

Welcome to





Human Resources

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THIS IS **MY BIRDVILLEISD**

Teacher Salary

- Teacher salaries are based on credible years of service completed as a full-time certified teacher at an accredited school.
 - For example: If you have completed five years of teaching, you would be paid on Step 5 (it is based on completed full years)
- Your service record is critical in determining your years of credible experience. Also, it reflects the number of state days that you may still have from previous districts.
- Your pay will not be adjusted to reflect years of experience until we receive service records.
- Service records must be originals delivered (and requested) by you.
 - NOTE: Masters Stipends are listed separately on your paycheck.



13th Check Option

187 day employees will not receive their first paycheck **until September 25th**. The district offers a 13th check option for new 187 day salaried employees.

- The 13th check is issued the first week of September.
- New employees must be hired prior to first contract day.
- Stipends will not be included in the 13th check.
- If you request a 13th check, instead of your pay being divided by 12 it will be divided by 13:
 - 12 pays Sept - August
 - 13 pays Sept – August
 - Turn in completed form on your New Hire Checklist

Your Employee Records

- **Legal Name** (based on Soc. Security Card) Includes:
 - Entered into MUNIS (HR/Payroll system)
 - Contracts
 - Email Address
 - Badge
 - Website Identification
- **Personal Information** – employees will need to keep HR updated with:
 - Name/address/phone changes
 - Education/Certificate changes
 - Don't forget to update your TEA/TRS accounts
- **MUNIS Self-Service** (Found on BISD>Staff Website) Gives employee access to the following:
 - Address Changes
 - W2/Tax Changes
 - Salary Verification

Helpful Information

- Teacher Incentive Allotment
- HB 3 established the Teacher Incentive Allotment (TIA) to recognize effective teachers on three different levels: Recognized, Exemplary and Master.
- Please email John Campbell if you have one of these designations or are a National Board Certified teacher.
- For more information please visit:
 - <https://tiatexas.org/about-teacher-incentive-allotment/>

Leave and Absences

Campus personnel receive **5 state personal days** and **5 local days** when working a full school year.

- Employees hired during the year will receive a prorated number of days.
- Unused leave days will be rolled over to the next school year.

By policy, state days are considered discretionary and local days are non-discretionary.

- **Non-discretionary days** are usually unplanned sick days.
- **Discretionary days** are usually scheduled in advance.
 - These must be approved in advance by your supervisor.
- All leave requires you to enter the absence in **Frontline** and **notify your supervisor**.
- **Vacation days** are given to employees who are working 236 days.

Flex Days

District designated flex days are 2 days during the year that you may replace with:

- Approved professional learning earned outside of your normal duty days
- Attendance at Birdville New Teacher Academy
- Personal Days
- The district will send more information about these days later in the school year.

Frontline: Absence Management System

- **Found on BISD website under “For Staff” tab.**
 - Employee will be issued a login
 - Employee encouraged to change title to specific subject/assignment
 - Employee can designate 5 favorite substitutes here
- **Tracks employee absences**
 - Updates balance of days
 - Select date(s) of leave/absence in advance
 - Provides history of leave
- **Substitute Management**
 - System generates opening & notifies substitute pool.
 - Employee can also assign a pre-arranged substitute.

Employee Responsibilities

- Review and abide by employee handbook
- Review board policy
- Complete mandatory Safeschools training videos
 - (link is accessed via BISD website) see welcome email for more information.
- Maintain required certifications
- Review appraisal procedures:
 - Teachers are appraised using T-TESS
 - Principals and Assistant Principals are appraised using T-PESS
 - All other campus personnel will be appraised using the appropriate BISD instrument.

For further information please visit the BISD website at:
<http://www.birdvilleschools.net>

The fine line of student/teacher relationships

- Be Professional in Demeanor & Appearance
- Follow educator ethical standards
- Use respectful tone & language
- Avoid & discourage inappropriate subject matter
- Do not exchange personal information
- Beware of social media posts
- Avoid personal electronic communication and social media contact with students
- Do not compromise student confidentiality
- Report suspected abuse - Legal obligations

Welcome to Birdville ISD!

Thank you for choosing Birdville.

Welcome to the family!

Also feel free to send an email to HR
at the following address,
hr@birdvilleschools.net

- Emails will be routed to the appropriate HR representative.