

SUBSTITUTE

Handbook

2024 – 2025



Talent Management Organizational Chart

CENTRAL CALLING DEPARTMENT

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Chief

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**Rafaela
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Manager

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Sr. Specialist

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Cazares**

Technician

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**Alicia
Varela**

Technician

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alicia.varela@fwisd.org

OTHER IMPORTANT NUMBERS

Payroll Office	817-814-2180
Employee Benefits	817-814-2240
Employee Relations	817-814-2790
Health Services.	817-814-2990
Technology	817-814-HELP (4357)

[Employee Assistance Program](#): Phone: **1-800-434-3822**
Registration Code: **AWP-FWISD-1183**

Access free and confidential program to assist with personal life problems, short-term counseling and other wellness resources through FWISD's Employee Assistance Program powered by Alliance Work Partners

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Initial Registration

Thank you for your decision to substitute during the 2024-2025 school year! Whether you are a returning substitute or new to the world of subbing the information contained within this handbook will hopefully make your experience an uncomplicated and enjoyable one. Included you will find instructions on how to access jobs that are available for you to accept and the methods used to do so as well as the District's motto, mission, vision and values. The different school locations, pay dates, substitute responsibilities, helpful tips, hints and tools needed to be the most productive substitute you can be.

Currently there are two methods available for you to accept assignments; the internet and the telephone. Both of these processes will be explained to you in detail. If you are new to the District, before you get started, you will have to register for a PIN and Password.

To activate your **Smartfind Express** profile, you **MUST** create a **Personal Identification Number (PIN)**.

1. To register and create a PIN/Password, please dial **817-814-SUBS (7827)**.
2. Wait for the recording to answer, it will ask you to enter an Access ID (**EMPLOYEE ID**) then press the star key (*).
3. The system will then ask you to enter a PIN. You don't have one yet so enter your employee id followed by the star key (*).
 - a. For Example: Access ID = 5551234 *
PIN = 5551234*
4. Next you will be asked to record your name. Press the star key when done, then press 1 to accept or 2 to re-enter. In the next step you will verify your telephone number. Press 1 to modify if not correct then press 9 to exit to the next step.
5. Now you may create your PIN. Enter a PIN at least five (5) digits in length, then press the star key. Listen to your PIN. You may press 1 if correct or 8 to re-enter. Pressing 9 will allow you to exit and hang-up.

Write this number down and keep it in a safe place. Be sure not to give the number out to anyone.

PIN: _____

Internet Contacts

The FWISD homepage should be opened in Google Chrome for optimum functionality.

FWISD Home Page	www.fwisd.org
Sub Office Email	substitutes@fwisd.org
eSchools Home Page	https://fortworth.eschoolsolutions.com
SafeSchools Training	https://fwisd-tx.safeschools.com/login

FWISD eSchools Solutions Home Page

Now that you have created your log on credentials a password will be set up for your online access. To log in, enter your Access ID and your pin you just created. The online system will then prompt you to create a password for the online account. Password should be At least 8 total characters. Must contain minimum 1 alpha character, 1 number or special character.

Keep in mind the website refers to this info as your User I.D. and Password but over the telephone it is referred to as your Access I.D. and PIN.

Just remember, User I.D. = Access I.D and Password = PIN.

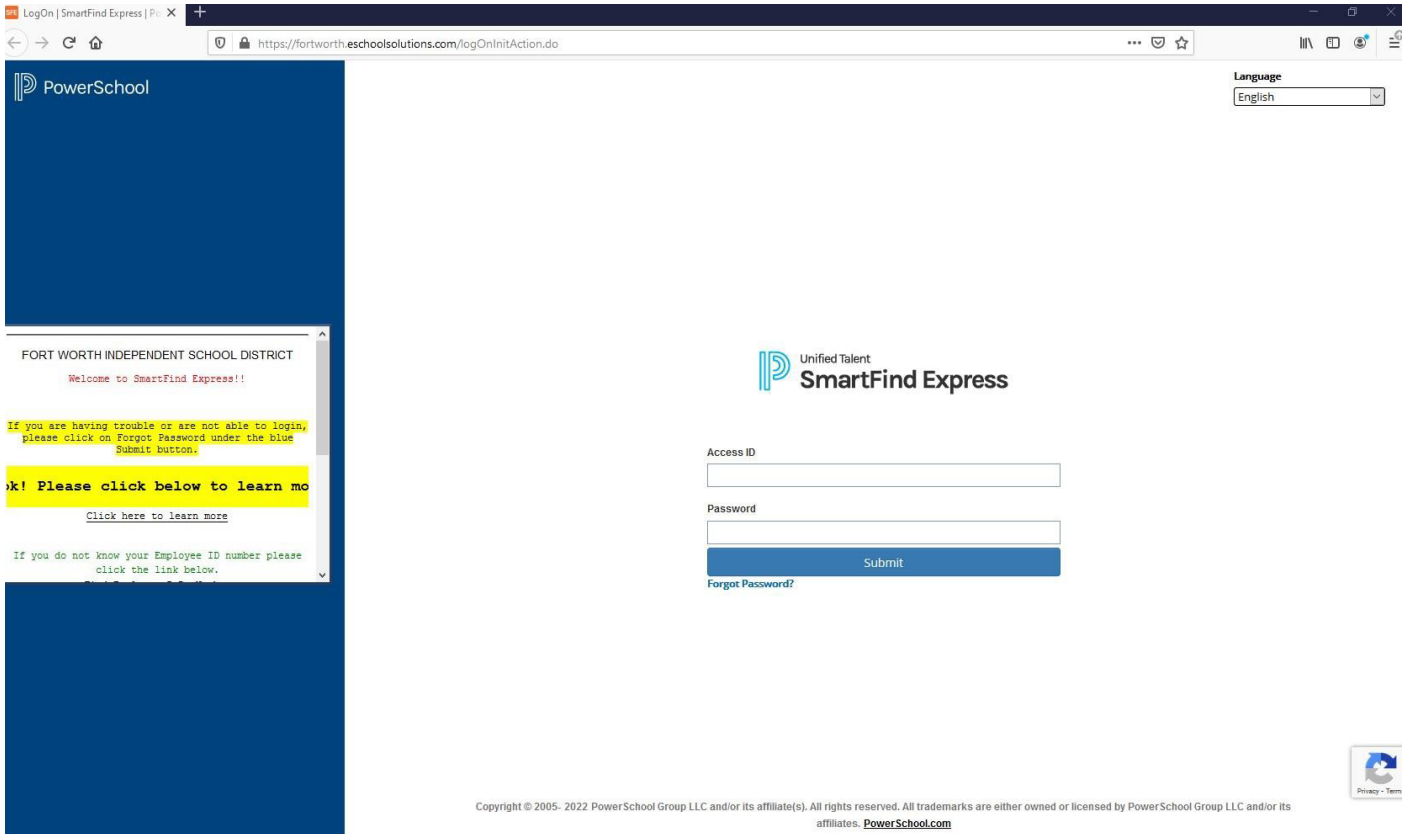
Let's start with the internet, as this is the most popular of the two.

Accessing the website

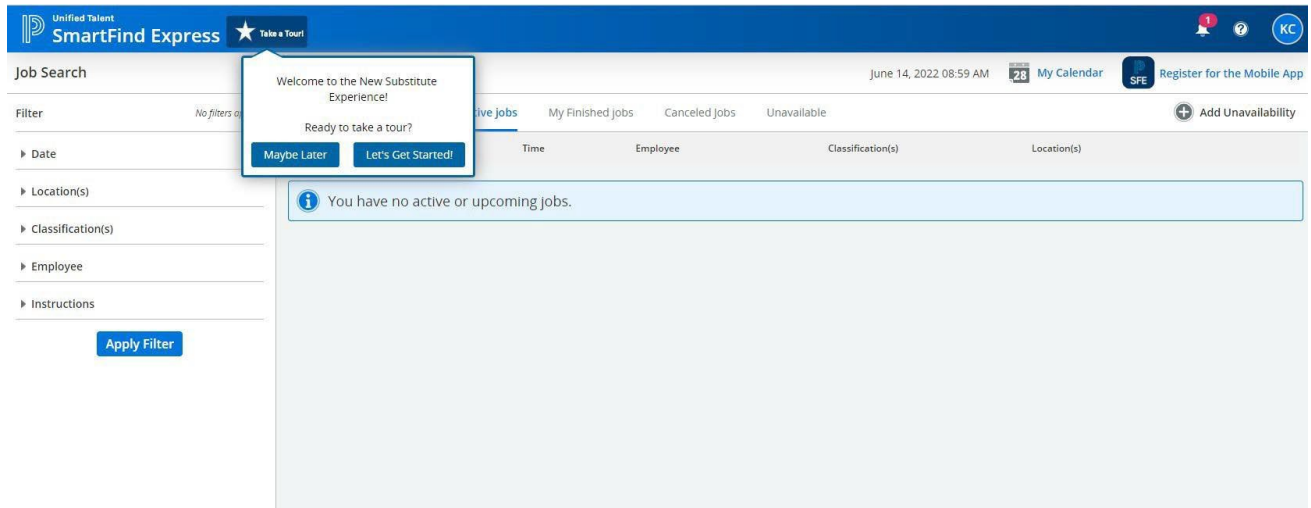
In your address browser you can simply type in the following address to pull up the log on screen: <https://fortworth.eschoolsolutions.com/logOnInitAction.do>. If you are given an error message or the log on screen is not able to be shown you, may also access the site from the FWISD homepage by following the next steps:

1. Go to the FWISD homepage <http://www.fwisd.org>
2. Click on Employees
3. On the Employees screen click on Employee Link Hub.
4. Then select **Report an Absence/Take A Job** located on the righthand side of the screen.
5. This will bring up the Smartfind log on screen.
6. Next enter your User I.D, then Pin, and click Submit.
7. At this point, the system will as you to create your new online password.
8. Once created, you will be logged into Smartfind.

Let's take a look at what the log on screen looks like. Here is where you will enter your log in credentials as described above.

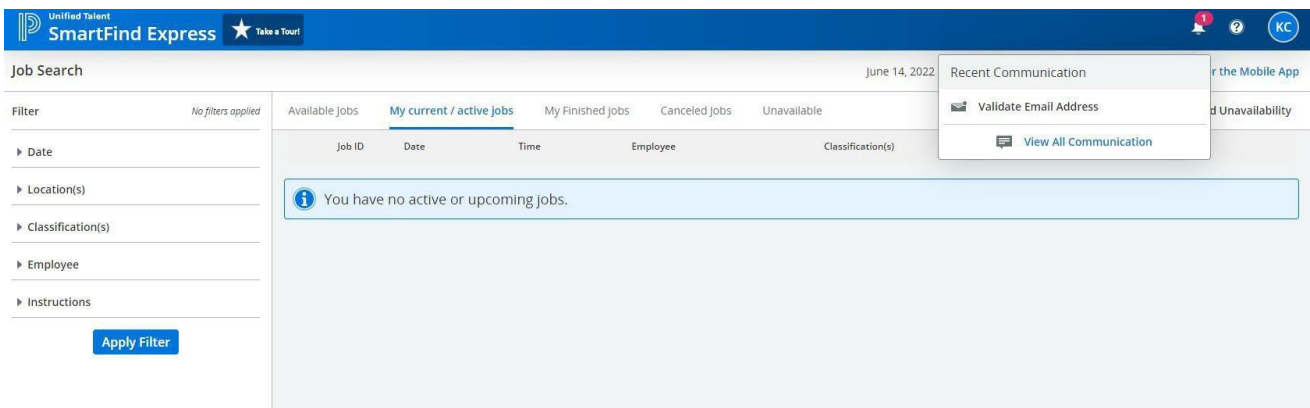


Home Screen View: You should now be looking at your home screen:

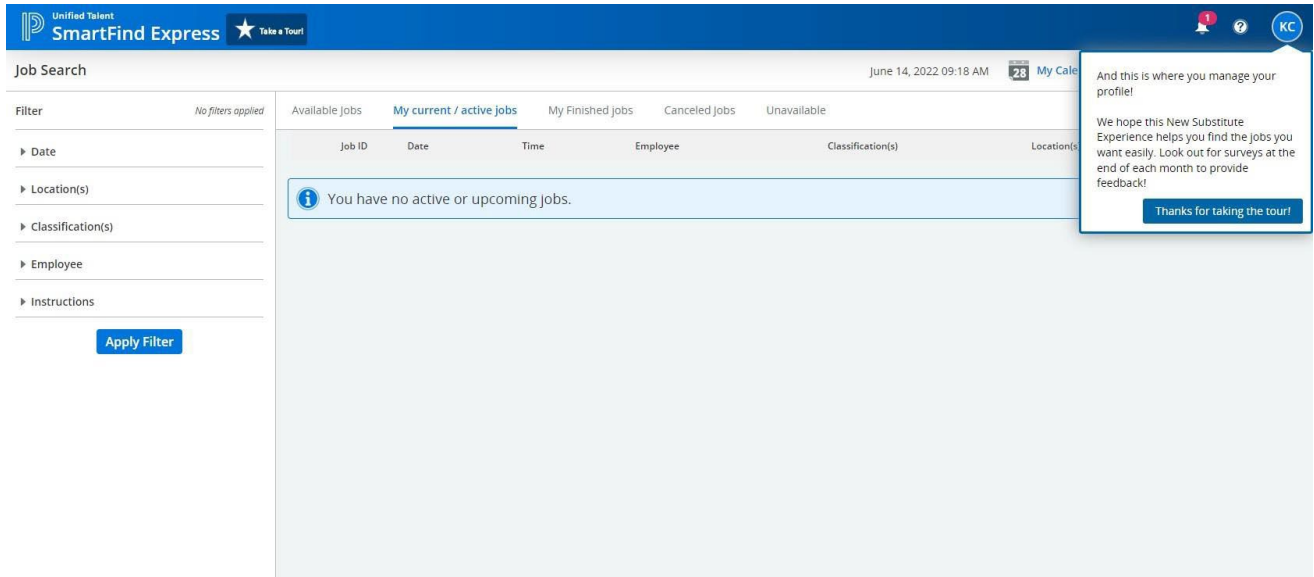


We encourage you to take the tour. This will give you a quick overview of how you can use the system to view job, filter your job search, make schedule changes, and more.

Notifications: Next, we will go over the Communication Center. (The bell on the top right-hand corner.) This is where you will receive all notifications. Example: This notification indicates the email must be validated.

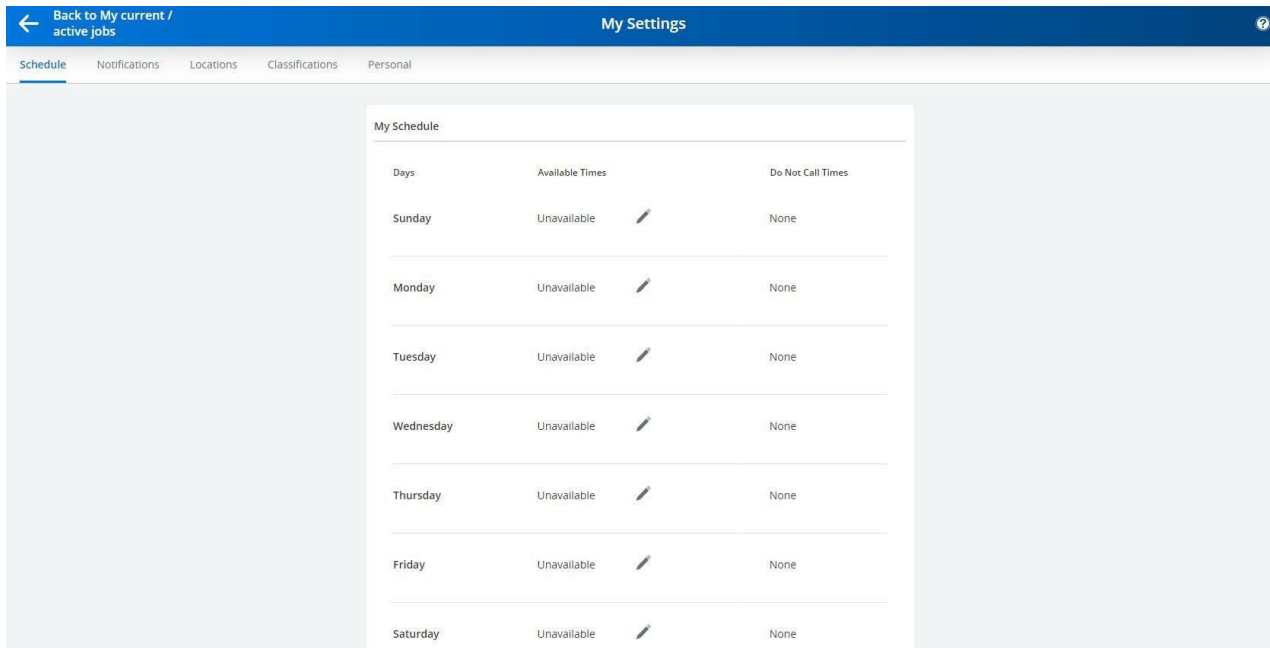


Profile: You will find the profile tab on the upper righthand corner. It will be your initials as shown below. By clicking this tab, you will locate the settings and log out tabs.



Settings: Here you will find the areas to review your schedules, notifications, locations, classifications, and your personal information.

Schedule: Here you can edit your schedule according to your work schedule. You can remove days. Or set dates to the times you can work.



Notifications: The system is set up to send out notifications to your email and mobile phone. You can opt in to receive these notifications on this page.

The screenshot shows the 'My Settings' page with a navigation bar at the top containing 'Back', 'Schedule', 'Notifications', 'Locations', 'Classifications', and 'Personal'. The 'Notifications' tab is active. The page is divided into three sections: Email Notifications, Push Notifications, and Text Message Notifications.

Email Notifications

Job Modification Notice	OFF
Assignment Notice	ON
Assignment Cancellation Notice	ON
Assignment Reminder Notice	ON

Push Notifications

Job Modification Notice	ON	<input checked="" type="checkbox"/>
Job Digest	ON	<input checked="" type="checkbox"/>
Assignment Notice	ON	<input checked="" type="checkbox"/>
Assignment Cancellation Notice	ON	<input checked="" type="checkbox"/>
Assignment Reminder Notice	ON	<input checked="" type="checkbox"/>

Text Message Notifications

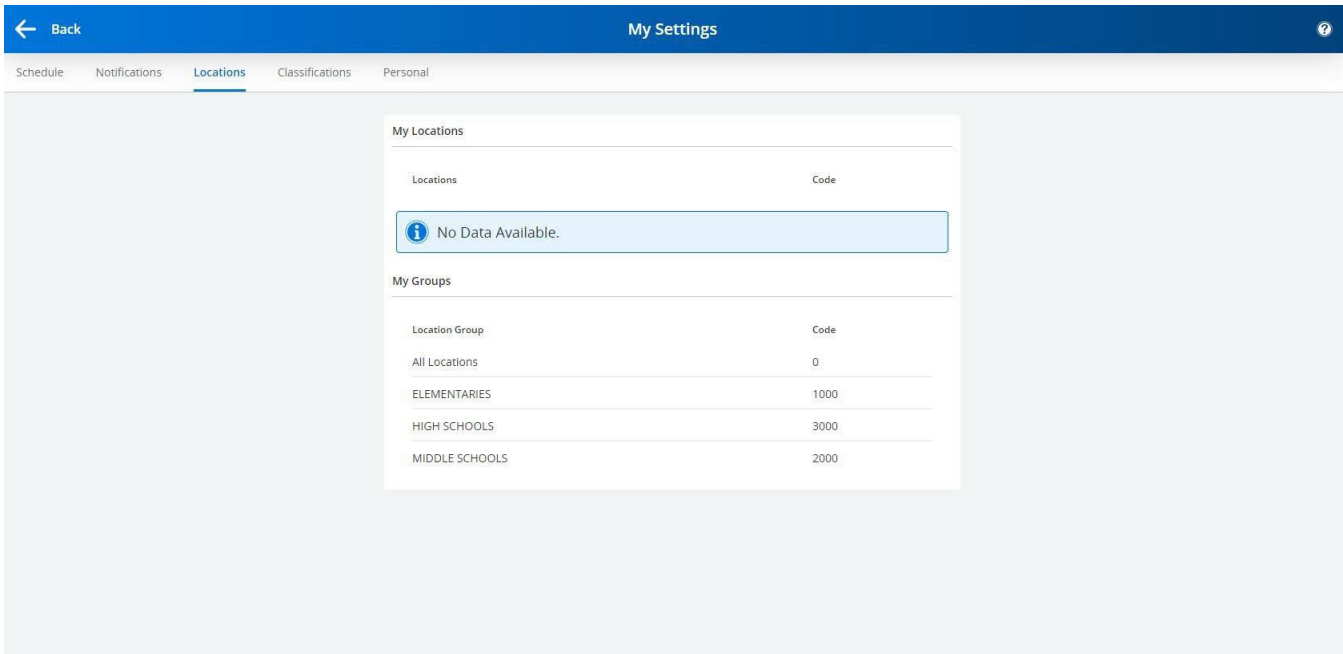
Mobile Number:

Mobile Provider:

By signing up to receive text message alerts from the SmartFind Express System you are voluntarily providing your cell phone number and provider, you hereby agree to receive text messages from the SmartFind Express System even if charged under your phone plan for these alerts. You acknowledge standard text messaging rates may apply to your receipt of these alerts and you agree to be responsible for any such charges. The transmission and receipt of mobile text messages are not guaranteed as such depend upon the act and technology of 3rd party. You acknowledge we are not liable for delayed or undelivered messages.

Job Modification Notice (Mobile provider is needed)	OFF	<input type="checkbox"/>
Assignment Notice (Mobile provider is needed)	OFF	<input type="checkbox"/>
Assignment Cancellation Notice (Mobile provider is needed)	OFF	<input type="checkbox"/>
Assignment Reminder Notice (Mobile provider is needed)	OFF	<input type="checkbox"/>

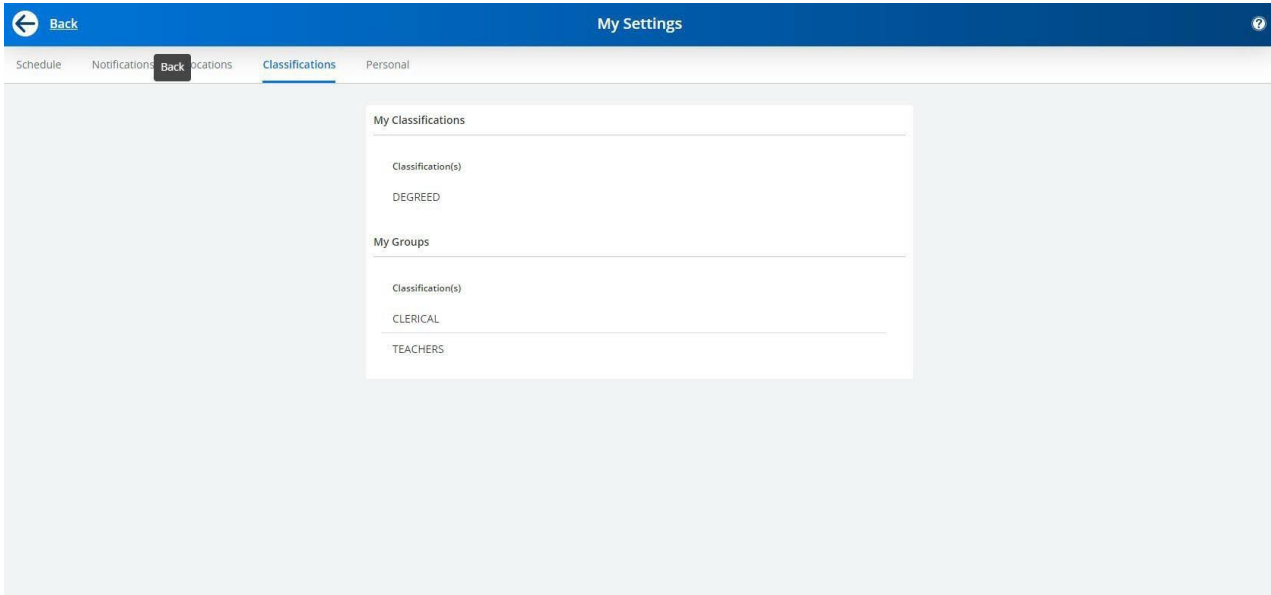
Locations and Classifications: These are the positions that will be offered to you by the system.



The screenshot shows the 'My Settings' page with the 'Locations' tab selected. The page has a blue header with a 'Back' button and a help icon. Below the header is a navigation bar with 'Schedule', 'Notifications', 'Locations', 'Classifications', and 'Personal'. The main content area contains two sections: 'My Locations' and 'My Groups'. The 'My Locations' section has a table with columns 'Locations' and 'Code', but it is empty and displays a message: 'No Data Available.' The 'My Groups' section has a table with columns 'Location Group' and 'Code', listing 'All Locations' (0), 'ELEMENTARIES' (1000), 'HIGH SCHOOLS' (3000), and 'MIDDLE SCHOOLS' (2000).

Locations	Code
No Data Available.	

Location Group	Code
All Locations	0
ELEMENTARIES	1000
HIGH SCHOOLS	3000
MIDDLE SCHOOLS	2000



The screenshot shows the 'My Settings' page with the 'Classifications' tab selected. The page has a blue header with a 'Back' button and a help icon. Below the header is a navigation bar with 'Schedule', 'Notifications', 'Locations', 'Classifications', and 'Personal'. The main content area contains two sections: 'My Classifications' and 'My Groups'. The 'My Classifications' section has a table with column 'Classification(s)', listing 'DEGREED'. The 'My Groups' section has a table with column 'Classification(s)', listing 'CLERICAL' and 'TEACHERS'.

Classification(s)
DEGREED

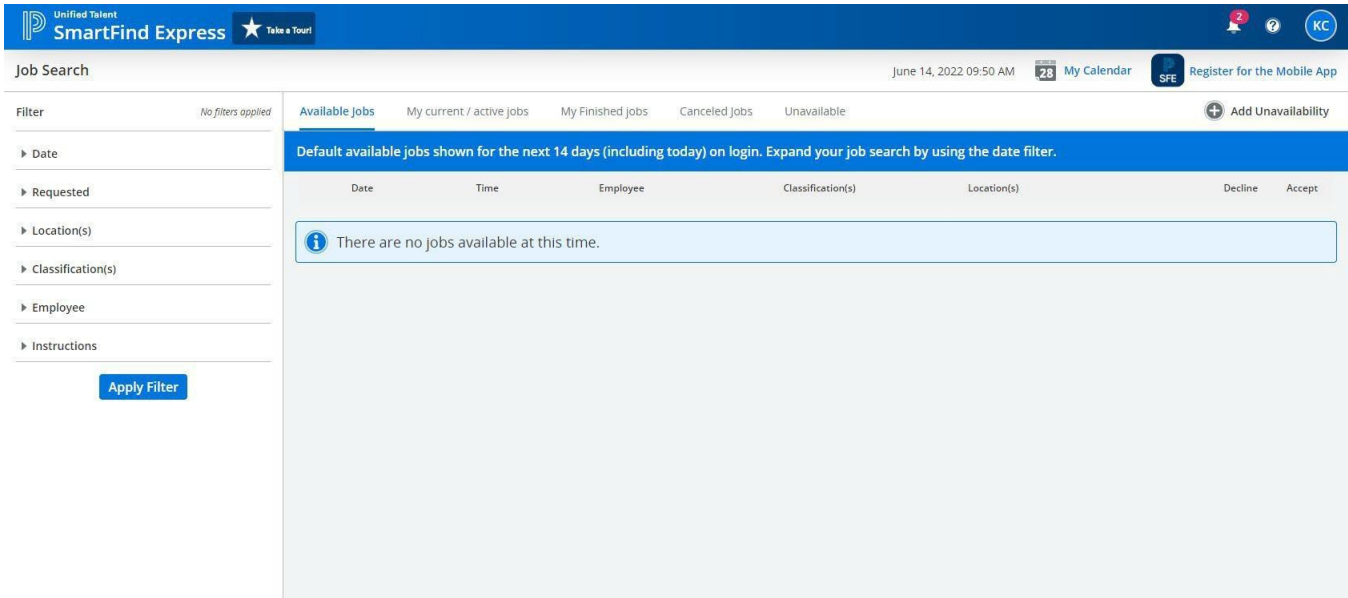
Classification(s)
CLERICAL
TEACHERS

Personal Information: You can change your contact information or password in this section.

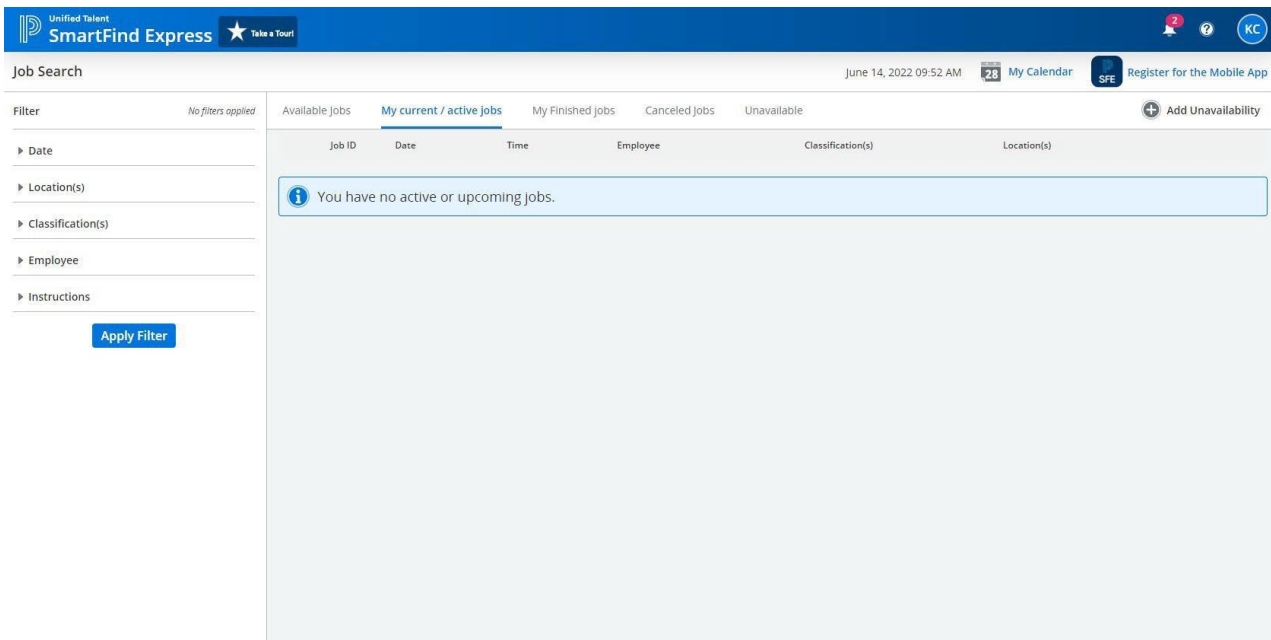
The screenshot shows the 'My Settings' page with the 'Personal' tab selected. The page contains several input fields and sections for user information:

- Name:** KAREN CERVANTES
- Email:** test@gmail.com (Status: Not Verified, Edit Email link)
- Password:** [Redacted] (Edit Password link)
- PIN (Phone Password):** [Redacted] (Edit PIN link)
- Address:** 100 N. UNIVERSITY DRIVE
- Contact Information:**
 - Call Back Number:** (817) 814-2780
 - Do Not Call Until:** hh:mm am
 - Enter a time that is up to 24 hours from now. If a time is not entered you will be called during regular calling periods.
 - Block phone calls from SmartFind Express
- Certifications:** A table with columns: Name, Code, Date, Comments. A message box below the table states: "No Data Available."

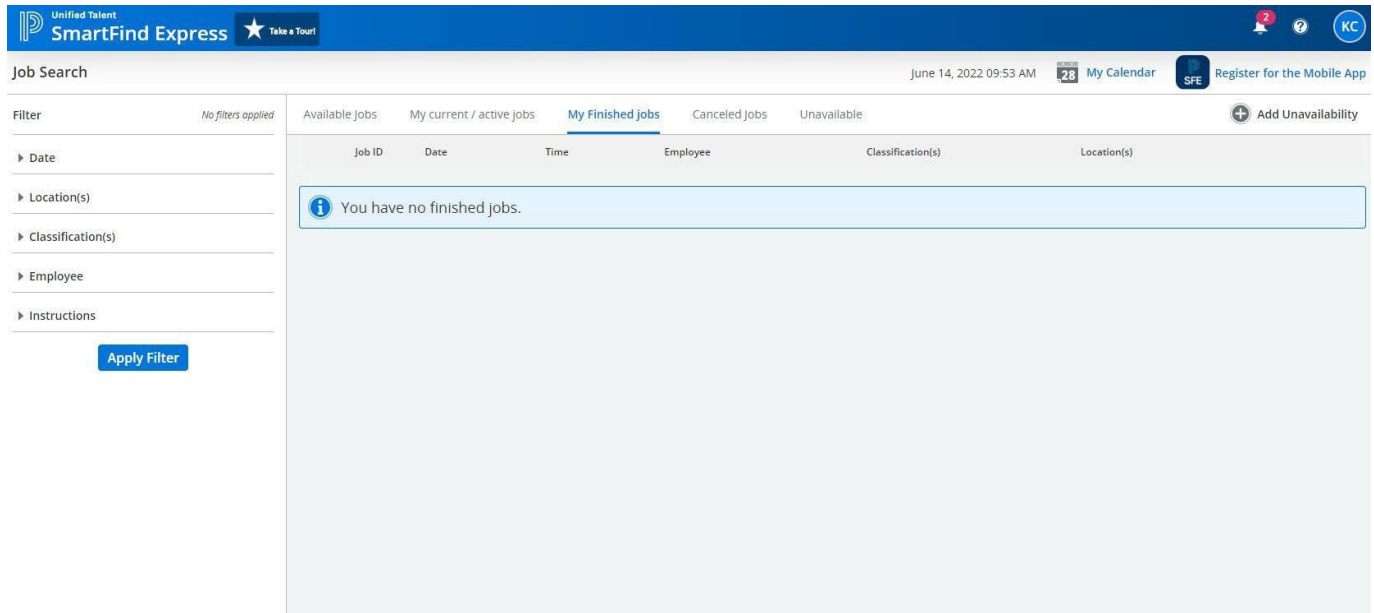
Available Jobs Tab: This is the screen you will utilize the most. Here you will find the jobs available for you to accept. Be aware that in the morning you will only be allowed to view available jobs for that day. You will be able to query future jobs after 1p.m.



My Current/Active Jobs: Here you will see a list of jobs you selected to work for the day of or the future.

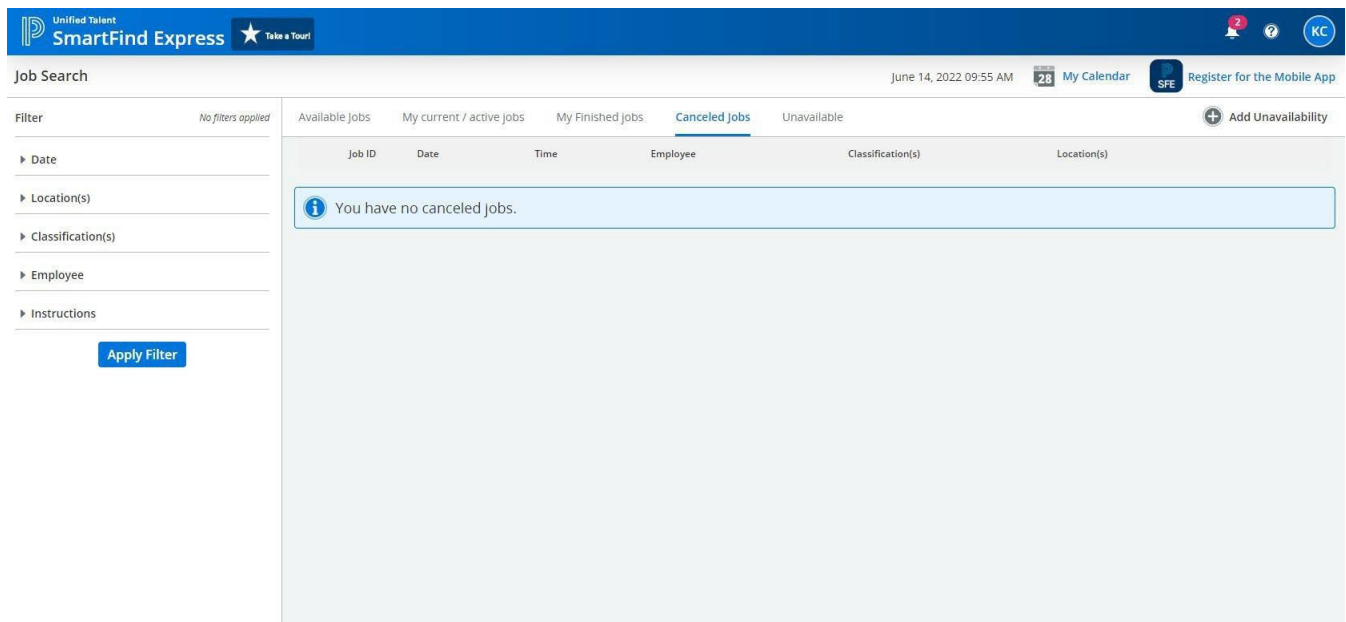


Finished Jobs: Past worked jobs will show up on a list here.



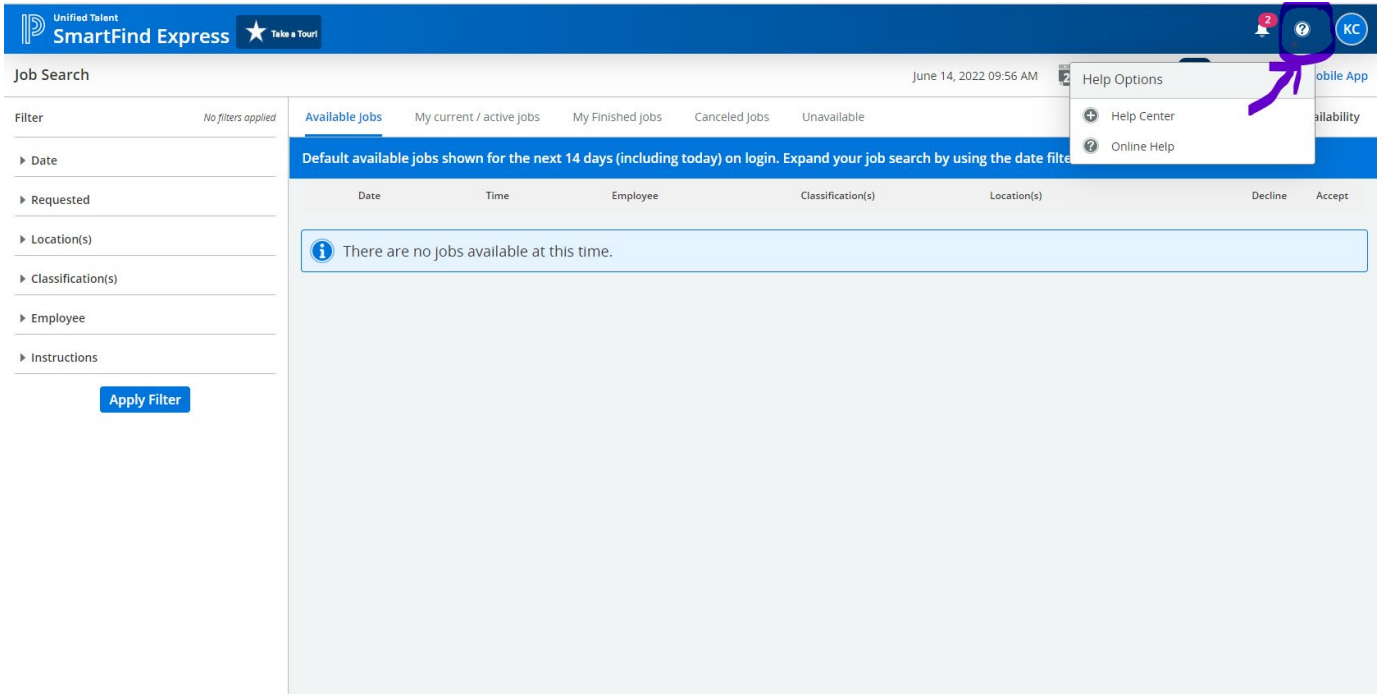
The screenshot shows the 'SmartFind Express' interface. The top navigation bar includes the logo, 'Take a Tour!', and user information 'KC'. The main header shows 'Job Search' and the date 'June 14, 2022 09:53 AM'. Below the header, there are tabs for 'Available Jobs', 'My current / active jobs', 'My Finished Jobs' (which is selected), 'Canceled Jobs', and 'Unavailable'. A filter sidebar on the left lists 'Date', 'Location(s)', 'Classification(s)', 'Employee', and 'Instructions', with an 'Apply Filter' button. The main content area displays a message: 'You have no finished jobs.'

Canceled Jobs: Canceled jobs either by yourself or at the campus level will show up under this tab.

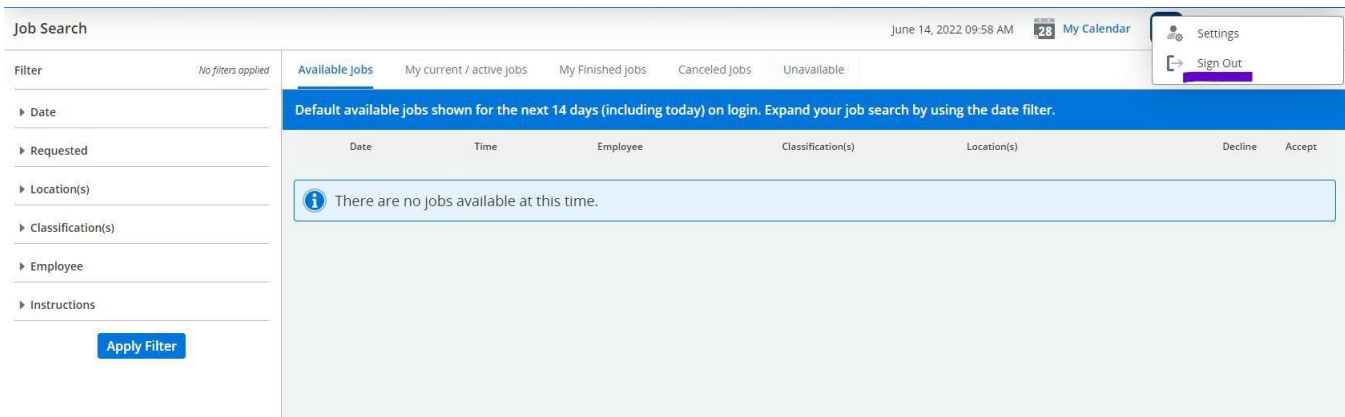


The screenshot shows the 'SmartFind Express' interface. The top navigation bar includes the logo, 'Take a Tour!', and user information 'KC'. The main header shows 'Job Search' and the date 'June 14, 2022 09:55 AM'. Below the header, there are tabs for 'Available Jobs', 'My current / active jobs', 'My Finished Jobs', 'Canceled Jobs' (which is selected), and 'Unavailable'. A filter sidebar on the left lists 'Date', 'Location(s)', 'Classification(s)', 'Employee', and 'Instructions', with an 'Apply Filter' button. The main content area displays a message: 'You have no canceled jobs.'

Help Tab: Here you will find helpful videos that will assist you in navigating the system, as well as the substitute user's guide.



Sign Out Tab: Once you have completed your tasks on the website please make sure you sign out.



Smartfind Express Mobile App

Get Started Access the App Each district will provide you instructions and a district unlock code. Open the app and enter the code. District access code is **THLG**.

Log in with your Smartfind Access ID and Password.



Main Navigation



- A. **Jobs** – Find and accept jobs available to you and manage jobs you have accepted in a list view.
- B. **Calendar** – Find and accept jobs available to you and manage jobs you have accepted in a calendar view.
- C. **Settings** – Set your availability and notification preferences.
- D. **Logout**

NOTE: The mobile app has multi-lingual support. It translates to the selected language of your device

Manage Jobs – List View

Find & Accept Available Jobs

1. Select **Jobs** from the main navigation.
2. From the **Available** jobs list, select a job to access its details page.
3. To take a job assignment, tap **Accept**. -OR-
To hide a job from the list, tap **Decline**. A **confirmation** will appear asking you to select a reason

Review & Cancel Active Jobs

1. Select **Jobs** from the main menu.
2. From the **Active** jobs list, select a job.
3. Review the job dates, schedule, and location information.
4. You may have one or more of the following options:
 - **Cancel Assignment** – Only available if you can cancel the job. A confirmation will appear asking you to select a reason.
 - **Play** – Only available if there are audio instructions.
 - **View** – Only available if there are text instructions.
 - **Attachments** – Only available if there are instruction files

Review & Cancel Active Jobs

If you have been canceled from an assignment by someone else, you should acknowledge the cancellation.

1. Select **Jobs** from the main menu.
2. From the Canceled jobs list, select a job flagged as Action Required

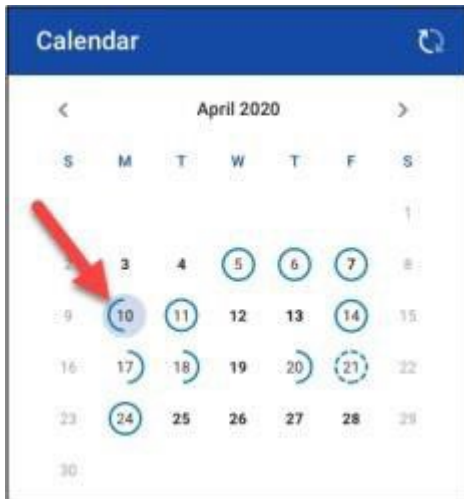


3. Review the job dates, schedule, and location information.
4. Tap **Acknowledge Cancellation**.

Manage Jobs – Calendar View

Jobs available to you and your assigned jobs are displayed together in the calendar.

1. Select Calendar from the main navigation.
2. Select a date with a job icon to view jobs for that day.



3. Select a job from the list to review its details.

Job icons:



Manage Availability

Manage Schedule

1. Select Settings from the main menu.
2. From the Availability tab, select Schedule.
3. For each day of the week, select your Work Times and Do NOT Call Times preferences
4. Tap Save.

Set Unavailable Dates

1. Select Settings from the main menu.
2. From the Availability tab, select Unavailability.
3. Tap Add.
4. Enter the unavailability details.
5. Tap Save.

To remove an unavailability entry:

- For iOS, press from the list and slide left, then tap Delete.
- For Android, press from the list and hold, then tap Delete

Manage Notifications

1. Select Settings from the main menu.
2. From the General tab, select Notifications.
3. Turn notifications on or off for both push (in-app) and SMS (text) delivery.
4. If you elect to receive SMS notifications, tap Enter Mobile Phone Number to update your preferred mobile number and provider.

Manage Profile Settings

1. Select Settings from the main menu.
2. Select the Personal tab.
3. Select an option to update your email address, password, contact information (for calls), or physical address.

NOTE: Password is not the same as your PIN. You must log in to the web application to change your PIN

Navigating the Substitute Calling System

Times of call out periods – These are the times the system will call you

	Today's Jobs	Future Jobs
Monday – Thursday	5:25 A.M.	4:00 P.M. – 10:30 P.M.
Friday	5:25 A.M.	4:00 P.M. – 9:30 P.M.
Saturday	N/A	1:00 P.M. - 9:00 P.M.
Sunday	N/A	1:00 P.M. – 10:00 P.M.
Holidays	N/A	3:30 P.M – 9:00 P.M.

You MUST work a minimum of two (2) days per week to stay active on the sub list.

Answering Options: When the system calls you

Please be aware that the system will not only call to offer assignments, it will also call to notify you of cancellations. If the call is a notice of cancellation, you must answer or it will continue to call until you acknowledge the cancellation.

To hear available job information, you must enter you Access I.D. and PIN. If this information is not entered within 30 seconds the system will hang up. If you need more than 30 seconds to enter your PIN press the asterisk/star key for more wait time (Approx. two (2) minutes).

1. Upon answering the call enter your Access ID and PIN.
2. Press 1 to hear the job offer.
3. Press 2 to set temporary do not call.
4. Press 9 to exit and hang up.
5. If you pressed 1 to hear the job offer.
6. Press 1 to hear the job description.
7. Press 2 to decline the job.
8. If you pressed 1 to hear the job description, you will hear all the job information; location, date, times, who you will be subbing for and any included special instructions.
9. Press 1 to accept the job. Write down the job number, you are now committed to this assignment.
10. Press 1 to hear the job number again.
11. Press 2 to repeat the description.
12. Press 3 to decline the job.
13. Press 9 to exit.

If you accept the job you will be issued a job number. Write down the job number and present it to the school secretary upon arrival. **IF** upon arrival you are switched to a different assignment you must honor the change or forfeit the day's pay. Ask if the job number will also change. **You must have a job number in order to get paid!**

System Options to Assist You

To change of call back number temporarily:

This function works like call forwarding and is to be used strictly as a temporary phone number change. If you have a permanent phone number change you must log on to www.fwisd.org, click on **Employees** then on [Employee Self Service](#). Click on **Employee Self Service** once more then on **Personal Information**. This is where you will make your permanent phone number change. Once you have updated the information online please call 817-814-2780 to notify us of the change so that we may update your Access I.D.

1. From the main menu choose option 3 to change your callback number.
2. Listen to the number currently on file.
3. Press 1 to modify or 9 to exit.
4. If you press 1 you will be asked to enter a new number followed by the star key.
5. The system will playback the new number for you to confirm. Press 1 if correct or 2 to re-enter. To exit press 9.

To check or Change your daily availability status:

This function allows you to select the days of the week you are available to work. It can be changed as often as you like, as much as you like. Once a change is made it will remain that way until you go back in and make another update. It will not at any time revert back on its own.

1. From the main menu choose option 6 to review or modify daily availability.
2. Press 1 to review or delete the time period you are available to work.
3. Press 2 to enter a new time period.
4. If you pressed 1 you will hear the day and time period in chronological order.
5. Press 1 to delete this time period.
6. Press 8 to hear the next time period or press 9 to exit.
7. If you pressed 2 select the day of the week.
8. Press 1 for Monday thru Friday
9. Press 1 for all day
10. Press 2 to enter start and end times. Enter the time in a HH:MM format, two digits for the hour and two digits for the minutes.
11. Enter 1 for A.M. or 2 for P.M. or press 9 to exit without saving changes.

To hear available jobs when you call into the system:

When the system calls you it only offers you one job at a time. However, when you call into the system it will offer you multiple jobs. Once you have dialed 817-814-7827 you will need to enter your Access I.D. and your PIN. Listen carefully; you will hear all the job information. The recording will tell you the work location, name of the person you will be subbing for, the dates and times of the job, the subject or assignment, and any special instructions.

1. From the main menu choose option 2 to hear available jobs.
2. The system will play the job information for the job being offered.
3. Press 1 to repeat info.
4. Press 2 to accept the assignment and receive the job number.
5. Press 3 to decline the assignment.
6. Press 8 to hear the next assignment.
7. Press 9 to exit.

If you pressed 2 to accept the assignment, listen to the assignment details and write down the job number.

If you pressed 3 to decline the assignment the system will not offer you that assignment again during that call out period.

Please note: When reviewing assignments over the phone, the system will only playback job information if it is more than 30 minutes before the start time of the job. If it is 30 minutes or less before the start time of the job you will have to log on to the website, <https://fortworth.eschoolsolutions.com>, to retrieve job info.

To review or modify dates you are unavailable to work:

This function allows you to enter a time in which you will not be available to work. During this period, you have the option to tell the system not to call you.

1. From the main menu choose option 5, to review or modify unavailability.
2. Press 1 to review or delete unavailability period.
3. Press 2 to add a new unavailability period.
4. Press 9 to exit to main menu.
5. If you pressed 1 to review or delete, listen to the unavailable period information.
6. Press 1 to delete this unavailability period.
7. Press 2 to hear the next unavailability period.
8. Press 9 to exit to main menu.
9. If you pressed 2 to add dates, enter the start date; two digits for the month, two digits for the day and two digits for the year (MMDDYY). Next enter the end date using the same format (MMDDYY).
10. Indicate if you are unavailable all day. Press 1 for yes

11. Press 2 to enter a time of unavailability. Enter start time two digits for hour and two digits for minutes (HH:MM). Enter 1 for A.M or 2 for P.M.
12. Repeat procedure for end time.
13. Next tell the system if you would like to receive calls during this unavailability period.
14. Press 1 to receive calls for future jobs during this unavailability period.
15. Press 2 if you DO NOT want to receive calls during this unavailability period.
16. Press 9 to exit without saving changes.

If you are unavailable for ten consecutive days or more, please call 817-814-2780.

To change the recording of your name or to change your PIN:

This function will allow you to re-record your name or change your Personal Identification Number (PIN). **The recording of your name can only be done over the phone.**

1. From the main menu choose option 7 to change your PIN or re-record your name.
2. Press 1 to change your PIN.
3. Press 2 to change the recording of your name.
4. Press 9 to exit to main menu.
5. If you pressed 1 to change your PIN. Enter a new PIN at least six (6) digits in length followed by the star key.
6. Press 1 if correct.
7. Press 8 to re-enter.
8. Press 9 to exit to main menu.
9. If you pressed 2 to change the recording of your name. Record your name; press the star key when finished.
10. Press 1 to accept.
11. Press 2 to re-record.
12. Press 9 to exit to main menu.



To cancel a job in case of emergency:

This function will allow you to cancel an assignment you have already accepted. Once you accepted a job, it is critical that you fulfill the commitment or cancel the job in a timely manner. Please be aware that the sooner you call to cancel, the sooner a replacement can be found. The system will allow you to cancel up to thirty (30) minutes prior to the start time. If you are canceling thirty (30) minutes or less before the start time you must call 817-814-2780. However, you MUST cancel as soon as you are aware you will not be able to make the assignment. **If you are canceling the day of the assignment be sure you call the school immediately to notify them of the cancellation. Failure to do so may result in a principal excluding you from working at his/her school in the future. Repeated failure to do so will result in your being restricted from working anywhere in the school system.**

1. From the main menu choose option 1.
2. You will hear the assignments in chronological order.
3. Press 1 to hear assigned job information again.
4. Press 2 to cancel this assigned job.
5. Press 8 to hear another assigned job.
6. Press 9 to exit to main menu.
7. If you pressed 2 to cancel an assignment.
8. Press 1 to confirm cancellation; enter the cancellation reason followed by the star key (*) or wait for a list of reasons.
9. Press 1 to accept.
10. Press 9 to exit and hear the next assignment.

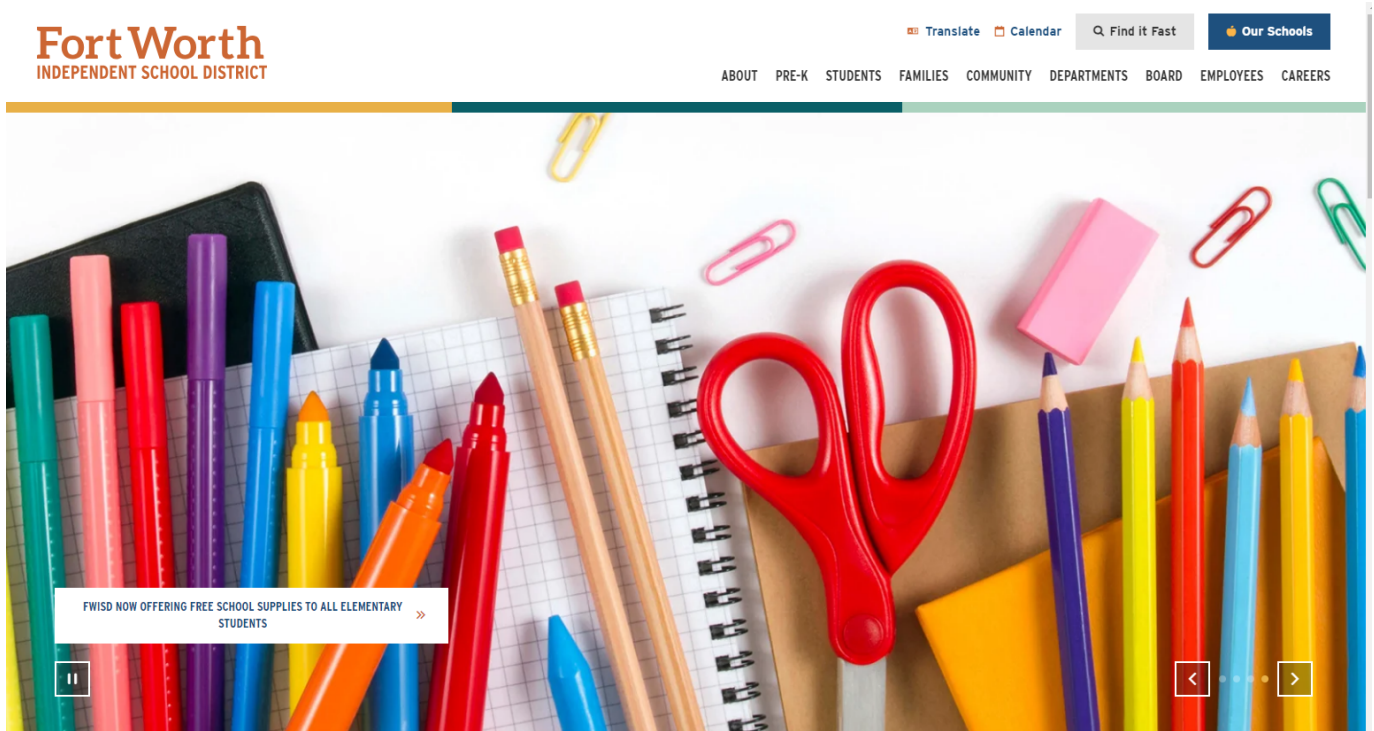
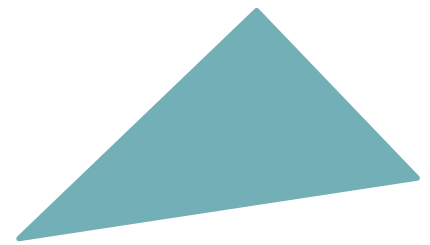
Important: You may never cancel one job to take another job. Also, too many cancelations may cause you to be removed from the Substitute Calling System.

Our two cents for a more enjoyable school year:

- ✓ **Never accept an assignment without a job number! If an employee asks you to sub for him/her, ask for the job number and verify it in the calling system.**
- ✓ **Never go to the job site without checking the calling system to see if the job has been assigned to you.**
- ✓ **If you accepted a job offered by the system and upon arrival you are told the job was cancelled, call 817-814-2780 or email substitutes@fwisd.org. **DO NOT LEAVE THE SITE!** If you leave the site you will forfeit the day's pay.**
- ✓ **If the system offers you an assignment after the start time, call the school and see if you will still be needed at that location before leaving to the assignment. Depending on the time, you may want to inquire if your pay will be a full or half day.**
- ✓ **If you are unavailable to work for two weeks or more (ten consecutive work days or more), please call 817-814-2780.**
- ✓ **Rule of thumb: **No school in session means, No work for substitutes.****
- ✓ **You MUST have a job number in order to get paid.**
- ✓ **You MUST stop by the main office twice a day. Once in the morning to sign in on your timecard and once upon leaving to sign out on your timecard.**
- ✓ **All subs are now required to punch in and out with their badges using the KRONOS time clock.**

FWISD School Directory

Can be found on the [FWISD](#) webpage under **OUR SCHOOLS**.



Leadership Academies

John T. White Elementary; Mitchell Blvd. Elementary; Maude I. Logan Elementary; Como Elementary; Forest Oak Middle School



Time Cards and Badges

The FWISD time card system allows payroll to pay for the work of non–contract employees and additional agreed upon time and services from others. Time cards are to be used daily for all substitute positions. School and department offices will provide the time cards. You will fill out a separate time card for every assignment worked or use the same time card up to one week when in a continuous assignment. Each time card will be returned to the secretary after completing the necessary information.

Putting pen to paper

Please adhere to the information below when filling out the time card. This will ensure that you are not only paid, but paid correctly.

- ✓ Print clearly in ink.
- ✓ Print your official payroll name as it appears on your Social Security Card.
- ✓ On the line reading Classification or Department write the word “Substitute”.
- ✓ On the line reading Employee I.D. Number please make note of your employee number.
- ✓ Week ending will always be the upcoming Friday’s date. In the column Day of Week write the date below each day of the week.
- ✓ Time Signed in for Day is the time you **physically arrive** at the main office, not the time given by the system. Time signed out for Day is your actual departure time for the day, not the time given by the system.
- ✓ Lunch Out is the time you leave for lunch. Lunch In is the time you return from lunch. **This is only completed if you leave campus during lunch.**
- ✓ Explanation allows you to document the name of the person you are subbing for and the job number. (Y. Smith, Job # 123456)
- ✓ Be sure to **ALWAYS** sign the time card. Failure to do so will result in non-payment for the day.
- ✓ If you work a half day assignment you will be paid half of your daily rate.
- ✓ **The back side of the time card is blank. Please put in writing, the name and number of who we should contact in case of emergency.**

Sample Timecard

TIME CARD

FORT WORTH INDEPENDENT SCHOOL DISTRICT

Jane Doe _____

Substitute _____

Day of Week	PLEASE CIRCLE	LUNCH				OTHER		JOB NUMBER	Total for day	Explanation
		IN	OUT	IN	OUT	IN	OUT			
MON 9/21	AM-PM 7:45							678910		Y. Smith
TUES	AM-PM									
WED	AM-PM									
THUR	AM-PM									
FRI	AM-PM									
SAT	AM-PM									

I hereby certify that to the best of my information, knowledge, and belief the above time schedule is correct. I authorize the following Budget to be used for this time:

**The timecard entries have been made by the undersigned and I hereby certify that the time indicated is correct.

** I further acknowledge that the wages earned may be because of working in supplemental assignments under special revenue funds or state compensatory funds.

Budget # _____

Employee's Name _____

Classification or Department _____

123456 _____

Friday's Date | _____

Employee ID# _____

Week Ending | Total Hours Worked _____

Principal, Supervisor, Department Head, Custodian
No. FORM 100REV 04-14

Jane Doe

Employee's Signature – Bldg.

FWISD BADGES:

For the safety and security of our children it is imperative to know who is on campus. If you are scheduled to work, please remember to always wear your District issued Identification Badge. The badge will be used to gain access to the front doors on campus, punch in/out at the Kronos clock, and serve as your ID as a District employee.

Important Reminders:

- Always wear your ID. If you forget your badge, the school is authorized to send you home and cancel your assignment.
- Only access the buildings if you are scheduled to work. Use of a badge when you are not scheduled to work could cause security issues on campus.
- Do not let a friend or coworker borrow your badge. Access is recorded under your employee number. Should a situation arise your ID could come out on the error report.
- If you lose your badge, notify Safety and Security immediately for deactivation. Their number is 817-814-2680.
- Do not keep your badge with keys or magnetic strips. This could cause damage your badge. Or interfere with the card reading.
- Your first badge is complimentary. Should you lose or damage your badge, there will be a replacement fee. If paying with a credit or debit card an extra fee may apply.
- Badges are made in the Talent Management Onboarding Department. Monday thru Friday. Hours subject to change depending on District calendars or inclement weather.

Please contact Talent Management office for any additional information at [817-814-2717](tel:817-814-2717).

Substitute Pay Rates:

Position	Requirement	Daily Rate
Substitute Clerical	High School Diploma	\$100.00
Substitute Clerical	FWISD Retirees	\$105.00
Substitute Teacher Assistant	High School Diploma	\$100.00
Substitute Teacher	High School Diploma	\$110.00
Substitute Teacher	60 college hours	\$120.00
Substitute Teacher / Librarian	Bachelor's degree	\$130.00
Substitute Teacher / Librarian	Bachelor's degree & certified	\$135.00
Substitute Teacher / Librarian	Bachelor's degree & certified FWISD retiree*	\$140.00
Substitute Teacher- Degreed Only	Long term rate beginning 11th day in same assignment	\$140.00
Substitute Counselor	Master's degree / counselor certification	\$210.00
Substitute Nurse	Bachelor's degree & RN license	\$210.00

Other substitute professional positions may be approved by the Superintendent or designee.

*You must retire from FWISD under TRS to receive the Retiree rate of pay.

Substitute Stipends

Substitute stipends are designed to compensate substitute for providing services and coverage in classrooms and campuses as necessary. Stipends subject to change without notice.

Position	Daily Rate
Substitute Teacher (degreed only)- Long-term Sub Rate (after 31st day in same job). Rate reverts back if there is a gap in jobs or a change in the assignment.	\$10
Substitute Teacher – Thursday and/or Friday job rate (if not in long- term sub position)	\$10
Substitute Teacher – Monday job rate (if not in long-term sub position)	\$5
Substitute Teacher /Teacher Assistant – Special Ed Intensive assignments SEAS, LINC, TAP, Day Treatment, Deaf Ed, ECSE, Jo Kelly, & Boulevard Heights/Transition Center	\$5
Substitute Teacher – Leadership Academy Network extended school day (Applies for Leadership Academies at Como, Forest Oak, John T. White, Maude Logan, & Mitchell Blvd.) In teaching assignment only. This rate is subject to change without notice.	\$10

Continuous Assignments

Substitute teachers with a bachelor's degree, working in a single classroom assignment past ten days, are eligible for an elevated daily rate of pay. This compensation shall remain at the higher rate of pay until such time as the substitute teacher changes or completes the assignment. If the substitute misses a day during the continuous assignment, then the rate will revert to the regular substitute daily rate for the next ten days. **Non-degreed substitutes are not eligible for the higher rate of pay regardless of the number of days worked.**

Long-term substitute teachers who are used in other capacities will not be eligible to receive the higher rate of pay.

Substitutes are **not paid for absences.** An absence while working a long-term assignment (single assignment of 11 days or more) is cause for the higher rate of pay to end.

Retired substitute rates DO NOT increase in long-term assignments.

A VACANCY reported as EXTRA HELP will be paid at the EXTRA HELP rate REGARDLESS OF LONG-TERM STATUS.

Substitute Teachers not on a long-term assignment will also receive an increase in pay for working in a classroom as the teacher of record on certain days of the week:

Monday additional \$5 per day

Thursday & Friday additional \$10 per day

Change in Degree/Certification Status:

To update your degree status, you must bring in a copy of your official sealed transcript. Or have your college or university send that to our office directly via email. It can be sent to substitutes@fwisd.org. If emailed, please follow up with our office within 48 hours to ensure it was received. The change in degree status and increase in pay will not take effect until we receive the transcript.

Valid Certification – If you are a Substitute Teacher and hold a valid teaching certificate, your daily rate will be \$135 per day. (This rate does not apply to extra help positions. When in long term positions the rate will still increase to \$145 on the 11th consecutive day.) Please notify our office if you have a change in your certification status. The change in certification status and increase in pay will not take effect until we receive a valid teaching certificate. It can be sent to substitutes@fwisd.org.

There is also an increased pay rate for substitute teachers and substitute paraprofessionals (teacher assistants) who work in **Special Education Intensive assignments**-an additional \$5 per day will be awarded. The additional amount for substitute teachers will apply only to the first 10 days if in a long-term assignment. The additional \$5 will not be added to the increased rate (\$145) once the 11th day is reached. **(Intensive assignments are as defined in the 2023-2024 Compensation Manual.)**

An Extra \$10 per day will be added to teaching assignments accepted at the FWISD Leadership Academies.

For the following positions: Substitute Teacher Only

These locations include: John T. White Elementary, Mitchell Blvd. Elementary, Maude I. Logan Elementary, Como Elementary and Forest Oak Middle School

RETIRED ADMINISTRATOR RATES:

You must be retired from the FWISD to receive this rate.

Position	Daily Rate
Assistant Principal Elementary	\$359.53
Assistant Principal Middle School	\$377.51
Assistant Principal High School	\$396.23
Principal Elementary	\$422.82
Principal Middle School	\$459.00
Principal High School	\$495.73

A VACANCY reported as EXTRA HELP will be paid at the EXTRA HELP rate of \$140 REGARDLESS OF RETIREE'S STATUS.

Substitute Secretary & Clerk Responsibilities

The beginning and ending times for substitutes will vary from location to location. Schools/departments have different start times, so be sure to listen to the time given in your assignment information to know when to report. Parking is limited at most locations; arrive early enough to find parking and still be able to sign in on time. In some cases, you will be given parking instructions in the special instructions, listen carefully for this information.

Always wear your Identification badge always while at work. Do not use your badge at any location if you are not scheduled to work. Doing so could cause a security issue at the location where you badge in.

Report directly to the school or department's main office and obtain a time card. Confirm your job number and name of the person you are substituting for. Fill out the timecard accordingly and return it to the secretary. If upon arrival you are switched to a different assignment, you must honor the change or forfeit your pay for the day. Ask if the job number will also change.

Obtain information from the principal or department head concerning general expectations for the day:

- Tasks to be accomplished.
- Work priorities.
- Schedule for lunch.
- Emergency drills.
- Special activities or events.
- Whom your point of contact is should you have questions.

Ask if there are any special procedures specific to this work setting or location that need to be followed. Not all schools are managed the same way. Locate phone lists, note pads, pens, keys, time cards and other materials needed for you to work effectively. Make sure to use proper phone etiquette not only when talking on the phone but also when taking messages. Make sure the messages are detailed. Ensure short hold times and transfer calls only when you are certain it is to the right person or department.

Leave all materials generated by you and collected from others with notes for the returning person notifying them what, where, when, and how they came to be. Leave all phone messages for the returning secretary or clerk where they can easily be found. Return all equipment to the place you found it. Leave a note explaining any unusual circumstances or any follow-up activities needed to complete tasks. **Never leave the school without checking in with the school's Secretary or Principal in the main office. If someone says it's okay for you to leave, always verify it with the main office.**

Remember to smile and dress with authority. Your attitude reflects how your day will go.

Substitute Teacher Role and Responsibilities

Reporting and Duties

The beginning and ending times for substitutes will vary from school to school. Schools have different start times, so be sure to listen to the time given in your assignment information to know when to report. Parking is limited at most locations; arrive early enough to find parking and still be able to sign in on time. In some cases, you will be given parking instructions in the special instructions, listen carefully for this information.

Always wear your Identification badge always while at work. Do not use your badge at any location if you are not scheduled to work. Doing so could cause a security issue at the location where you badge in.

Report directly to the school's main office and obtain a time card. Confirm your job number and name of the person you are substituting for. Fill out the timecard accordingly and return it to the secretary. If upon arrival you are switched to a different assignment, you must honor the change or forfeit your pay for the day. Ask if the job number will also change.

Preparing for the Day

The following are some practices you may use to effectively prepare to substitute teach:

- Arrive at least 15 to 20 minutes before the start time of your assignment.
- Obtain needed information; Lesson plans, classroom number, bell schedule, keys, teacher's assigned lunch period, seating chart, extra duties, etc.
- Walk around and familiarize yourself with the physical layout of the classroom as well as school's entrances and exits, labs, library, gymnasium, cafeteria, auditorium, and staff lounges.
- Inquire about procedures regarding fire/tornado drills or assemblies.
- Introduce yourself to adjacent teachers.
- Ask who you should consult if you encounter challenges during the day.
- Inquire about additional duties such as cafeteria, bus, or playground.

Your primary goal is to continue student learning along a continuum established by the permanent teacher. Teachers are supposed to leave emergency lesson plans in the event of their absence. If no lesson plan has been left, contact the school secretary or an administrator.

Instructional Expectations

To be prepared for the day, you should familiarize yourself with the rules of the school. Not all schools are managed the same way. Remember, despite the fact that disruptions will occur, other students are counting on you to create an atmosphere that is conducive to learning. You can be firm with students while still being respectful.

- Familiarize yourself with the lesson plan for the day.

- Greet students at the door as you are monitoring the hallways during passing periods.
- Focus on instruction immediately after class begins.
- Take attendance.
- Review class rules. Introduce what you expect students to do and understand. Be as detailed as possible.
- Motivate students-be positive and encouraging.
- Be friendly but remain professional.
- Address students by their name whenever possible.
- Move around the room to monitor student activity. “Be on your feet not in your seat.”
- Acknowledge and reinforce positive behavior. **Shouting at students and calling them names can be considered corporal punishment and is NOT permitted. Corporal punishment is physical punishment, as in spanking, swats, paddling and includes verbal and emotional abuse. Corporal punishment is NOT permitted in the FWISD.**
- Remain flexible, a typical day may be filled with interruptions.
- Use positive feedback: verbal praise, a nod, a smile, a thumb’s up, etc. **Physically restraining, denying access to bathroom or nurse, name calling, sarcasm, or confiscation of personal items is NOT permitted.**
- Gather, label, and retain all student work assignments for the returning teacher.
- With student assistance, straighten and organize the room. Clean as you go if necessary; never leave the room in disarray at the end of the day.
- Return any items issued to you from the school office.
- **NEVER leave students unattended.** If you must leave the room, make sure someone is there to cover for you. Ask a neighboring teacher, teacher assistant or campus monitor to sit in the room until you return.
- **Planning periods are not free time.** Report to the main office and ask for instructions.
- **Never leave the school without checking in with the school’s Secretary or Principal in the main office. If someone says it’s okay for you to leave, always verify it with the main office.**
- **Use of personal cell phones and electronics is not permitted in the classroom, remember you are there for a day of instruction.**
- **Never pass out food or candy during the day. Although rewarding students for a job well done is acceptable, food and candy may trigger allergies that are unknown to you.**

Remember to smile and dress with authority. Your attitude reflects how your day will go.

Unusual Circumstances

Inclement Weather

Severe weather conditions may make it necessary to close or delay the opening of FWISD schools. School closing or opening delay decisions are made by the Superintendent and announced by radio or television as early as 5:00 a.m. to 6:00 a.m. on the day of bad weather. You may also friend the FWISD on Facebook or Twitter to receive information updates. District notifications are also sent out to your FWISD email. Monitor radio and television stations as well as the social websites or apps for FWISD announcements concerning:

- ✓ Closing of schools
- ✓ Delayed opening of schools and time of delayed opening

Please be advised: If school is closed due to inclement weather or **any other emergencies**, no substitute or part time employee (non-leave benefits position) will be compensated during this time period. Day count for long term positions will resume once school is back in session.

Building Evacuation

Please familiarize yourself with the fire and tornado drill signals. Upon arrival, you may want to enquire in the main office if there will be any drills.

- ✓ Fire Drill: Audible alarm sounds and clear strobe lights on wall flash. Other than fire, announcements are made over PA system and can include specific instructions.
- ✓ Tornado warning or sighting signal: This will be a 30 second bell with a continuous ring followed by staccato bells. Tornado cover procedures may be initiated by the main office.

Work Location Information

For your own protection and in accordance with FWISD procedures, the substitute office will not disclose information about your work site or work phone number over the telephone—even if the person says it's an emergency. The substitute office will relay an emergency message to your work sites secretary, who will then relay the information to you. However, you may wish to leave emergency contact information with a family member or close friend to reach you in case of an emergency.

Bill Collectors

Please **DO NOT** list the substitute office as a work contact number. No calls are accepted from bill collectors and FWISD will not provide information to bill collectors.

Expiration Dates on Profiles

If you call or sign into the system and notice an expiration date on your profile, you have been placed on hold by our office. Call the sub office for further information. Do not contact any school location as they will not have any info on the hold status. Contacting a school when on hold may be cause for termination. While on hold you will not be able to work until the situation is resolved, therefore you will be on hold without pay. If you do not contact the substitute office within a reasonable amount of time, you will be removed from the calling system permanently.

Computer Use

NEVER use the District's computers for your own personal use. The internet is only to be used if you are instructed to do so in lesson plans, special instructions or by your immediate supervisor. **NEVER** post pictures of students or of a classroom setting on social websites such as Instagram, Facebook or Twitter. This is grounds for immediate termination.

No School in Session

Please remember, when you are being called for an assignment on days when there is no school in session we will not be needing subs. Please decline the job and call the school and the sub office to stop the callout. The school calendar provided in this book will help you determine the days when there is no school in session. The days included are: Waiver Days, Teacher Prep Days, Snow Days, District Holidays, Thanksgiving Break, Winter Break and Summer Break.

DO NOT ACCEPT ASSIGNMENTS ON THESE DAYS. No school in session means no work for substitutes.

The FWISD has only two schools open during district holidays:

Juvenile Justice Alternative Education Program (JJAEP) and Tarrant County Detention Center

If a substitute is summoned for Jury Duty there is no compensation for that day as substitutes are able to pick and choose the days they are available to work.

Removal of Substitute from School Roster

“DO NOT USE”

The following list is not intended to be all inclusive. It is, however, representative of the kinds of conduct and incidents which warrant disciplinary action and possible dismissal. (Violation of any District policy by an employee constitutes good cause for discharge.)

Reasons for Discharge

1. Getting a total of **three (3) “Do Not Use” notices** from administrators **within the prior 24 months period.**
2. Repeatedly failing to accept substitute assignments. (**You must work at least two days a week.**)
3. Personally, appropriating any photographs, images, pictures, films, videotapes, or other visual within a school setting.
4. Failure to have and/or maintain reliable means of communication.
5. Excessive tardiness or absences.
6. Inability to get to and from job assignments.
7. Failure to maintain discipline in the classroom.
8. Failure to comply with official directives, instructions, and orders of supervisors.
9. Failure to perform assigned work or to perform work in a satisfactory manner.
10. Inefficiency or incompetence in the performance of duties, and/or neglect of duties.
11. Inability to perform the essential functions of the job.
12. Leaving a job before quitting time or without supervisor’s approval.
13. Falsifying a time card.
14. Not attending required professional development.
15. Possession, use, or being under the influence of alcohol, alcoholic beverages, drugs, hallucinogens, or narcotics.
16. Engaging in behavior that is inappropriate or disruptive in the workplace.
17. Offensive or inappropriate attire or hygiene.
18. Abuse (any kind) and/or discourteous treatment of children, employees, or parents.
19. Conviction of a felony or other crime involving moral turpitude.
20. Failure to observe safety procedures and rules.
21. Falsifying information on employment application.
22. Refusal to clock in and out at FWISD time keeping system with badge.

Special Note: Violation of any of the above “Reasons for Discharge” may result in the issuance of a “Do Not Use” (Removal of Substitute from School Roster) notice.

Please note this list is not an exhaustive list of the reasons for discharge, and you may be discharged for cause or in the best interest of the District.

All FWISD employees are expected to maintain a professional appearance and exercise professional conduct when interacting with students, school staff, parents, and administration.

If a “Do Not Use” is initiated on any individual, that individual will be placed on job hold. While on job hold the substitute will NOT be able to accept assignments, thereby forfeiting all pay during this timeframe.

Note: If you receive any complaints - “Do Not Uses”, **DO NOT** contact the school as this could be cause for termination.

In Case of Arrest

Substitutes shall notify the district within two business days of being arrested. This notification shall be made verbally to the Central Calling/Substitute Office and in writing to the Office of Professional Standards. Failure to make such notification may result in termination of employment.

**Office of Professional Standards 100
N. University Dr., Suite OPS 1 Fort
Worth, Texas 76107
Phone: 817-814-1880
Reported Employee Allegations**

Examples of allegations of employee misconduct that **MUST** be reported and investigated are as follows:

- ✓ Injury to a child
- ✓ Inappropriate language and or behavior towards a child
- ✓ Inappropriate physical contact with a child
- ✓ Sexual contact with a child
- ✓ Sexual harassment
- ✓ Racial slurs
- ✓ Inappropriate use of school District computers
- ✓ Verbal or physical employee abuse
- ✓ Theft

Procedures

Allegations, witness and/or employee statements are sent to the Office of Professional Standards to determine if the employee will be placed on administrative leave using impact criteria.

- ✓ If the employee is a substitute, they are placed on job hold without pay until the investigation is completed. Investigations are expedited for substitutes because of the “job hold” requirement.

The Office of Professional Standards will notify you if you are cleared to return to work. If you are cleared please contact the Substitute Office immediately.

The investigation may include:

- ✓ An interview
- ✓ An opportunity to include a written statement

The Substitute Office will:

- ✓ Review all the information
- ✓ Monitor any outside agency investigation
- ✓ Present findings to appropriate division heads
- ✓ Close-out the investigation file

Annual Re-Employment Procedures

At the end of each school year, a Reasonable Assurance of Employment form is emailed to your FWISD email of active and successful FWISD substitutes. This form must be signed electronically by the employee and submitted by the specified date, with a commitment to return to work in the following school year. Form is returned and maintained by:

**FWISD, Talent Management
Central Calling Office
7060 Camp Bowie Blvd
Fort Worth Texas, 76116**

Any substitute that does not return the form by the specified date will be removed from the Substitute Calling System.

To be rehired as a substitute in the FWISD after this date, you are required to reapply, with reprocess, pass a background check and attend a new employee orientation.

Statement of Reasonable Assurance of Employment

“You are being given reasonable assurance of employment for the following school year in the position of Substitute. The Special Unemployment Assistance Act of 1974 was amended October 20, 1976 prohibiting school personnel from drawing benefits between terms if there is reasonable assurance that the individual will return to work next term. This job assignment fulfills that assurance.”

In signing the reasonable assurance, you are agreeing that during any breaks in the school year and/or summer months, you are unable to draw unemployment benefits from the **Texas Workforce Commission**.

Accessing Employee Self Service

Fort Worth ISD employees now can receive pay stubs online using Employee [Self Service \(ESS\)](#). You can access Employee Self Service at work or at home, **after establishing your credentials from a District computer**. If you do not have home internet service, computers located in such locations as work areas, or school libraries can be used to view ESS. Printers are not available in most areas. In those cases, **it is very important that your sign-out of ESS when done to protect your personal information**.

To reach the ESS page go to www.fwisd.org, click on **Employees**, then **Employee Link Hub** located on the left-hand side of the screen. Once on that page, you will find Employee Self-Serve under Employee Quick Links.

Advantages of Online Employee Self-Serve:

- ✓ View and print your current pay advice information from any computer, even at home
- ✓ Review your prior pay information including deductions
- ✓ View and update your current W-4 information
- ✓ Access your prior W-2 information
- ✓ Review and update your personal information
- ✓ Use the paycheck simulator to estimate your pay
- ✓ Change your Direct Deposit information.
- ✓ Help reduce paper usage as a part of the 'Go Green-Save Green' campaign

The next few pages will walk you through how to find your user ID and Password which are necessary to log into ESS and access your district email.

If an employee needs assistance, they should direct their questions by e-mail to essinfo@fwisd.org or call **817-814-4357 (HELP)**.

The set-up of your User ID & Password must be done from a District computer and cannot be done until a week after you work your first assignment.

Make sure you always go to the start menu and log off once you are finished with Employee Self Service. If you do not complete this action, whoever sits at the computer after you will have access to all your personal information, including any pay information.

VectorSolutions (formally SafeSchools) Yearly Training.

The FWISD requires all employees to participate in our Safe Schools Training. These training courses are offered on line for your convenience.


Using your web browser, go to the following VectorSolutions (formally) SafeSchools™ website for Fort Worth ISD: <https://fwisd-tx.safeschools.com>

It is imperative that every substitute view the Vector Solutions (SafeSchools™) training. It includes important information for clocking in and out on a daily basis.

For Safe Schools questions, please contact Victoria Miller via email at victoria.miller@fwisd.org or call 1-800-434-0154 for technical difficulties.

How to Find Your FWISD User ID and Password - Necessary to Access your FWISD Email Account and ESS

IMPORTANT NOTE: You cannot perform this function until a week after you have worked your first assignment. Please see sets below or click on this link: [FWISD Email Set Up](#)




Quick Reference Guide

First Time Login and Syncing OneDrive

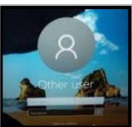
Overview
When you first login to your district device, you will be required to change your password and Sync OneDrive to your laptop/computer. The directions below will help walk you through this process.

Change your Password
Make sure you are at a district building or school location the first time you login to your district laptop/computer. Connect your laptop/computer to an ethernet/internet cable for best results.

- Turn on your laptop/computer.
- Select **CTRL + ALT + DEL** to get to the sign-in screen.




- Enter your **username** and **temporary password**.



Username: firstname.lastname
Temporary Password: FWISD.#####
= Employee ID Number

Example: Jane Roberts – ID number 458965
Username: jane.roberts
Temporary Password: FWISD.458965



Quick Reference Guide

First Time Login and Syncing OneDrive

Note: If your employee ID is less than six digits, add a zero at the beginning.


Example: John Smith – ID number 56963
Username: john.smith
Temporary Password: FWISD.056963

- Follow the **on-screen prompts** to reset your password. **Passwords must be a minimum of 12 characters in length and include at least three of the following: capital letter, lowercase letter, number, or special character (avoid using: & * ^ + _ ! # % ; \$).**

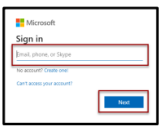
Note: After six invalid attempts, your account will be locked for fifteen minutes. If you become locked out, you may try resetting your password again after the locked period.

Sync OneDrive to your Computer


- Open a **browser window**.
- Navigate to www.office.com and click **Sign in**.



- Sign in with your **updated credentials** (district username with @fwisd.org and your new password).




Last edited on 7/9/2021



Quick Reference Guide


First Time Login and Syncing OneDrive

- Select **OneDrive** to gain access to your online files from the left menu bar.

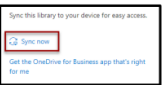


- If prompted, click on **OneDrive** in the next window.

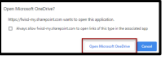
- Select the **Sync** option from the top menu.




- Select **Sync Now** in the dialogue box that appears.



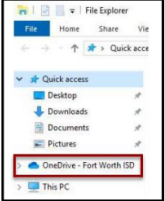
- Select **Open Microsoft OneDrive** in the dialogue box.



- Select **Sign in** in the box that opens.



- OneDrive will sync your files to your laptop/computer. The sync process may take several minutes depending on how many files need to be synced.



Get Help

If you require further assistance please contact the Customer Service Helpdesk by submitting a Footprints support request at the following link <https://helome.fwisd.org> using your Active Directory login. For phone support, contact us at (817) 814-HELP (4357).

Last edited on 7/9/2021

If you need further assistance, please contact Technology at 817-814-HELP (4357).

Accessing Employee Self Service (View your Check stubs, W2, W4 and Make Personal Info Changes)

1. Go to the [FWISD](#) homepage
2. Click on [Employees](#)
3. On the [Employees](#) screen click on **Employee Link Hub**.
4. Locate **Employee Self Service** under Employee Quick Links.
5. Click on link and log in using your FWISD system credentials.
6. You should now be viewing your Employee Self Service page. Your name should be displayed in the top right-hand corner of the page
7. Click on [Employee Self Service](#) on this page and this will open up the options you have to choose from. This is the screen where you will view your check stubs, change personal information, see W-2 and W-4 info as well as any certifications we may have on file for you.
8. Should you need assistance resetting your password to access ESS, please contact the Help desk at 817-814-4357.

IMPORTANT TIPS AND HELPFUL HINTS

- Substitute profiles with **6 months** or more of inactivity will be deactivated.
- You must work a minimum of two days per week.
- Never give your PIN to anyone.
- Receiving three, "**Do Not Use**" notices from administrators within a twenty- four-month period is cause for termination.
- If a substitute is placed on job hold, it is without pay until cleared from hold status.
- Too many cancellations may cause you to be removed from the calling system.
- You may **never** cancel one job to go to another.
- Always notify the school and the sub office of any cancellations.
- You must never leave students unattended.
- Planning periods are not free time. You may be asked to perform clerical or other duties during this time and must honor the request.
- Wear your identification badge at all times, while at work.
- Report to your assignment at least 20 minutes before school starts.
- Remember no job number, no pay. **Do not** accept jobs without a job number.
- If you agree to sub for someone in person, always check the system to see if you have been assigned a job number.
- If you are assigned a job and the morning of the assignment, the system calls you, the job has been canceled. Accept the job you are being called for, or another assignment for the day. The original job no longer exists.
- If you accept a job offered by the system and upon arrival you are told the job was cancelled, call the substitute office. **Do not leave the site**. Departure from the school site results in forfeiting your pay.

- If upon arrival you are switched to a different assignment, **you must honor that change**. Ask if your job number will change along with the assignment.
 - If one or more days are missed in a long-term assignment, the pay will revert to day one. (Pertains to Substitute teachers with Bachelor's degree or higher, only.)
 - If you work a half-day assignment, you will be paid half of your daily rate.
 - **Never** take pictures in a school setting and then post them on social websites. (Facebook, Twitter, Instagram, Tik Tok, Etc.)
 - If you are called for an assignment after the start time, call the school and see if you will still be needed at that location **before leaving** to the assignment. Depending on the time, you might want to also ask if your pay will be a half or full day.
9. To update your degree status, you must submit your original transcript conferring your degree. Official transcripts may be emailed to substitutes@fwisd.org by your college or university. Or an official transcript can be brought to our office. The change in degree status and increase in pay will not take effect until we receive the transcript.
- **Never** leave the school without checking in with the school's Secretary or Principal in the Main office. If someone says it's okay for you to leave, **always verify this** in the Main office.
 - Please be aware of days when there is no school in session. This includes; Waiver Days, Teacher Prep Days, Snow Days, District Holidays, Thanksgiving Break, Winter Break, and Summer Break.

DO NOT ACCEPT ASSIGNMENTS ON THESE DAYS.

No school in session means no work for substitutes.



Employee Ethics and Standards of Conduct

Message to FWISD Employees

FWISD is committed to the highest standards of ethics and conduct in all of its practices. We have the same high expectations for all FWISD employees. We take this very seriously. Our mission in asking you to participate in this presentation is to stress how very important it is for all District employees to carry out their job duties and their lives in a manner that honors and supports what we do and what we are about . . . respect, honesty, trust, citizenship, responsibility, and integrity.

At the end of this presentation you will be asked to sign an acknowledgement that you have received information on and agree to comply with the District's Employee Ethics and Standards of Conduct policies and procedures. We are confident and expect that all FWISD employees will exemplify and model the expectations outlined in the following information. If you have any questions concerning ethics, standards of conduct, or other information presented, please contact **Employee Services** at **817-814-1830**.

This handbook is neither a contract nor a substitute for the official District policy manual, nor is it intended to alter the at-will status of noncontract employees in any way. Rather, it is a guide to, and a brief explanation of District policies and procedures related to employment. **These policies and procedures can change at any time**; changes to District policy and procedures shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the specific Board Policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate District staff who facilitate that policy's management. District policies can be accessed online at the District's website www.fwisd.org/substitutes



Employee Conduct and Welfare Standards of Conduct

Policy [DH](#)

All employees are expected to work together in a cooperative spirit to serve the best interests of the District and to be courteous to students, one another, and the public. Employees are expected to observe the following standards of conduct:

- Recognize and respect the rights of students, parents, other employees, and members of the community.
- Maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Notify their immediate supervisor in advance or as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action.
- Know and comply with department and District policies and procedures.
- Express concerns, complaints, or criticism through appropriate channels.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use District time, funds, and property for authorized District business and activities only.

All District employees should perform their duties in accordance with state and federal law, District policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines, including intentionally making a false claim, offering false statements, or refusing to cooperate with a District investigation may result in disciplinary action, including termination.

Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC no later than the seventh day after the superintendent knew of the incident. See Reports to the Texas Education Agency, page 57 for additional information.

The [Educators' Code of Ethics](#), adopted by the State Board for Educator Certification, which all District employees must adhere to, is accessible in Board Policy online under policy DH (Exhibit).

Discrimination, Harassment, and Retaliation Policies

[DH](#), [DIA](#)

Employees shall not engage in prohibited harassment, including sexual harassment, of other employees, unpaid interns, student teachers, or students. While acting in the course of their employment, employees shall not engage in prohibited harassment of other persons including Board members, vendors, contractors, volunteers, or parents. A substantiated charge of harassment will result in disciplinary action, up to and including termination of employment.

Individuals who believe they have been discriminated against, retaliated against, or harassed are encouraged to promptly report such incidents to the campus principal, supervisor, or appropriate District official. If the campus principal, supervisor, or District official is the subject of a complaint, the complaint should be made directly to the superintendent. A complaint against the superintendent may be made directly to the Board.

The District's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation may be accessed online.

SEXUAL HARASSMENT REPORTING POLICY

The Fort Worth Independent School District prohibits sexual harassment, including sexual assault, dating violence, domestic violence, or stalking (as defined by the Clery Act or Violence Against Women Act). Sexual harassment conduct includes:

- 1) A District employee using educational benefits, aids, or services to obtain participation in unwelcome sexual conduct (quid pro quo), or
- 2) Unwelcome conduct that a reasonable person would determine to be severe, pervasive, and objectively offensive that would effectively deny a person access to the District's educational program.

Any district employee who believes that they have experienced prohibited conduct based on sex, including sexual harassment, or believes that another employee has experienced such prohibited conduct, should immediately report the alleged acts. The employee may report the alleged acts to their supervisor, the campus principal, the Title IX coordinator, or the superintendent. The district's policy DIA includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation.

The following person has been designated to handle inquiries regarding sexual harassment: **Cynthia Allen**, Title IX Coordinator, Employee Services, 7060 Camp Bowie Blvd. Fort Worth, TX 76116, Phone: 817.814.1837, E-mail: TitleIX@fwisd.org.



Harassment of Students

Policies [DH](#), [DHB](#), [FFG](#), [FFH](#), [FFI](#)

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and District employees are prohibited.

Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate District official immediately. Any District employee who suspects or receives direct or indirect notice that a student or group of students has or may have experienced prohibited conduct based on sex, including sexual harassment, of a student shall immediately notify the District's Title IX coordinator, the ADA/Section 504 coordinator, or Superintendent and take any other steps required by District policy.

All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows or has reasonable cause to believe that child abuse or neglect occurred must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See the sections titled Reporting Suspected Child Abuse, page 41 and Bullying, page 62 in this document for additional information.

The District's policy that includes definitions and procedures for reporting and investigating harassment of students is may be accessed [online](#).

Fort Worth ISD strictly prohibits any conduct by an employee toward a student which may be perceived as solicitation of a romantic relationship. See "Solicitation of a Romantic Relationship," Board Policy [DHB \(LEGAL\)](#)

Reporting Suspected Child Abuse

Policies [DG](#), [GRA](#)

All employees with reasonable cause to believe that 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 law to make a report to a law enforcement agency, Child Protective Services (CPS), or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering a facility) within 48 hours (two calendar days) 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 may be submitted [online](#) or through the Texas Abuse Hotline (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 of child abuse or neglect.

An employee's failure to report suspected child abuse 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 suspected child abuse may result in disciplinary procedures by SBEC for a violation of the Texas Educators' Code of Ethics.

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal, or assistant principal if the principal is not available. This includes reporting suspected abuse of students with disabilities who are no longer minors. Employees are not required to report their concerns to a campus administrator before making a report to the appropriate agency. Reporting the concern to the principal does not relieve the employee of the requirement to report it to the appropriate state agency. In addition, employees must cooperate with investigators of child abuse and neglect. Interference with a child abuse investigation, such as but not limited to denying an interviewer's request to interview a student at school, and/or requiring the presence of a parent or school administrator during an interview with a student or student witness against the desires of the duly authorized investigator is prohibited.

Sexual Abuse and Maltreatment of Children

The District has established a plan for addressing sexual abuse and other maltreatment of children, which may be accessed at the District's [Emergency Procedures Manual](#). As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or maltreated. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who has reasonable cause to believe that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect following the procedures described above in the section Reporting Suspected Child Abuse.

Reporting Crime

Policy [DG](#)

The Texas Whistleblower Act protects District employees who make good faith reports of violations of law by the District to an appropriate law enforcement authority. The District is prohibited from suspending, terminating the employment of, or taking other adverse personnel action against, an employee who makes a report under the Act. State law also provides employees with the right to report a crime witnessed at the school to any peace officer with the authority to investigate the crime.

Technology Resources

Policy [CQ](#)

The District's technology resources, including its networks, computer systems, email accounts, devices connected to its networks, and all District-owned devices used on or off school property, are for administrative and instructional purposes. Limited personal use is permitted if the use:

- Imposes no tangible cost to the District.
- Does not unduly burden the District's computer or network resources.
- Has no adverse effect on job performance or on a student's academic performance.

Electronic mail transmissions and other use of the technology resources are not confidential and can be monitored at any time to ensure appropriate use.

Employees are required to abide by the provisions of the District's responsible use agreement and administrative procedures. Failure to do so can result in the suspension of access or termination of privileges and may lead to disciplinary and legal action. Employees with questions about computer use and data management can contact the Instructional Technology Department at 817-814-3100.

Personal Use of Electronic Communications

Policy CQ, DH

Electronic communications include all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), weblogs (blogs), wikis, electronic forums (chat rooms), video-sharing websites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, Twitter, LinkedIn, Instagram). Electronic communications also include all forms of telecommunication such as landlines, cell phones, and web-based applications.

As role models for the District's students, employees are responsible for their public conduct even when they are not acting as District employees. Employees will be held to the same professional standards in their public use of electronic media as they are for any other public conduct. If an employee's use of electronic media interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page, and for web links on the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content.

An employee who uses electronic media for personal purposes shall observe the following:

- The employee may not set up or update the employee's personal social network page(s) using the District's computers, network, or equipment.
- The employee shall limit the use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, mealtimes, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct District business.
- The employee shall not use the District's logo or other copyrighted material of the District without express, written consent.
- An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on District business unless the employee first obtains written approval from the employee's immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the [Texas Educators' Code of Ethics](#), even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off-campus. These restrictions include:
 - Confidentiality of student records [See Policy FL]
 - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law [See DH (EXHIBIT)]
 - Confidentiality of District records, including educator evaluations and private e-mail addresses. [See Policy GBA]
 - Copyright law [See Policy CY]
 - Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See DH (EXHIBIT)]

See Electronic Communications between Employees, Students, and Parents, below, for regulations on employee communication with students. Employees who violate responsible use Fort Worth Independent School District – Revised October 2021; January 2022 45

of District network and electronic resources are subject to disciplinary action, up to and including the involuntary termination of employment.

Electronic Communications between Employees, Students, and Parents Policy [DH](#)

A certified or licensed employee, or any other employee designated in writing by the Superintendent or a campus principal, may use electronic communications with students who are currently enrolled in the District. The employee must comply with the provisions outlined below. Electronic communications between all other employees and students who are enrolled in the District are prohibited. Employees are not required to provide students with their personal phone numbers or email address.

An employee is not subject to provisions regarding electronic communications with a student to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization. An employee who claims an exception based on a social relationship shall provide written consent from the student's parent. The written consent shall include an acknowledgment by the parent that:

- The employee has provided the parent with a copy of this protocol;
- The employee and the student have a social relationship outside of school;
- The parent understands that the employee's communications with the student are excepted from District regulation; and
- The parent is solely responsible for monitoring electronic communications between the employee and the student.

The following definitions apply for the use of electronic media with students:

- Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Weblogs (blogs), electronic forums (chat rooms), video-sharing Web sites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, Instagram, Twitter, LinkedIn). Electronic Media also includes all forms of telecommunication such as landlines, cell phones, and Web-based applications.
- Communicate, means conveying information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a communication: however, the employee may be subject to District regulations on personal electronic communications. See Personal Use of Electronic Media, above. Unsolicited contact from a student through electronic means is not a communication.
- Certified or licensed employee means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to

communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

An employee who communicates electronically with students shall observe the following:

- The employee will abide by the standards established in the [Educators' Code of Ethics](#).
- The employee is prohibited from knowingly communicating with students using any form of electronic communications, including mobile and web applications, that are not provided or accessible by the District unless a specific exception is noted below.
- Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. An employee who communicates with a student using text messaging shall comply with the following protocol:
 - The employee shall include at least one of the student's parents or guardians as a recipient on each text message to the student so that the student and parent receive the same message.
 - The employee shall include his or her immediate supervisor as a recipient on each text message to the student so that the student and supervisor receive the same message.
 - For each text message addressed to one or more students, the employee shall send a copy of the text message to the employee's district e-mail address.
- The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page ("professional page") for the purpose of communicating with students. The employee must enable administration and parents to access the employee's professional page.
- The employee shall not communicate directly with any student between the hours of 10:00 p.m. and 6:00 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the [Texas Educators' Code of Ethics](#) including:
 - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies [CPC](#) and [FL](#)]
 - Copyright law [Policy [CY](#)]
 - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy [DHB](#)]
- Upon written request from the administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.

- An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.
- All staff are required to use school email accounts for all electronic communications with parents. Communication about school issues through personal email accounts or text messages is not allowed as they cannot be preserved in accordance with the District's record retention policy.
- An employee shall notify his or her supervisor in writing within one business day if a student engages in an improper electronic communication with the employee. The employee should describe the form and content of the electronic communication.

Public Information on Private Devices Policy

DH

Employees should not maintain District information on privately owned devices. Any district information must be forwarded or transferred to the District to be preserved. The District will take reasonable efforts to obtain public information in compliance with the Public Information Act.

Reasonable efforts may include:

- A verbal or written directive; and/or
- Remote access to District-owned devices and services.

Criminal History Background Checks

Policy **DBAA**

Employees may be subject to a review of their criminal history record information at any time during employment. National criminal history checks based on an individual's fingerprints, photo, and other identification will be conducted on certain employees and entered into the Texas Department of Public Safety (DPS) Clearinghouse. This database provides the District and SBEC with access to an employee's current national criminal history and updates to the employee's subsequent criminal history.

Employee Arrests and Convictions

Policy **DBAA, DH**

Regardless of whether an event occurs within or outside of an employee's work calendar year, an employee must notify his or her principal or immediate supervisor and the Office of Professional Standards within two District business days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any misdemeanor or felony, including the offenses listed below:

- Crimes involving school property or funds
Fort Worth Independent School District – Revised October 2021; January 2022 48
- Crimes involving an attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator
- Crimes that occur wholly or in part on school property or at a school-sponsored activity
- Crimes involving moral turpitude

Moral turpitude includes the following:

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation
- Deliberate violence
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Crimes involving any felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance
- Felonies involving driving while intoxicated (DWI)
- Acts constituting abuse or neglect under the Texas Family Code § 261.001

If an educator is arrested or criminally charged, the Superintendent is also required to report the educator's criminal history to the Division of Investigations at TEA if the District did not learn of the arrest or charge through the Fingerprint-based Applicant Clearinghouse of Texas (F.A.C.T).

Employees with questions about reporting requirements should contact the Office of Professional Standards (OPS) at 817-814-1880.


Alcohol and Drug-Abuse Prevention

Policy [DH](#)

Fort Worth ISD is committed to maintaining an alcohol- and drug-free environment and will not tolerate the use of alcohol and illegal drugs in the workplace and at school-related or school-sanctioned activities on or off school property. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed. The District's policy regarding employee drug use follows:

An employee shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while at school or at school-related activities during or outside of usual working hours:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug. An employee need not be legally intoxicated to be considered "under the influence" of a controlled substance.



Employees who violate this prohibition shall be subject to disciplinary sanctions. Sanctions may include:

1. referral to drug and alcohol counseling or rehabilitation programs;
2. referral to employee assistance programs;
3. Termination from employment with the District; and
4. Referral to appropriate law enforcement officials for prosecution.

As a condition of employment, an employee shall: abide by these terms; and notify the Superintendent, in writing, if the employee is convicted for a violation of a criminal drug statute occurring in the workplace. The employee must provide the notice in accordance with DH(LOCAL).

Tobacco Products and E-Cigarette Use

Policies [DH](#), [FNCD](#), [GKA](#)

State law prohibits smoking, using tobacco products, or e-cigarettes on all District-owned property and at school-related or school-sanctioned activities, on or off school property. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of District-owned vehicles are prohibited from smoking, using tobacco products, or e-cigarettes while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings.

Conflict of Interest

Policy [CB](#), [DBD](#)

Employees are required to disclose in writing to the District any situation that creates a potential conflict of interest with the proper discharge of assigned duties and responsibilities or creates a potential conflict of interest with the best interests of the District. This includes the following:

- A personal financial interest;
- A business interest;
- Any other obligation or relationship; or
- Non-school employment.

Employees should contact their supervisor for additional information.

Copyrighted Materials

Policy [CY](#)

Employees are expected to comply with the provisions of federal copyright law relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data, and programs, etc.). Electronic media, including motion pictures and other audiovisual works, are to be used in the classroom for instructional purposes only. Duplication is to be used in the classroom for educational purposes only. Duplication or backup of computer programs and data must be made within the provisions of the purchase agreement.

Associations and Political Activities

Policy [DGA](#)

The District will not directly or indirectly discourage employees from participating in political affairs or require any employee to join any group, club, committee, organization, or association. Employees may join or refuse to join any professional association or organization.

An individual's employment will not be affected by membership or a decision not to be a member of any employee organization that exists for the purpose of dealing with employers concerning grievances, labor disputes, wages, rates of pay, hours of employment, or conditions of work. Use of District resources including work time for political activities is prohibited.

The District encourages personal participation in the political process, including voting. Employees who need to be absent from work to vote during the early voting period or on Election Day must communicate with their immediate supervisor prior to the absence.

Possession of Firearms and Weapons

Policies [DH](#), [FNCG](#), [GKA](#)

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, knives, clubs, or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. A person, including an employee, who holds a license to carry a handgun may transport or store a handgun or other firearm or ammunition in a locked vehicle in a parking lot, garage, or other District provided parking area, provided the handgun or firearm or ammunition is properly stored, and not in plain view. To ensure the safety of all persons, employees who observe or suspect a violation of the District's weapons policy should report it immediately to their supervisor and Safety & Security, 817-814-2699.

Electronic Recording of Communications

Policies [DH](#)

No employee shall electronically record by audio, video, or other means any conversations or meetings unless each and every person present has been notified of being electronically recorded. Persons wishing to record a meeting must notify anyone arriving late to any such meeting that the meeting is being recorded. An employee shall not electronically record a telephone conversation unless all persons participating in the telephone conversation have been notified of being electronically recorded. This provision is not intended to limit or restrict electronic recording of publicly posted Board meetings, grievance hearings, and any other Board sanctioned meeting recorded in accordance with Board policy, or to limit or restrict electronic recordings involving authorized investigations conducted by District personnel.

Bullying

[Policy FFI](#)

Bullying is defined by TEC § 37.0832. All employees are required to report student complaints of bullying, including cyberbullying, as soon as possible to the campus principal or designee. The District's policy includes definitions and procedures for reporting and investigating bullying of students. Procedures for reporting a bullying incident and investigation of reports of bullying of District students are included in the [Regulations](#) to Board Policy FFI. For procedures regarding transfer of a student who is a victim of bullying or who engaged in bullying, see Board Policy [FDB](#).

Hazing

[Policy FNCC](#)

Students must have prior approval from the principal or designee for any type of "initiation rites" of a school club or organization. While some initiation rites are permissible, engaging in or permitting "hazing" is a criminal offense. Any teacher, administrator, or employee who observes a student engaged in any form of hazing, who has reason to know or suspect that a student intends to engage in hazing or has engaged in hazing must report that fact or suspicion to the designated campus administrator.

Equal Employment Opportunity

Policies DAA, DIA

In its efforts to promote nondiscrimination and as required by law, Fort Worth ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, disability, military status, genetic information, or on any other basis prohibited by law. Additionally, the District does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to discriminatory employment practice. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

In accordance with Title IX, the district does not discriminate on the basis of sex and is required not to discriminate on the basis of sex in its educational programs or activities. The requirement not to discriminate extends to employment. Inquiries about the application of Title IX may be referred to the district's Title IX coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

The District designates and authorizes the following employee as the Title IX coordinator for employees to address concerns or inquiries regarding discrimination based on sex, including sexual harassment: **Cynthia Allen**, Title IX Coordinator, 7060 Camp Bowie Blvd Fort Worth, Texas at 817-814-1830, or TitleIX@fwisd.org.

The district designates and authorizes the following employee as the ADA/Section 504 coordinator for employees for concerns regarding discrimination on the basis of a disability: **Patricia Sutton**, 504 Coordinator, Camp Bowie Blvd Fort Worth, Texas 76116, at 817-814-2458. Email: patricia.sutton@fwisd.org. Reports can be made at any time and by any person, including during non-business hours, by mail, email, or phone. During district business hours, reports may also be made in person. Questions or concerns relating to discrimination for any other reason should be directed to the Superintendent.

American with Disabilities Act (ADA)

Policy [DAA](#), [DIA](#)

The District does not discriminate against any qualified individual on the basis of a disability in job application procedures, hiring, advancement, or discharge of employees, compensation, job training, and other terms, conditions, and privileges of employment. 42 U.S.C. 12112(a); 29 C.F.R. 1630.4; Labor Code 21.051

Reasonable Accommodations. The District is required, absent undue hardship, to make a reasonable accommodation for an otherwise qualified individual who meets the definition of disability under the statute. Requests for consideration of reasonable accommodations must be submitted to Leaves and ADA Management – Benefits Department at leaves@fwisd.org. The District's ADA request process and forms can be found on the Employee Benefits [website](#).

Automatic Payroll Deposits/Deductions

Automatic Payroll Deposit Employee's paychecks will be electronically deposited into an account the employee must designate. A notification period of one month is necessary to activate this service. Changes to financial institutions may be made in person at the Payroll window or through Employee Self-Serve. Contact the Payroll Department at 817-814-2180 or [Payroll & Benefits Department](#) for more information about the automatic payroll deposit service.

Payroll Deductions Policy

Policy [CFEA](#)

The District is required to make the following automatic payroll deductions:

- Teacher Retirement System of Texas (TRS) or a FICA Alternative Plan;
- Federal income tax required for all employees; • Medicare tax (applicable only to employees hired on or after April 1, 1986);
- Child support and spousal maintenance, if applicable.
- Delinquent federal education loan payments, if applicable; and
- Other Legal Garnishments.

Other payroll deductions employees may elect, include deductions for the employee's share of premiums for health, dental, life, and vision insurance; and annuities. Employees also may request payroll deduction for payment of district-approved membership dues to professional organizations. Salary deductions are automatically made for unauthorized or unpaid leave.

Name/Gender and Address Changes

It is important that employment records be kept up to date. The home address, primary telephone number, beneficiary, and emergency contact, must be changed in Munis Employee Self-Serve [portal](#). An employee must submit a name change request through the District's Name Change Request [Form](#) located on the District's website. For questions, contact Employee Records at employeerecords@fwisd.org or call 817-814-2760.

Dress Code

The dress and grooming of District employees shall be clean, neat, and in a manner appropriate for their assignments, and in accordance with any additional standards set by their supervisors with the approval of the superintendent. Please adhere to the following:

Dress Code for Central Office Staff and Satellite Locations:

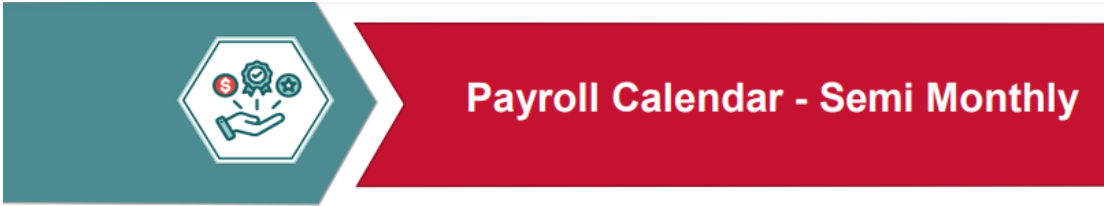
- Dress slacks
- Business style dresses
- Business style dress shirts and blouses (with or without collars – can be button down or plain front)
- Dress sweaters or turtlenecks
- Dress Capri's/cropped pants that are at least mid-calf in Length
- Shoes should be comfortable, and should do not resemble flip flops. Shoes that protect your feet recommended.
- Blue Jeans and sneakers only on special occasion days or under extenuating circumstances, as approved by division head.
- Clothing should be clean and pressed, with no holes, rips, or tears.

Dress Code for Campus Based Personnel:

- Slacks (may be Docker-style), skirts, dresses of various colors and fabrics
- Shirts (not t-shirts) and blouses with or without collars (can be button down or plain front)
- Dress style polo shirts
- Dress Capri's/cropped pants that are at least mid-calf in length
- Sensible shoes appropriate to the assignment.
- Blue jeans and sneakers only on special occasion days or under extenuating circumstances, as approved by principal.

Substitute 2023-2024 Pay Schedule and Dates*

*SEMI-MONTHLY PAYROLL SCHEDULE



*2024-2025 Semi Monthly Pay Schedule		
Pay Period	Last Day Direct Deposit or Deduction Changes	Semi Pay Date
June 22 - July 05, 2024	07/05/24	Aug 15, 2024
July 06 - July 19, 2024	07/19/24	Aug 30, 2024
July 20 - Aug 09, 2024	08/09/24	Sept 13, 2024
Aug 10 - Aug 23, 2024	08/23/24	Sept 30, 2024
Aug 24 - Sept 06, 2024	09/06/24	Oct 15, 2024
Sept 07 - Sept 20, 2024	09/20/24	Oct 31, 2024
Sept 21 - Oct 04, 2024	10/04/24	Nov 15, 2024
Oct 05 - Oct 18, 2024	10/18/24	Nov 27, 2024
Oct 19 - Nov 01, 2024	11/01/24	Dec 13, 2024
Nov 02 - Nov 15, 2024	11/15/24	Dec 20, 2024
Nov 16 - Dec 06, 2024	12/06/24	Jan 15, 2025
Dec 07 - Dec 20, 2024	12/20/24	Jan 31, 2025
Dec 21 - Jan 17, 2025	01/17/25	Feb 14, 2025
Jan 18 - Jan 31, 2025	01/31/25	Feb 28, 2025
Feb 01 - Feb 14, 2025	02/14/25	Mar 14, 2025
Feb 15 - Feb 28, 2025	02/28/25	Mar 31, 2025
March 01 - March 14, 2025	03/14/25	April 15, 2025
March 15 - April 04, 2025	04/04/25	April 30, 2025
April 05 - April 18, 2025	04/18/25	May 15, 2025
April 19 - May 02, 2025	05/02/25	May 30, 2025
May 03 - May 16, 2025	05/16/25	June 13, 2025
May 17 - May 30, 2025	05/30/25	June 30, 2025
May 31 - June 13, 2025	06/13/25	July 15, 2025
June 14 - June 27, 2025	06/27/25	July 31, 2025
June 28 - July 11, 2025	07/11/25	Aug 15, 2025

*Subject to change without notice

PLEASE NOTE: THESE DATES ARE SUBJECT TO CHANGE BY THE [PAYROLL OFFICE](#).

**Report Child Abuse
TX Department of Protective & Regulatory Services
1- 800-252-5400**