, you will need to enroll in benefits twice.
 1. **Benefits effective 8/1-8/31:** You have 30 days from your **first day** to elect benefits that will start on August 1st.
 2. **Benefits effective 9/1-8/31:** You must elect your 24-25 benefits during the Annual Enrollment window that will be communicated to all staff via email by the Benefits team. These benefits will be effective September 1st.

What are my employee benefits and what are the costs?

YES Prep's benefits plan year runs from 9/1 through 8/31. We keep information and resources for our robust benefits package posted on our internal [YES Prep Benefits SharePoint site](#). In July annually we update this site to include additional information on changes for the upcoming plan year. Please make sure to save this site to remain abreast of information on your benefit options and associated costs.

What happens if I don't enroll into benefits during my enrollment period?

If you do not enroll in benefits within your applicable enrollment window, you will not have benefits for the plan year (plan year runs 9/1 through 8/31) and will have to wait until the next Annual Enrollment window. The only exceptions are [qualifying life events](#) such as birth /adoption, marriage, loss of coverage/gaining coverage (yours or a dependent).

How do I enroll in benefits?

On your first day of work, you will be able to schedule your appointment with a benefits enrollment specialist. You will receive more information via email on how to enroll into benefits once you start with YES Prep. Please ensure that you monitor your emails for this communication and enroll within the communicated deadline, otherwise you will not have benefits.

If I have a 403(b), can I roll it over to the 457(b)? If so, how do I roll it over?

Yes, you may roll your funds from your 403(b) plan into the 457(b)-plan sponsored by YES Prep. Please make an appointment with one of our [retirement advisors](#) who can assist you with this process.

How is a 457(b) different than a 403(b)?

The 457(b) plan is modeled similarly to a 403(b) as both are designed to be sponsored by governmental agencies/organizations. The true difference between the two plans can be found in the details of the plan set up, which vary by plan provider. Make an appointment with one of our retirement advisors who will be able to provide you with a side-by-side review of our 457(b)-plan breakdown in comparison to other 403(b) plans.

Is there a 403(b) option?

YES Prep does not sponsor a 403(b) plan; however, as a public school entity, we can support contributions to many state approved 403(b) plan providers. If after speaking to a retirement advisor, you determine that your 403(b) plan is a better option for you, please reach out to benefits@yesprep.org for information on next steps.

How do I roll over my retirement funds from a former employer?

You may roll over your funds from another retirement plan into the 457(b) plan sponsored by YES Prep. Please make an appointment with one of our retirement advisors who can assist you with this process.