FORT BEND INDEPENDENT SCHOOL DISTRICT

FBISD Lead THE PAC LEVEL UP!

2026-2027

SUBSTITUTE HANDBOOK

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Dear Substitute,

Thank you for serving as a Substitute with Fort Bend Independent School District (FBISD). This handbook has been designed to explain our procedures, support your success as a Substitute, and answer common questions about your role within FBISD. We hope your experience with our district is both rewarding for you and beneficial for our students.

As a Substitute, you join all educational professionals in the important mission of strengthening our society by preparing students for responsible citizenship. Your role is essential in maintaining continuity in the classroom by carrying out instructional activities planned by teachers during their absence. Principals and teachers deeply value effective Substitutes and recognize the meaningful contributions you make to student learning.

All Substitutes are expected to familiarize themselves with this handbook. Please note that the Substitute Handbook is not a contract and does not replace official District Policy or the District Employee Handbook. It is not intended to modify the at-will status of non-contracted employees instead; it serves as a guide and summary of District policies and procedures as they relate to Substitute employment. References to District policies included in this handbook may reflect summaries or excerpts; the official policies adopted by the Board of Trustees remain the authoritative source. Any policy changes made after the publication of this handbook will take precedence over any conflicting information contained herein.

We trust that your Substitute experience will be both professionally fulfilling and educationally impactful. FBISD relies on dedicated substitutes who are committed to ensuring that the learning process continues uninterrupted during teacher absences.

Thank you for your time, creativity, and enthusiasm in supporting a learning environment where excellence is the standard.

Sincerely,

The Substitute Team

Patricia Lutz, Human Resources Department, Substitute Advisor
Bridgytte Miller, Human Resources Department, Substitute Advisor
Julissa Harwell, Human Resources Department, Substitute Payroll Specialist

Introduction

The purpose of this Substitute Handbook is to provide essential information to ensure continuity in the instructional program when teachers are absent from the classroom. It is designed to answer common questions and provide the guidance necessary for a successful and rewarding experience as a Substitute.

Substitutes are expected to follow the teacher's lesson plans and maintain established classroom rules and procedures in a professional manner. Building and sustaining a positive working relationship with campus staff is essential to success in this role.

Substitute assignments (jobs) may change based on the evolving needs of the campus. Substitutes may be asked to accept assignments (jobs) outside of their educational background or prior experience, as well as to cover additional classes during a teacher's planning or conference period. In some cases, assignments may change upon arrival (for example, a Substitute scheduled for a math class may instead be needed in an English class). Flexibility is greatly appreciated and valued by campus staff, who will provide support, answer questions, and offer guidance as needed.

Please note that Substitute employment is on an on-call basis. The Fort Bend Independent School District is not obligated to provide work, nor does it guarantee continued employment. The Human Resources Department and campus principals reserve the right to limit future assignments or remove Substitutes from long-term placements when in the best interest of students and staff.

All Substitutes are expected to regularly check their Fort Bend ISD email accounts throughout the year to stay informed of important updates and notifications. The Substitute Team will communicate through district email, unless the Substitute initiates communication through a personal email.

The Substitute Office Hours of Operation:
(School Year) 7:30 a.m. – 4:30 p.m. (M-F)
(Summer Hours) 7:30 a.m. – 5:30 p.m. (M-Th Closed Fridays)

If you need to meet with a Substitute Team Member, you MUST schedule an appointment in advance

Name	Contact	Hours
Patricia Lutz – Advisor Alpha Split **(A-L)**	Patricia.lutz@fortbendisd.gov	8:00 a.m. – 4:30 p.m.
Bridgytte Miller - Advisor Alpha Split **(M-Z)**	Bridgytte.miller@fortbendisd.gov	8:00 a.m. – 4:30 p.m.
Julissa Harwell – Specialist Payroll/Applicant Screening	Julissa.harwell@fortbendisd.gov	7:30 a.m. – 4:00 p.m.

Substitute Job Responsibilities

I understand my responsibilities include, but are not limited to, the items below:

- I understand that corporal punishment is prohibited and that all interactions with students must remain professional and appropriate, with no inappropriate physical contact at any time.
- I understand I must never sexually harass a student or employee, whether verbally, physically, or through any other inappropriate conduct.
- I understand that I am expected to always maintain professional and appropriate language and must not use profanity or make inappropriate comments in the presence of students.
- I understand that I must comply with all FBISD policies and procedures. It is my responsibility to familiarize myself with the Substitute Handbook, Employee Handbook, and all applicable district policies and procedures. These resources are available on the FBISD website at www.fortbendisd.gov and the Substitute website at www.fortbendisd.gov/departments/human-resources/substitutes.
- I understand that I must work a minimum of **two (2) assignments per month** or **ten (10) assignments per semester** to remain an active substitute for FBISD. (This includes half day assignments)
- I understand that if I do not meet the minimum work requirement, I may be removed from the FBISD Substitute Roster unless I have marked myself unavailable in the Absence and Substitute Management System (ReadySub) and notified my Substitute Team Advisor via email.
- I understand that if working as an Extended Learning Site Coordinator, Assistant Site Coordinator, Intervention Specialist, AP Proctor, or Instructional/AVID Tutor prevents me from meeting the substitute minimum work requirement, I am responsible for notifying my Substitute Team Advisor via email to avoid removal from the Substitute Roster due to inactivity.
- I agree to abide by the terms and conditions of the Substitute Use of Internet and Computer Systems Acceptable Use Agreement (AUA).
- I understand that it is my responsibility to complete Annual Staff Training. As a new substitute, I will have 45 days from my date of hire to complete the required training. Thereafter, I will complete Annual Staff Training each year by the deadline established by the district.
- I understand that I am expected to be punctual and always follow the assigned classroom schedule.
- I understand that I am responsible for maintaining order in the classroom and always ensuring appropriate student behavior.
- I will follow the teacher's lesson plans in the order provided and fulfill all assigned responsibilities of the teacher, including any extra duty assignments.
- I understand that I am responsible for supervising students assigned to the regular classroom teacher at all times, including during homeroom, hallway transitions, dismissal, cafeteria duty, and any other assigned areas.
- I understand that I am required to remain on campus for the duration of my assigned work hours and may not leave the campus during that time.
- I understand that I am not entitled to the teacher's conference or planning period and that I may be reassigned by the principal to provide coverage for another class during that time.
- I understand that my assignment may be changed upon arrival at the campus, and that if I choose not to accept the reassigned duty and leave the campus, I will not be compensated for that day.
- I understand that if I arrive at a campus and am not needed, it is my responsibility to secure another assignment. I understand further that if I do not work an assignment, I will not be compensated for the day.
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- I understand that substitute employment is part-time and that work hours are not guaranteed, as assignments are made on an as-needed basis. I further understand that I am not eligible for unemployment compensation during scheduled school or student breaks, including, but not limited to: Summer break May 29, 2026 through the first day of school August 11, 2026; September 7, 2026; September 25, 2026; October 12 through October 16, 2026; November 23 through November 27, 2026; December 21, 2026 through January 5, 2027; January 18, 2027; February 15, 2027; March 5, 2026; March 8 through March 12, 2027; March 26, 2027; April 30, 2027. I understand that I will not receive compensation for school closures due to inclement weather, natural disasters, or other emergency situations. I further understand that, in the event of an extended district closure, I am responsible for frequently monitoring my FBISD email for updates and additional information.
- I understand that my employment with FBISD is at-will and that I have no employment contract. I understand that I may be dismissed at any time, with or without cause, for any reason not prohibited by law, as determined by the needs of the district. I further understand that, if dismissed, I will be compensated through the end of my last day worked, and that I may resign at any time.
- I understand that when working a long-term assignment, I do not qualify for Hard-to-Fill Incentive pay during the first 10 days of the assignment. (This includes the first 10 days of the assignment)
- I understand that I am responsible for frequently checking my FBISD email account for updates and information provided by the Substitute Office and/or other district personnel.
- I understand that it is my responsibility to regularly review my Absence & Substitute Management System (ReadySub) profile to confirm that I am assigned to the dates I worked. If any discrepancies are found, I will promptly contact the campus where I worked to ensure my compensation is correct for the applicable pay period.
- I understand that it is my responsibility to review and remain familiar with the current instructional calendar to ensure awareness of all student holidays. I further understand that I am not required to work on student holidays unless assigned to a long-term position and specifically requested to work by a campus administrator.
- I understand that it is my responsibility to sign the Letter of Assurance indicating my intent to return as a substitute for FBISD the following year. I understand that if I choose not to return, I am responsible for submitting an exit.

Substitutes sign a copy of the Substitute Job Responsibilities when attending Onboarding.

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How to begin subbing

Prior to beginning substitute assignments, you are required to complete several action items. The steps are listed below, along with additional information for each.

Step One: Claim Staff Account

Claiming your staff account is the process by which you will receive your network login credentials, granting you access to the district network.

- Within seven (7) days of your effective hire date, as indicated in your electronic offer email, you will receive an automated system email with the subject line:
  "Action Required – Welcome to Fort Bend ISD – Claim Staff Account"
- The Claim Staff Account email will include the following information:
  - Your Employee ID Number
  - Your Fort Bend ISD email address
  - Your Claim Code required to activate your account

Step Two: Network Access

You must set up your Network Access before accessing other areas of the district network and portal. Once your Network Access has been established, you will be able to access the following systems and resources:

- **eLearning** – You must complete New Substitute Orientation through eLearning before you are permitted to begin accepting assignments.
- **My Self-Serve** – This is your electronic personnel portal. You will use My Self-Serve to update and confirm the following information within five (5) days of your effective hire date:
  - **Ethnic Declaration** – Required for state reporting purposes
  - **Direct Deposit Information** – Mandatory; all pay is issued through direct deposit
  - **W-4 Setup/W-2 Electronic Consent** – Verify that your W-4 information is accurate; you may also opt in to receive your W-2 electronically
  - **Pay Stubs** – Access and download your pay statements
  - **Address** – Confirm that your address on record is current and accurate
  - **Emergency Contact Information** – Maintain accurate and up-to-date information to ensure appropriate contact in the event of an emergency
  - **Letter of Assurance** – Must be signed at the end of each school year for the upcoming school year (notification will be sent via district email when available)
  - **Exit** – If you choose to end your employment with FBISD, an exit submission must be completed through this system

Step Three: Outlook Access

As a Substitute, you are expected to regularly check your district email account for important updates and communications from the Substitute Team and the district.

Accessing your Outlook email account is essential, as it will provide you with your login information for **ReadySub**, the system you will use to search for and accept substitute assignments (jobs).

Step Four: ReadySub Access

ReadySub is the system you will use to search for and accept substitute assignments.

You should log in to your ReadySub account frequently to review available jobs and confirm that all completed assignments are properly recorded. You must be assigned to a job in ReadySub to receive payment for the dates worked.

User Account Set-Up – How to Claim Staff Account

Purpose: You must claim your district account before accessing the district network. Claiming your Staff Account is a required step to begin working and gain access to essential systems and resources.

Step One: Locate Your Claim Account Email

- Search your personal email account for your **"Welcome to Fort Bend ISD"** Subject Line: **Action Required – Welcome to Fort Bend – Claim Staff Account.** This is the first step you will take towards being able to login to the district network.
- Once your Fort Bend ISD account is created, you will receive a system generated email in your personal email account within 7 days prior to your effective hire date which will provide you with instructions on how to claim your account
- The "Claim Account" email will provide you with the following information: (**please keep track of this information for future reference, as it will be used frequently):**
    - Employee ID Number
    - Fort Bend ISD Email Address
    - Your Claim Code – will only be used once to claim your account
- As part of the account setup process, you will be required to:
    - Create a 16-character password
    - Set up password reset (challenge) questions – (Important for future password recovery and reset.)

The Claim Your Account Email Will Look Like the Following:

Subject**: Action Required** – Welcome to Fort Bend ISD – **Claim Staff Account**

Hello (First name of employee),

A Fort Bend ISD account has been created for you, and your employee ID (emplid) is xxxxxx. Please do not share your emplid with anyone. Your Fort Bend ISD email is firstname.lastname@fortbendisd.gov. A separate onboarding invite will also be sent to your email address on file.

To claim your account, please visit https://my.fortbendisd.gov and click on the "Claim Account" button. On the drop-down menu select **"Claim Staff Account" (FBISD Employees Only).** You will need the following information to claim your account:

1. Your personal email address: xxxxxxxxxxxxxxx
2. The claim code: xxxxx

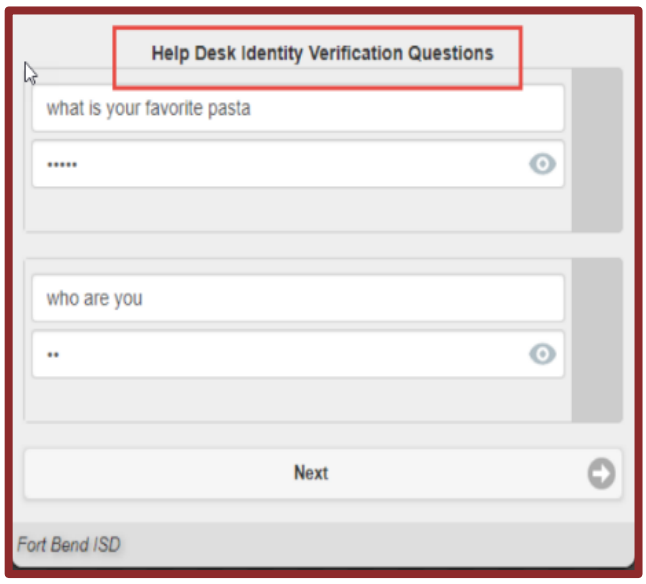
Please follow the steps below to set up or update your required challenge question responses. You will not be able to complete the Account Claim Process without completing the steps below:

1. Answer at least **3 pre-defined questions** (this will help you recover your password if you forget your current password)
2. Answer **2 Help Desk Identity Verification Questions** (this will assist the Customer Service Center with caller identification.)

Three Pre-Defined Questions



Two Help Desk Identity Verification Questions



Once you have completed the setup, you will be presented with your Username. Please make a note of your username before you close the browser. You will need your username to access the FBISD resources.

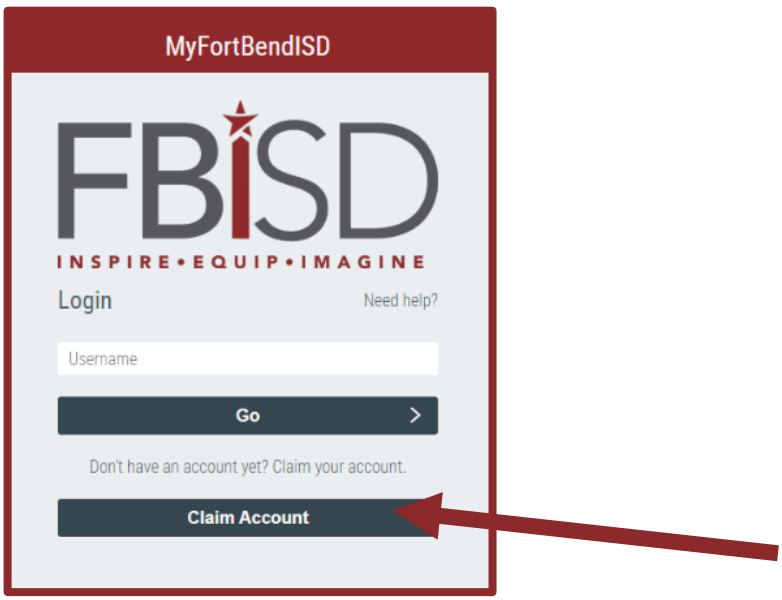


You will begin the Claim Account process by following the steps below. The information above serves as an example of the email you will receive.

Step Two: The email will include two important pieces of information required to claim your account.

1. 1. Personal Email Address
2. 2. Unique Claim Code

From the my.fortbendisd.gov login page, select the **"Claim Account"** option. *(Do not enter your username at this stage.)*



A new tab will open, where you will be prompted to select the appropriate policy from a dropdown menu. Choose **"Claim Staff Account (FBISD Employees),"** then click **"NEXT."**



Enter your Claim Code and personal email address as provided in your Welcome/Claim Account email. You must also acknowledge **the Acceptable Use Policy** and complete the **CAPTCHA verification** to proceed.

Once all required fields have been completed, click **"Next."**

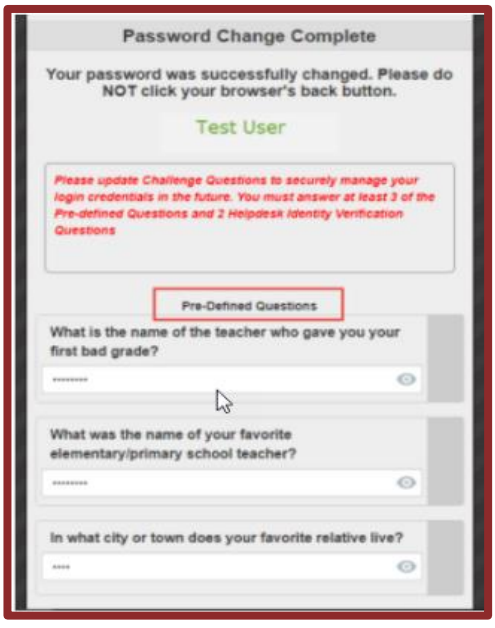


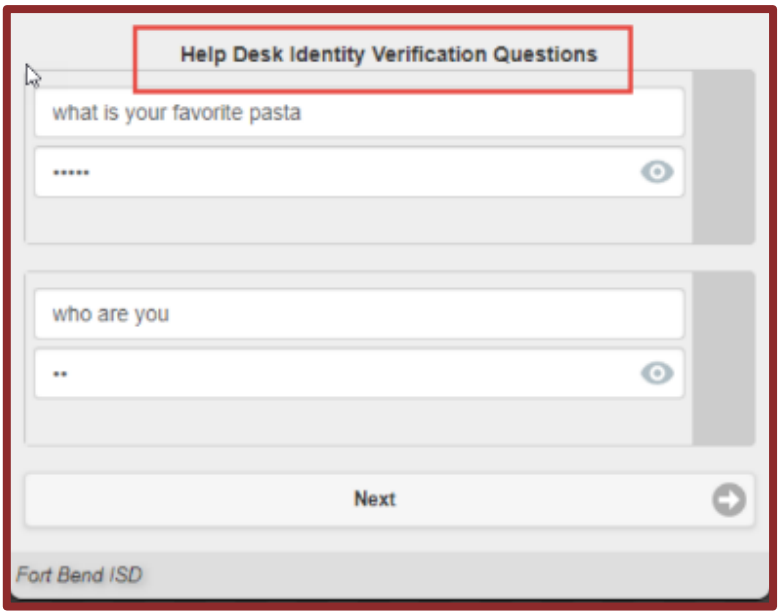
You will be prompted to create your password. District network passwords must be 16 characters in length and do not require complexity (such as special characters or mixed case).



The next page will confirm that your password has been successfully set and will prompt you to complete security questions. You will be required to answer at least three (3) pre-defined security questions and two (2) Help Desk Identity Verification questions (as shown below).

Once you have completed these requirements, click **"Next."**





Once you have successfully completed the steps above, you will receive a confirmation message indicating that the Staff Account Claim process has been completed. At that time, your username will be displayed.

Please make a note of your username before closing the browser, as you will need it to access Fort Bend ISD systems and resources.

User Account Set-Up – How to Set Up Network Access

Purpose: To log in to the district network, you must register a minimum of two (2) methods for password recovery or reset before accessing the system.

The district strongly recommends that you set up all five (5) available methods – **Microsoft Authenticator App, alternate phone, email, security questions, and primary phone**. Configuring multiple methods ensures you can reset your password independently if one method is unavailable, without needing to contact FBISD Customer Service.

Once your Network Access is established, you will be able to access the following district applications and systems:

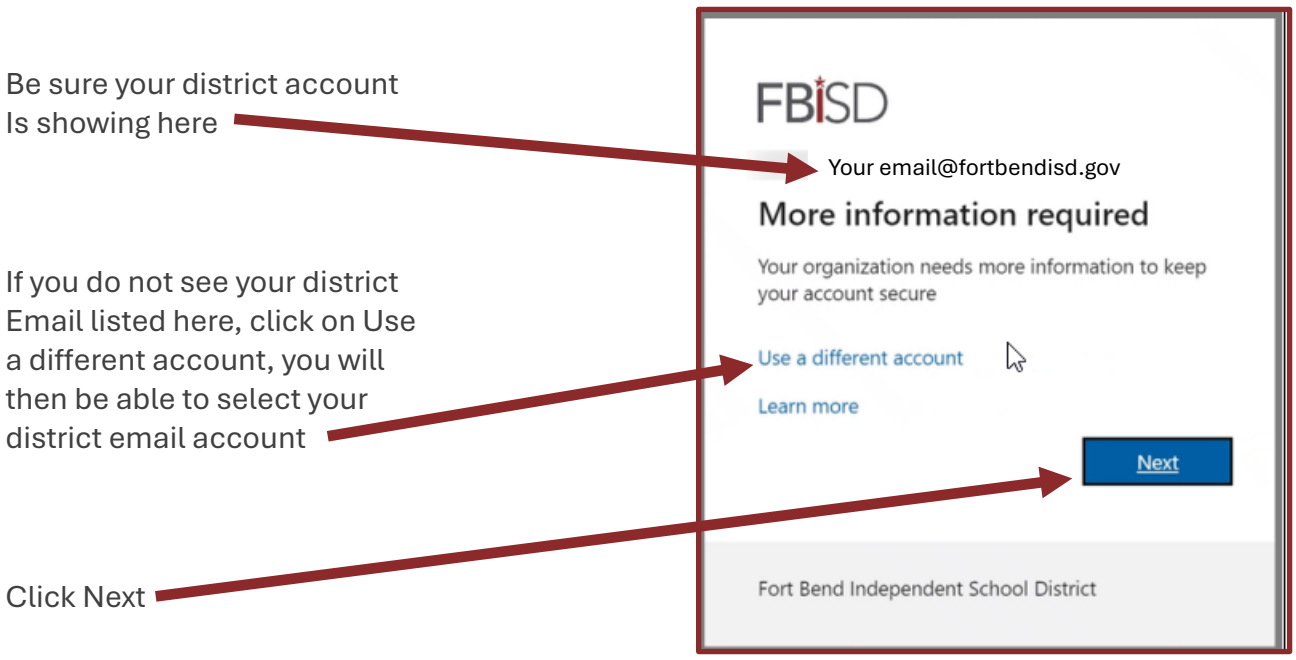
- eLearning
- District Outlook Email Account
- ReadySub
- My Self-Serve (your electronic personnel account)

Registering for Self-Service Password Reset (SSPR)

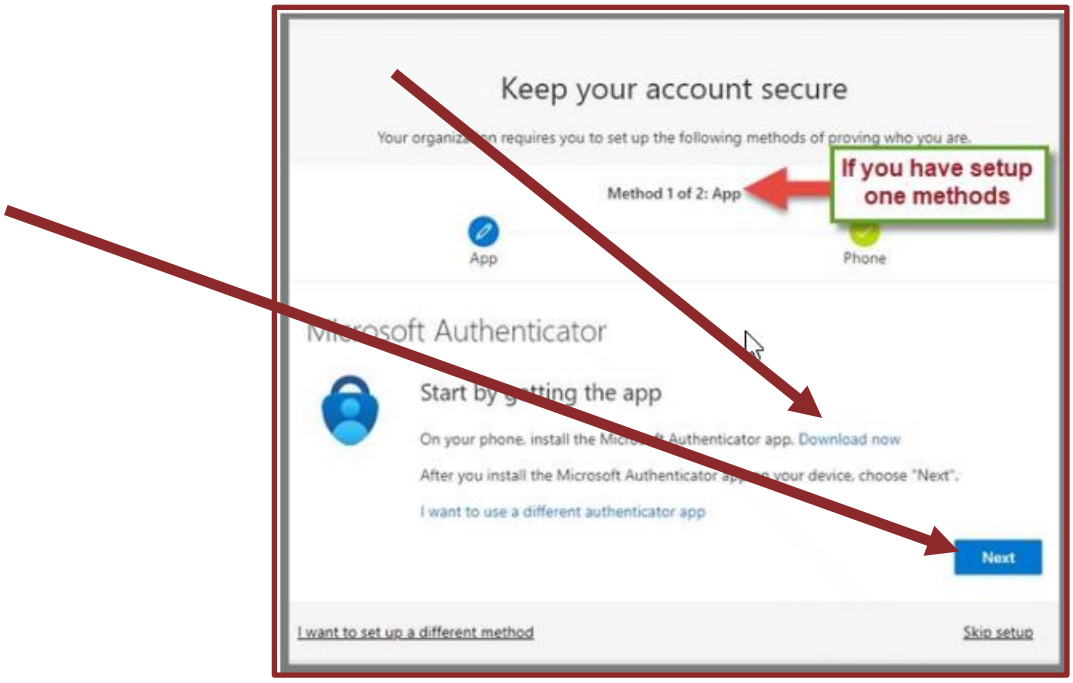
Below are the steps to register and configure your password recovery methods:

Step One: Register for SSPR

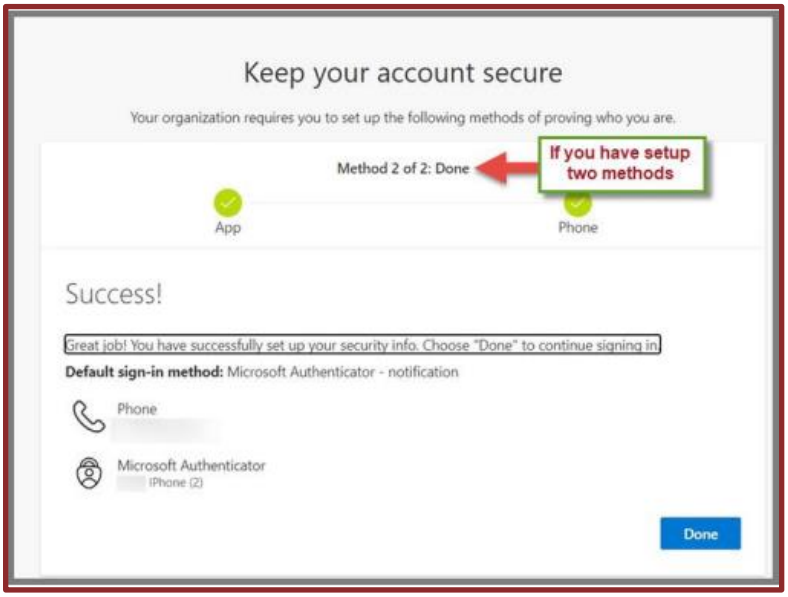
- Visit www.fortbendisd.gov and click on "Employee Portal" from the very top of the website
- This will bring you to the login screen for the Employee Portal, where you will be prompted with the message, Your Organization needs more information to keep your account secure, select NEXT. (You will have to use your district email address for your login)



You will start by downloading the app. Click on Download now, after you install the Microsoft Authenticator app on your smart device, choose next.



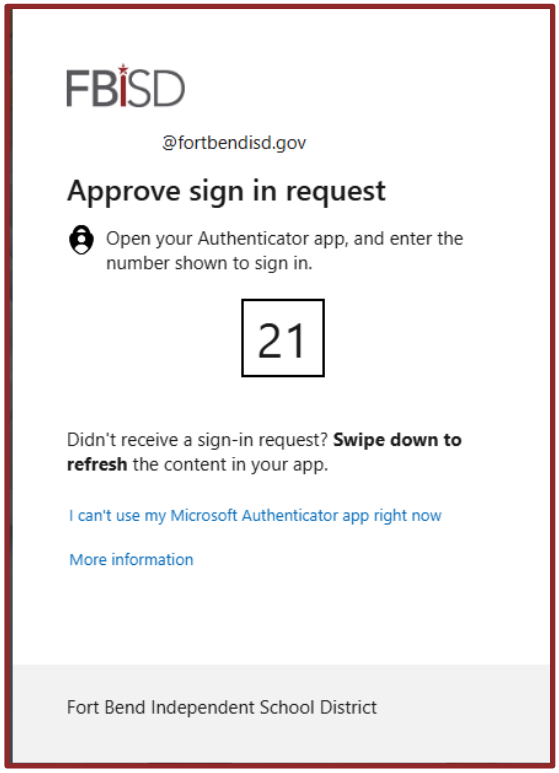
Once you have registered a minimum of two methods, you will see the following screen. Select Done. The district strongly recommends you configure all 5 methods; this will give you flexibility when one of the methods is not available. For configuring additional methods, go to step 2.

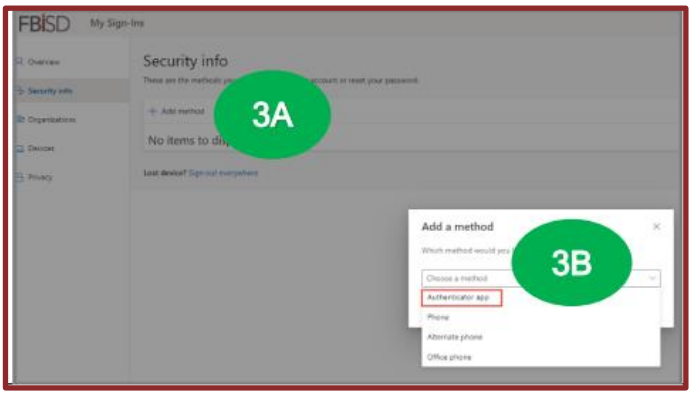


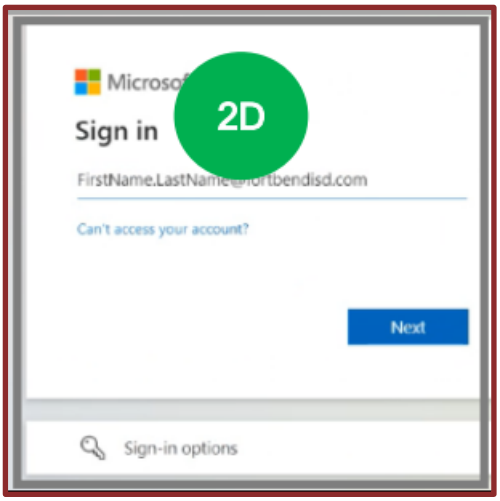
Step 2: Add Additional Methods

On your computer type https://aka.ms/mysecurityinfo to view, change or add additional methods. If you have already configured at least one method to authenticate, you may be prompted to Approve sign in request on your mobile device (first screen shot below). If you are already signed into one of the Microsoft 365 applications on your computer, you will be taken directly to the Security Info screen (second screen shot below). Otherwise, you will be presented with the screenshot 2D. Got to 3A if that is the screen you see, otherwise proceed to 2D.

Enter your district email account which is your firstname.lastname@fortbendisd.gov (if you have a common name, your email address may be different, you should have received your email when you claimed your account). Enter the 16-character password you created when you claimed your account

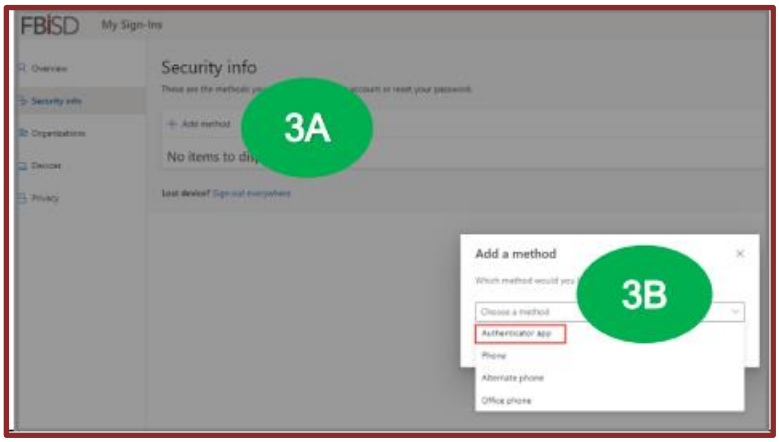






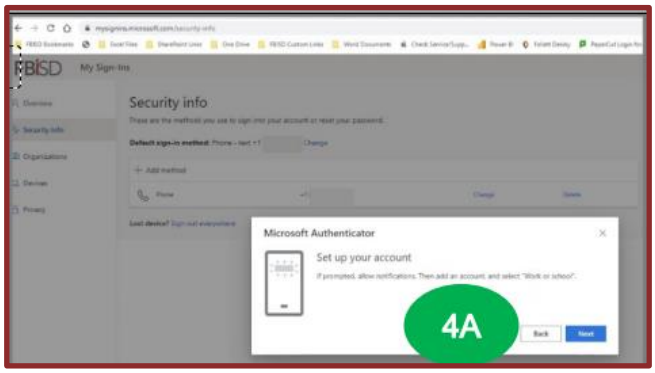
Step 3: Add Method – Authenticator App from your computer

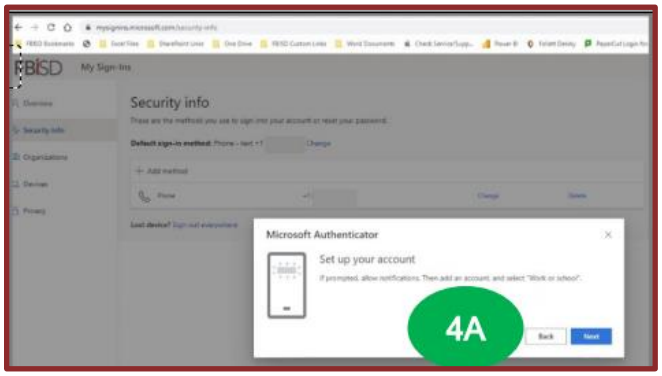
Click Add Method and select Authenticator App and click ADD



Step 4: Configure Authenticator App on your Computer

Select Next again from the Set Up Your Account page. The Scan the QR Code page will be displayed



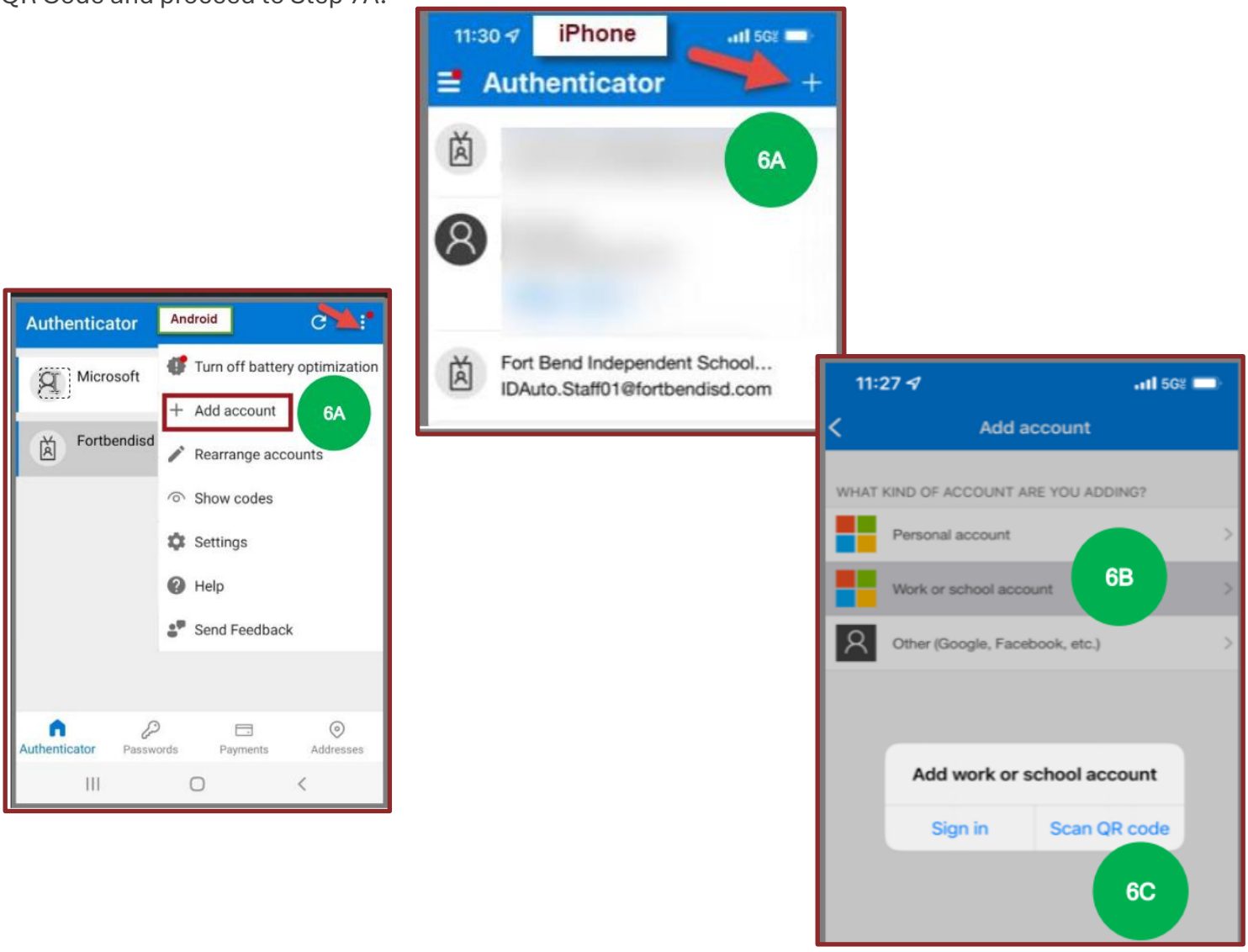


Step 5: Download the Microsoft Authenticator App onto your Mobile Device

Depending on your mobile device, go to Google Play or App Store to download the Microsoft Authenticator App on your phone/tablet. After you have completed downloading the Microsoft Authenticator App on your mobile device, proceed to step 6. If you already have the Microsoft Authenticator App on your mobile device, proceed to Step 6

Step 6: Open the Microsoft Authenticator App on your Mobile Device

Open the Microsoft Authenticator App on your mobile device and select the **Plus Sign** (for iPhone) or **three dots menu** (for Android) at the top right corner to **Add Account**. **Select Work or School Account**. Select Scan QR Code and proceed to Step 7A.

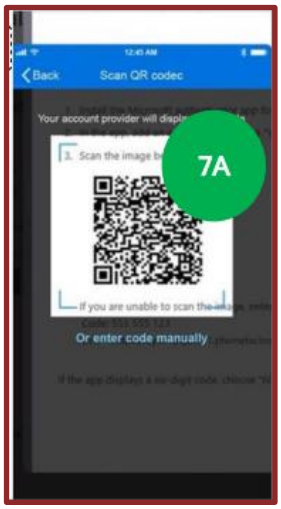


Note: If this is the first time you are setting up the Microsoft Authenticator app, you might receive a prompt asking whether to allow the app access to your camera (iOS) or to allow the app to take pictures and record video (Android). You must select allow so the Authenticator App can access your camera to take a picture of the QR code in the next step.

Step 7: Scan the QR code

(7A) From the Authenticator App on your mobile device, scan the QR code on your computer screen when prompted and select **Next** after scanning. **(7B)** The Authenticator App will send a notification to your mobile device. **(7C)** On your mobile device, select **Approve** to complete the configuration. **Only approve notification you initiated**. **(7D)** On your computer on the **Microsoft Authenticator** page **Notification approved** message will be displayed. Select **Next**.



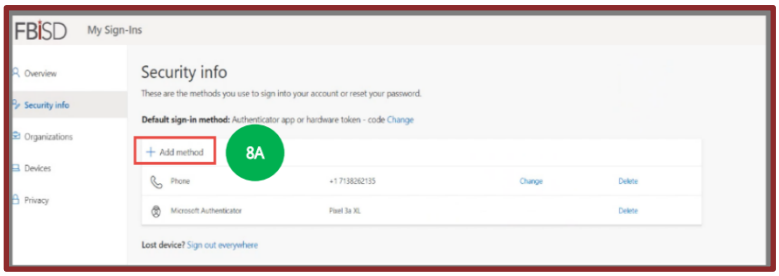






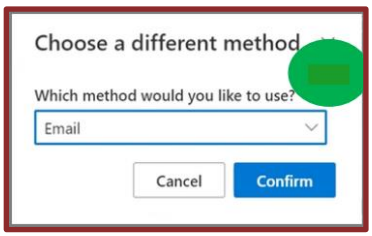
Step 8: Add Alternative Phone #s – Perform the step from your computer

(8A) On your computer if you are not logged in, access the website, https://aka.ms/mysecurityinfo and enter your district email information (example: firstname.lastname@fortbendisd.gov enter your password. Select Add Method to add Alternate Phone # and follow the prompts. You will receive a phone call on the phone number you entered. Follow the instructions to complete the process.



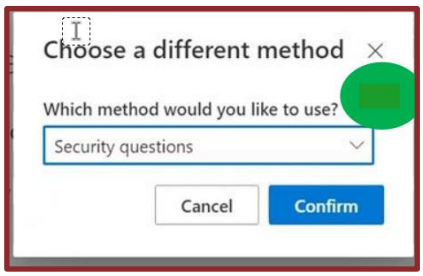
Step 9: Add Email

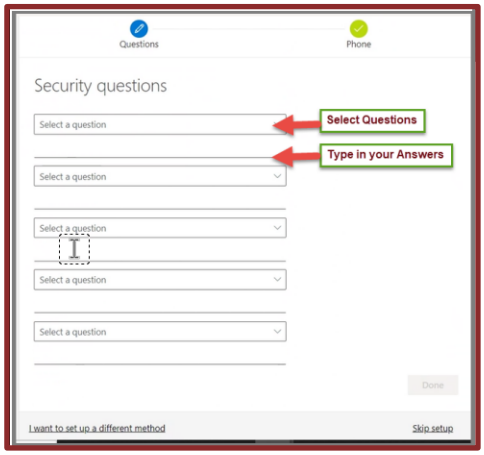
For adding Email option, follow step (**8A)** from above. If you are not logged in to the Security Info page. Select **Add Method** and **add Email** form the dropdown menu and type your personal email address and select **Next.** The system will send you an email with the code. Type in the code and select **Next**.



Step 10: Add Security Questions

For adding Security Questions Option, follow step (**8A)** from above if you are logged into the Security Info page. Select Add Method to add Security questions. Select your questions from the drop down and type in your answers. Total of 5 questions and answers need to be completed. After you have registered all 5 methods, verify all your phone numbers and methods correctly reflect on the Security page.



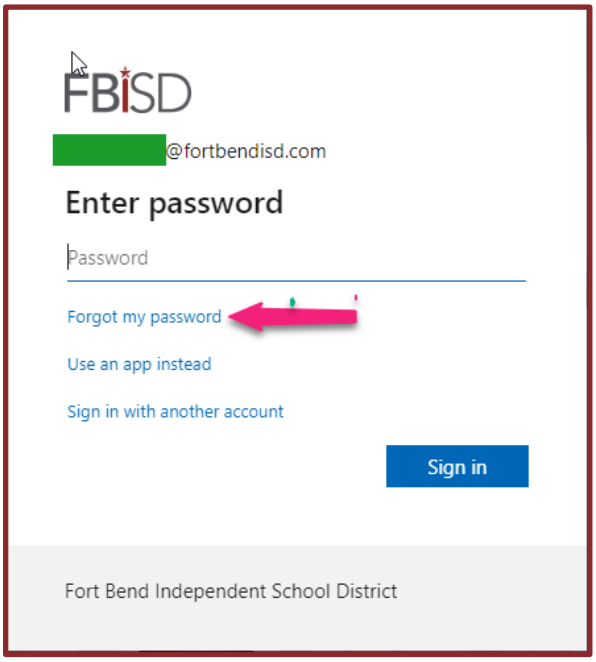


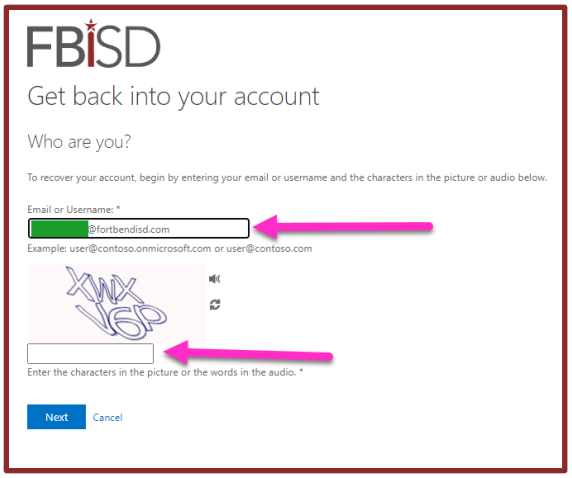
This completes the registration of Self -Service Password Reset (SSPR). If you need to recover or change your password in the future, follow the instructions stated in step 11 and 12 respectively.

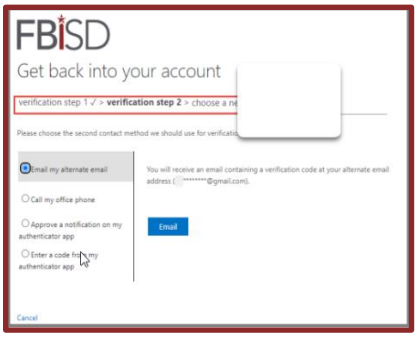
You will now proceed to the information for accessing your eLearning account to complete online Substitute Orientation.

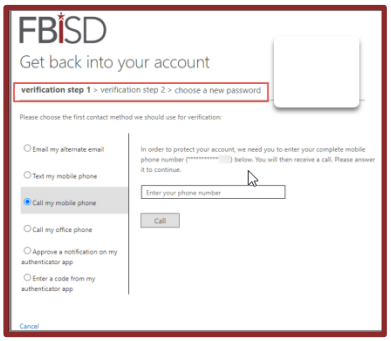
Step 11: How to recover forgotten password via Microsoft Sing In

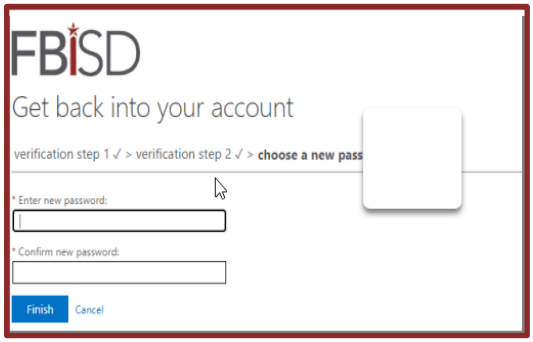
From the sign in window, click Forgot My Password. For your protection, Microsoft must verify your identity before you can proceed with resetting your password. Enter your username and the characters in the picture and select Next. Select your verification step 1. You will be prompted to select your verification step 2. After successfully completing the two verification steps, you will be able to set your new password.





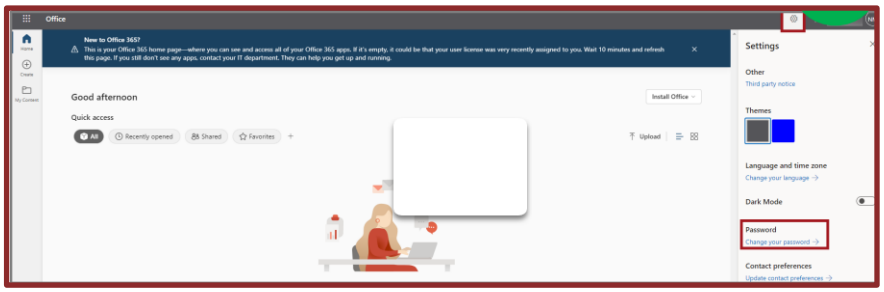






Step 12: How to Change Password from Microsoft 365 Portal

Sign into Microsoft 365 and click on the setting icon on the upper right and click on Change your Password. At the **change** password screen, enter your **old password**, **new password** and **confirm password**.





How To Access eLearning – Substitute Orientation/Annual Staff Training

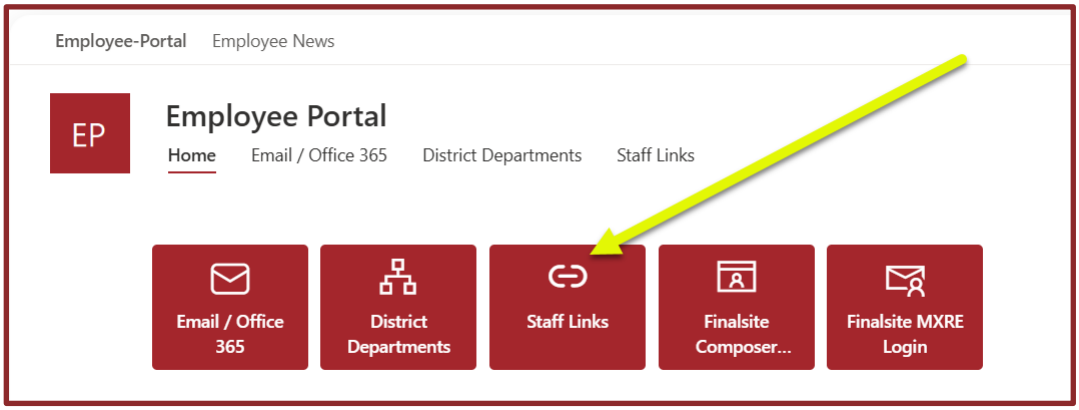
Purpose: You must complete Substitute Orientation before you will be able to begin accepting jobs.

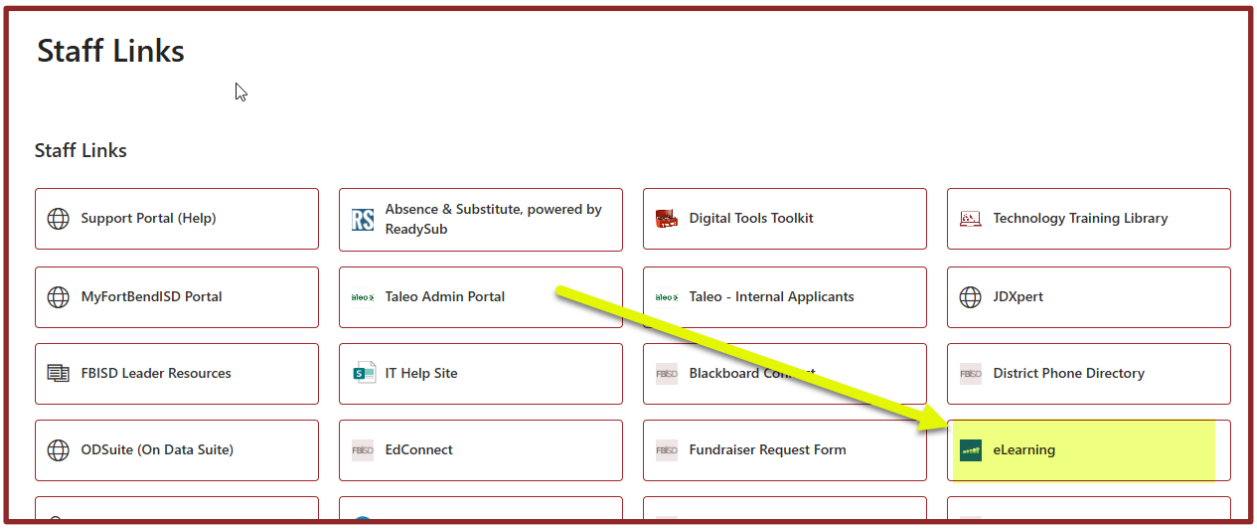
Below are the steps for locating, accessing and finding the course in eLearning:

Step 1: How to Log In to eLearning

Visit www.fortbendisd.gov – Click on Employee Portal, this will take you to the Employee Portal. From the Employee Portal, click on Staff Links. You will be taken to the Staff Links page, where you will click on the eLearning tab.

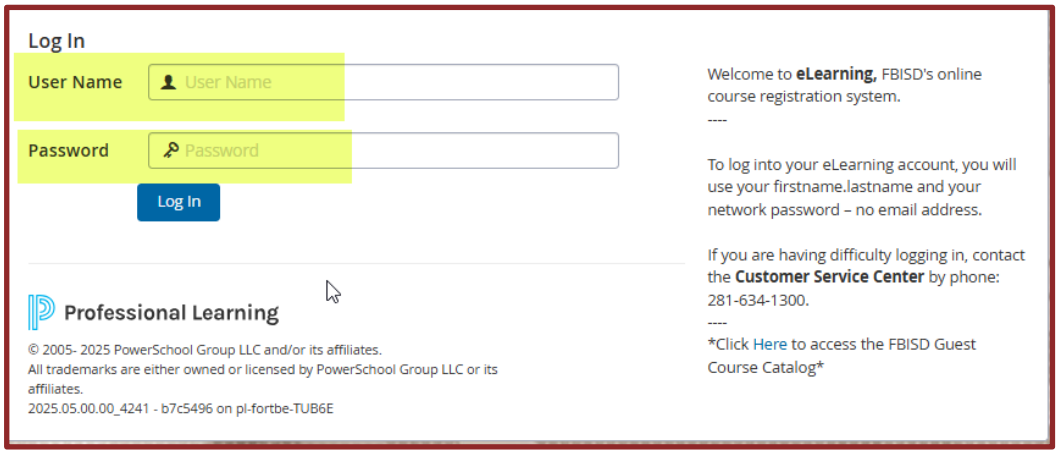






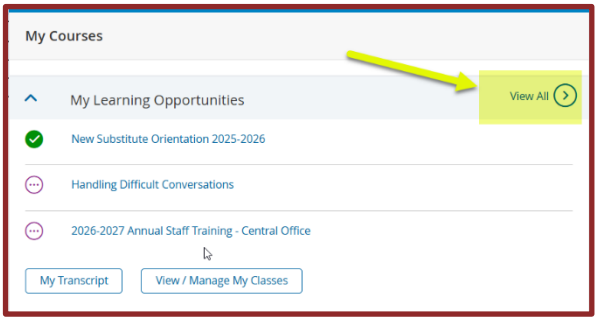
Step 2: How to Login to eLearning

Once you have clicked on eLearning, you will be taken to the login screen. You will login by using your username (which was provided to you during the Claim Staff Account process) and the same 16-character password you created during the same Claim Staff Account process. (Example: Username – patricia.lutz Password: xxxxxxxxxxxxxxx. **Notice** you do **NOT** use your district email account for your Username.



Step 3: Finding the Substitute Orientation

When you log in to your eLearning account, you will be on your Home Dashboard page. You will see My Courses on the right side of the screen. Under My Course, you will find the Substitute Orientation. First click on Substitute Orientation Videos – Step 1, then click on each video to watch the Substitute Orientation and the Safety and Security Training. Once you have watched both videos, you will click on Substitute Orientation at the top of the screen, then click on QUIZ – Step 2. Click here to take the quiz.





Note: It can take a few seconds to a minute for the page to load.

You must successfully complete New Substitute Orientation (NSO) and pass the required quiz before you are eligible to begin accepting substitutes assignments. Your ReadySub account will be placed on hold until the Substitute Team confirms that you have completed Orientation and passed the quiz. Completion reports are reviewed daily to verify participation and successful completion. Once your completion has been verified, your ReadySub account will be released, and you will receive a notification in your personal email account confirming that you are eligible to begin accepting substitute assignments.

How To Access My Self-Serve – Employee Electronic Personnel File

Purpose: My Self-Serve serves as your electronic personnel file and employee self-service portal. Within five (5) days of your Onboarding date, you must log in to My Self-Serve to review, update, and/or confirm the following information:

- **Personal contact information** (address, phone number, and personal email address)
- **Ethnic Declaration** – this is necessary for state reporting
- **Direct Deposit** – pay is received through Direct Deposit (Mandatory)
- **W4 Set up/W2 Electronic Consent** – make sure your W4 information is correct. You can also consent to receive your W2 electronically if you wish
- **Pay Stubs** – where you will obtain your pay stubs
- **Address**
- **Emergency Contact Information**
- **Letter of Assurance** – to be signed at the end of every school year for the coming school. (email communication is sent when form is available)
- **Exit** – should you decide to end your employment with FBISD, you will need to submit an Exit Form

It is your responsibility to ensure all information in My Self-Serve is accurate and current. Failure to update or confirm required information may delay payroll processing or other employment-related services.

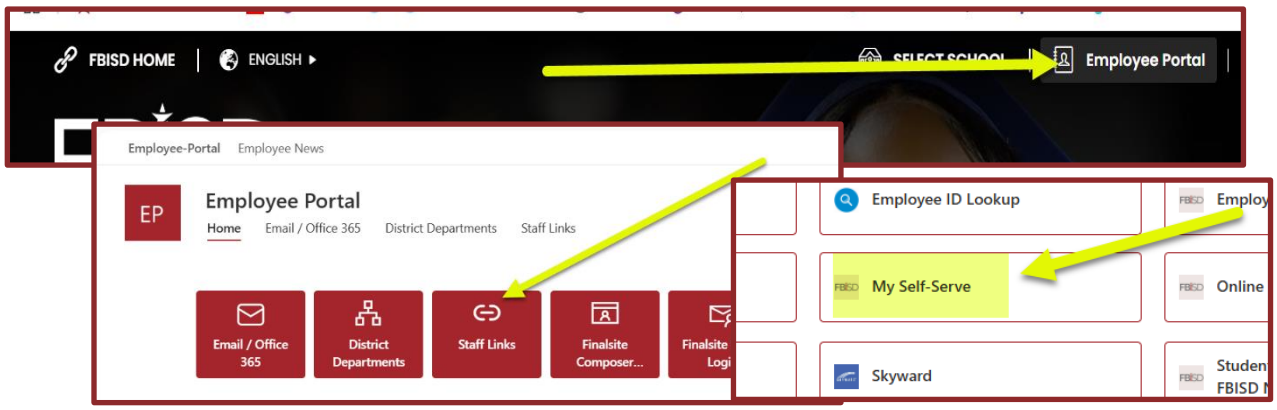
Important: You should continue to update My Self-Serve throughout your employment whenever your personal information changes.

Step 1: Accessing My Self-Serve

My Self-Serve is accessed through the Employee Portal

1. Visit www.fortbendisd.gov
2. Select Employee Portal from the top right of the screen
3. This will open the Employee Portal
4. Select Staff Links, click the My Self-Serve icon
5. Login using your district credentials to access your electronic personnel file

Note: Within five (5) days of your Onboarding date, you must log in to My Self-Serve to review and confirm your personal information, payroll information, and required employment records.

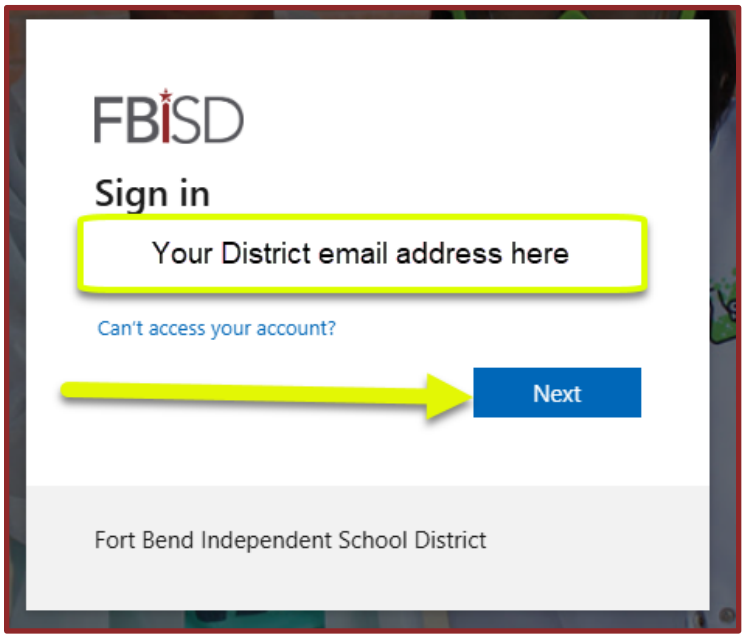


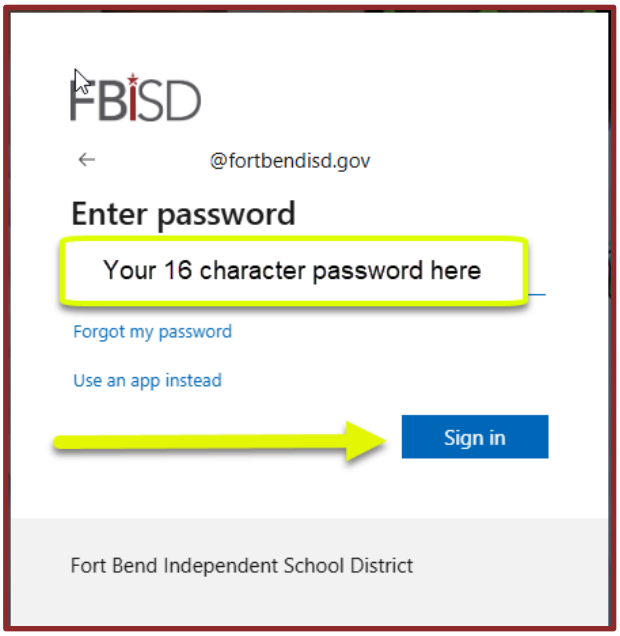
Step 2: Logging in to My Self-Serve

After selecting the My Self-Serve icon from the Employee Portal

1. Enter your FBISD username and password
2. Click Sign In to access your My Self-Serve account
3. Upon logging in, you will have access to your electronic personnel file and employee self-service information

Note: If you have trouble logging in, ensure you have completed the account activation process provided above. Account access may take time to become available after your employee record has been processed





Step 3: Accessing and Updating Required Information in My Self-Serve

Ethnic Declaration

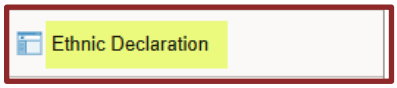
The Ethnic Declaration form must be reviewed and confirmed or updated within five (5) business days of your effective hire date

To access and update your Ethnic Declaration:

1. Log in to My Self-Seve
2. From your My Self-Serve Dashboard, select the FBISD Self Service tab
3. Click Ethnic Declaration
4. Review your information and make any necessary updates
5. Save your changes to ensure your record is current

Important: It is your responsibility to verify that your Ethnic Declaration information is accurate and completed within the required timeframe. Failure to do so may result in your employee record being incomplete. Ethnic Declaration information must be reported to the state; therefore, it must be accurate.





Payroll Information in My Self-Serve

Direct Deposit

Direct Deposit is required for all Fort Bend ISD employees

Upon hire, your first paycheck, and possibly your second paycheck, may be mailed to your address of record before direct deposit becomes active

To set up or update your Direct Deposit:

1. Log in to My Self-Serve
2. From your dashboard, select the Payroll tab
3. Select the Direct Deposit tab
4. Click the + (plus) sign to add a new account
5. Enter your banking information and save your changes

Tax Withholding

The Tax Withholding section allows you to determine the amount of federal income tax withheld from your paycheck.

To review or update your tax withholding elections:

1. Log in to My Self-Serve
2. Select the Payroll tab
3. Choose Tax Withholding
4. Complete the required information and submit your elections

Important: It is your responsibility to ensure your tax withholding information is accurate

W-2/W-2c Consent

If you would like to receive your annual W-2 electronically rather than waiting for a paper copy in the mail, you may provide electronic consent

To enroll:

1. Log in to My Self-Serve
2. Select the Payroll tab
3. Click W-2/W-2c Consent
4. Review and submit your consent election

Employees who elect electronic delivery can typically access their W-2 form sooner than those waiting for mail delivery

Paychecks

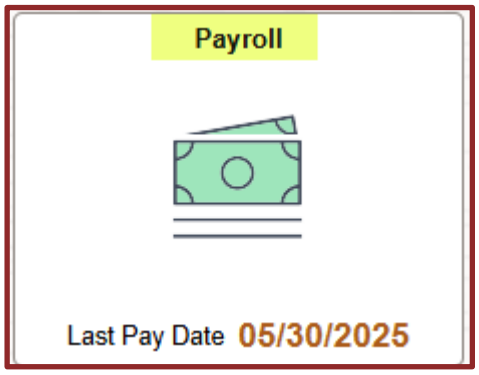
You can view and print your paycheck information through My Self-Serve

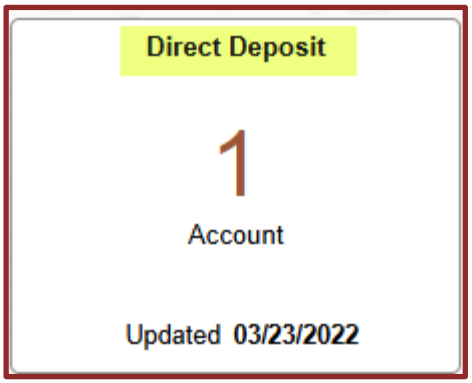
To access your pay stubs:

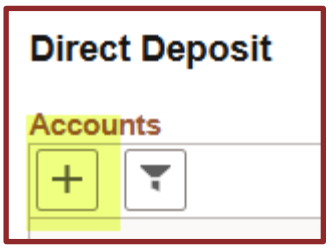
1. Log in to My Self-Serve
2. Select the Payroll tab
3. Click Paychecks
4. Choos the desired pay date to view or print your pay stub

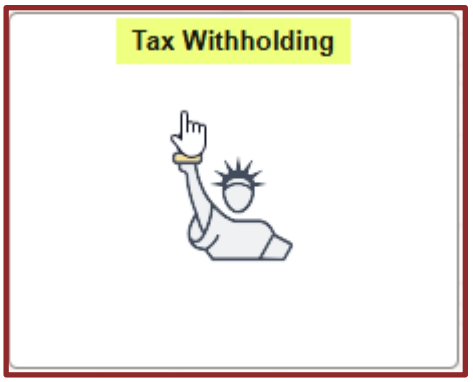
Note: Pay stubs remain available in My Self-Serve for future reference throughout your employment

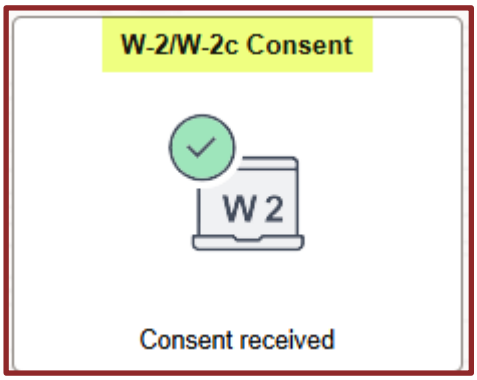
(Pictures below)

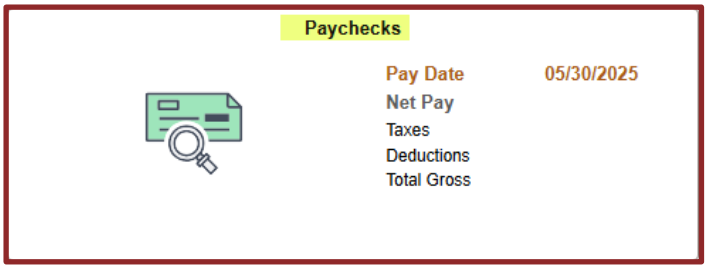












Personal Information in My Self-Serve

Address Information

It is important to verify that your address of record is accurate and update it whenever changes occur. Your home address is used for official district correspondence, including payroll and tax documents

To review or update your address:

1. Log in to My Self-Serve
2. From your dashboard, select the Personal Details tab
3. Select Address
4. Your current address, as provided on your employment application, will be displayed
5. If updates are needed, select the > (arrow) symbol to view your address details
6. Update the information as necessary and save your changes

Important: Employees are responsible for keeping their address information current in My Self-Serve

Contact Details

You can also review and update your personal contact information in My Self-Serve

To update your contact information:

1. From the Personal Details tab, select Contact Details
2. Review your phone number(s) and email address(es)
3. Make any necessary changes and save your updates

Keeping your contact information current ensures that the district can reach you regarding employment, payroll, and substitute assignments

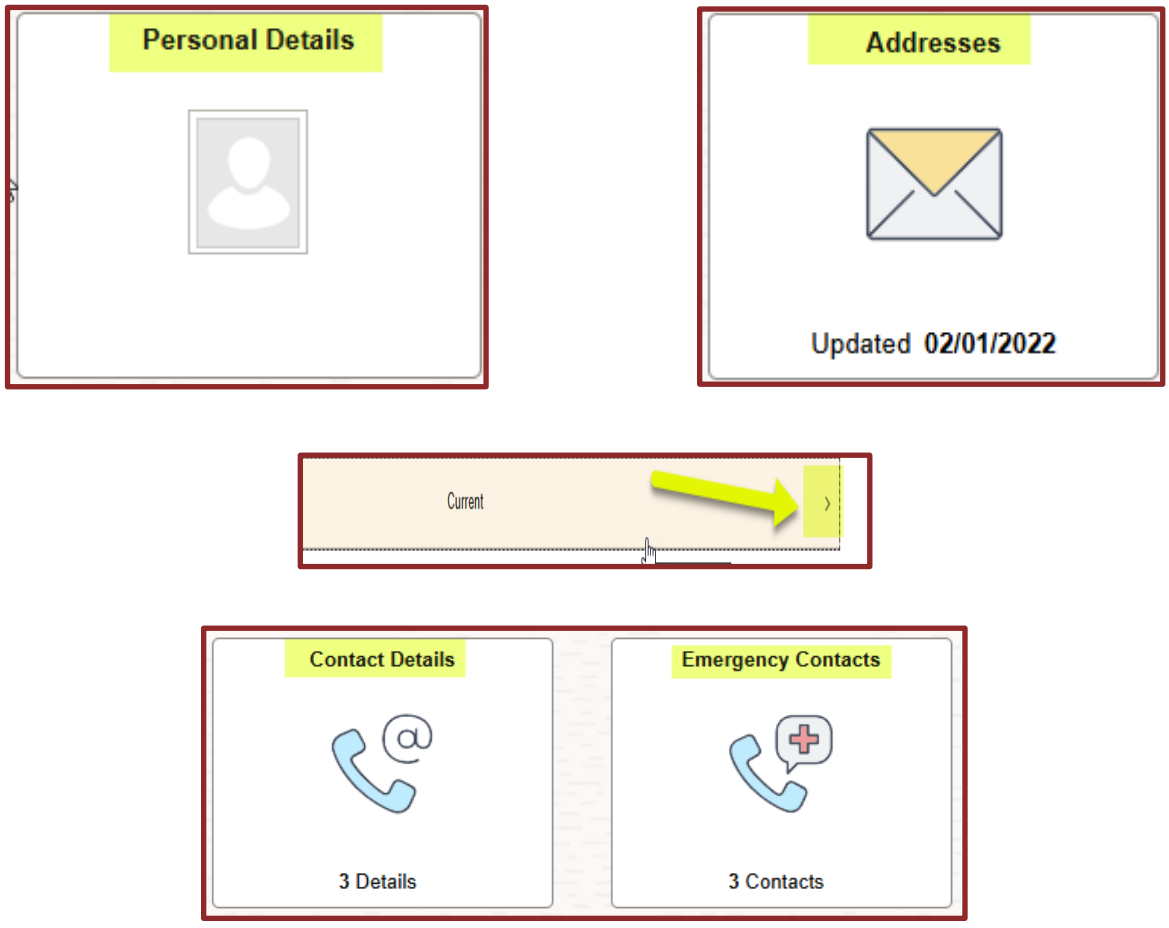
Emergency Contact Information

Emergency contact information should be reviewed and updated whenever changes occur

To review or update your emergency contacts:

1. From the Personal Details tab, select Emergency Contacts
2. Review your current emergency contact information
3. Add, modify, or remove contacts as needed
4. Save all changes

Important: In the event of an emergency while you are working, the district will use the information listed in My Self-Serve to contact your designated emergency contact(s). Please ensure this information remains accurate and up to date



Employee E-Forms

Letter of Assurance

The Letter of Assurance (LOA) is an electronic form that eligible substitutes must complete at the end of each school year. By accepting and signing the Letter of Assurance, you are indicating your intent to return and work as a Substitute during the following school year

If you do not plan to return, you should decline the form and submit an Exit

Important information regarding the Letter of Assurance is sent to your district email account during the month of May

To access the Letter of Assurance:

1. Log in to My Self-Serve
2. Select the FBISD Self Service tab
3. Click Employee E-Forms
4. Open and complete the Letter of Assurance form
5. Submit your response

Important: Completing the Letter of Assurance helps the district determine substitute staffing needs for the upcoming school year

Exit Form

If you decide not to return to Fort Bend ISD or wish to separate from the district at any time, you can complete an electronic Exit Form through My Self-Serve

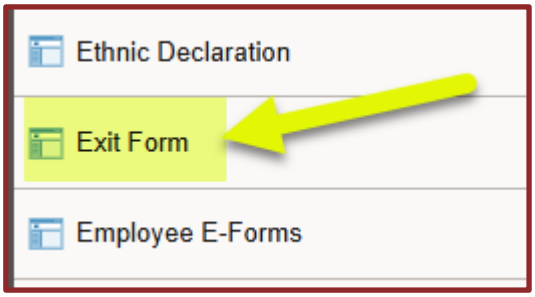
To access the Exit Form:

1. Log in to My Self-Serve
2. Select the FBISD Self Service tab
3. Click Employee E-Forms
4. Select the Exit Form
5. Complete and submit the form according to the instructions provided

Submitting an Exit Form helps ensure your separation from the district is processed accurately and that any necessary employment records are updated







For assistance logging into your My Self-Serve Account, please contact the Customer Service Department by calling, 281-634-1300. You will be required to provide your Employee ID number and the last 4 digits of your Social Security Number

How To Access Outlook – Employee Email Account

Purpose: As a substitute, you must often check your district email account for updates and information from the Substitute Team as well as the district. You must access your email account to obtain your login information for ReadySub, which is the account you will use to accept subbing jobs.

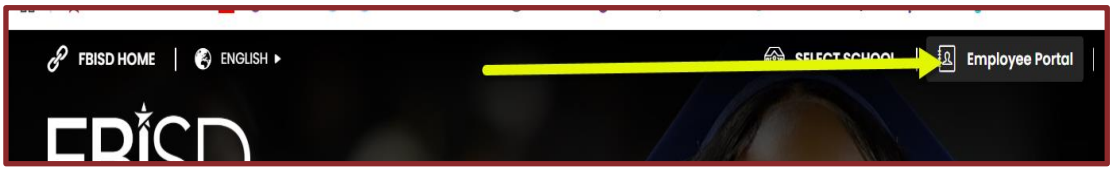
Step 1: Accessing Your District Outlook Email

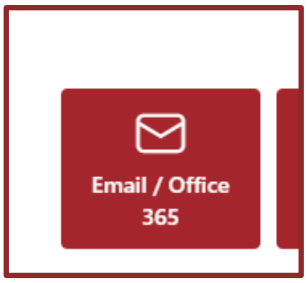
Your Fort Bend ISD Outlook email account can be accessed through the Employee Portal

1. Visit www.fortbendisd.gov
2. Select Employee Portal from the top right of the screen
3. This will take you to the Employee Portal
4. Select the Email/Office 365 icon – Outlook will open, allowing you to access your district email account

Important: Your district email account is the official method of communication between you and Fort Bend ISD. You are responsible for regularly monitoring your Outlook inbox for important information regarding assignments, payroll, training requirement, district announcements, and Substitute Office communications

Tip: Check your district email frequently to ensure you do not miss time-sensitive information or required actions





Step 2: Locate Your ReadySub Welcome Email

Your ReadySub Welcome Email contains the temporary login credentials and instructions needed to activate and access your ReadySub account

Because you may have multiple emails waiting in your inbox, it is recommended that you use the Outlook search feature to quickly locate the message

1. Open your district Outlook email account
2. In the search bar at the top of the inbox, type “Welcome”
3. Locate the ReadySub Welcome Email in the search results
4. Open the email and carefully follow the instructions provided to activate your ReadySub account and create your login credentials

Important:

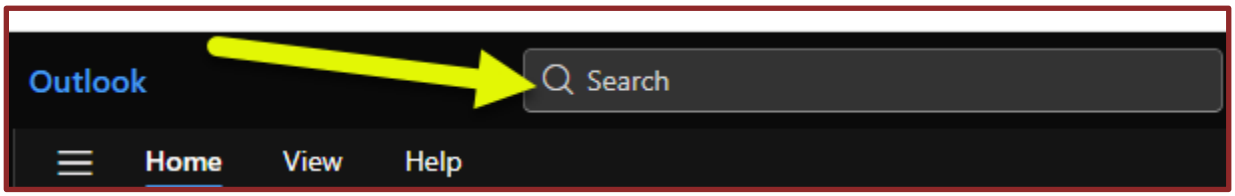
- You must follow the instructions contained in the Welcome Email to gain access to your ReadySub account
- If you cannot locate the email in your inbox, check your Junk or Spam folder before requesting assistance
- Do not create a new account or attempt to access ReadySub without using the information provided in the Welcome Email

Need Assistance?

If you are unable to locate the ReadySub Welcome Email after checking both your inbox and junk/spam folders, contact your assigned Substitute Team Advisor by email for assistance

Please contact the correct Substitute Team Advisor based on the alphabetical split of your last name

Tip: When requesting assistance, include the full name and employee ID number to help expedite the process



You should now review the information regarding how to locate, access, and use your ReadySub account

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How To Access ReadySub – Absence & Substitute System

Purpose: ReadySub is the system used to search for, accept, and manage substitute assignments. As a Substitute, it is your responsibility to regularly monitor your ReadySub account to ensure your assignments are accurate and up to date

You should log in to ReadySub frequently to:

- Search for available substitute assignments
- Accept and manage assignments
- Verify that you are assigned to the correct jobs
- Review assignment details, including campus location, dates, and job information
- Confirm that your accepted assignments have not been canceled or modified

Important: It is your responsibility to verify the status of your assignments before traveling to a campus. While cancellation notifications may be sent, teachers and campus staff can cancel assignments prior to the start of the job. Checking ReadySub before leaving for an assignment helps ensure that the job is still active.

Regularly monitoring your ReadySub account will help you stay informed of available opportunities and ensure a successful substitute experience with Fort Bend ISD

Initial ReadySub Login

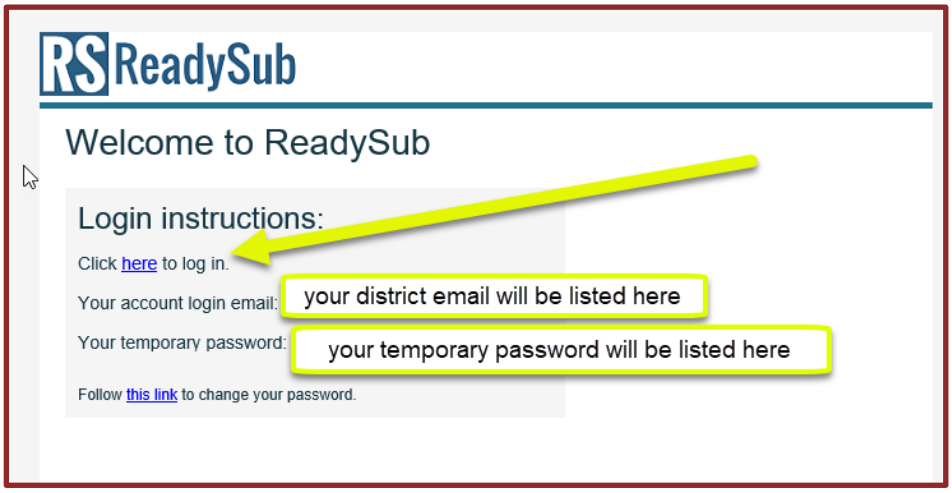
Your initial ReadySub login information will be sent to your district Outlook email account in a Welcome Email from ReadySub

1. Login to your district Outlook email account
2. Locate the ReadySub Welcome Email from noreply@readysub.com
3. Open the email and review the instructions provided
4. Use the temporary login credentials included in the email
5. Click the ReadySub link provided in the email to access the system for the first time
6. Follow the prompts to complete the login process and establish your account credentials

Important:

- The Welcome Email contains the temporary login information required to access ReadySub
- If you cannot locate the email in your inbox, be sure to check your Junk or Spam folder
- You must complete the steps outlined in the Welcome Email before you can access your ReadySub account and begin using the system

Need Assistance? If you are unable to locate the ReadySub Welcome Email after checking your inbox and Junk/Spam folders, contact your assigned Substitute Team Advisor by email for assistance. Be sure to contact the appropriate advisor based on the alphabetical assignment of your last name.

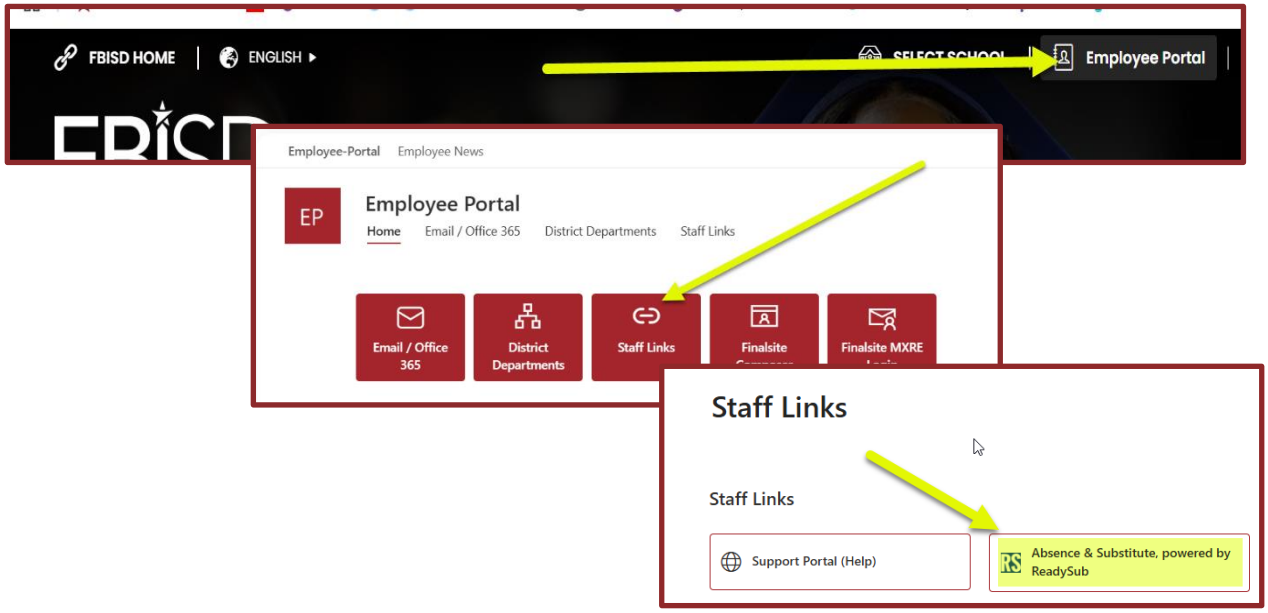


Step 1: How to Locate ReadySub

ReadySub can be accessed through the link provided in your ReadySub Welcome Email or by visiting the district website to locate the ReadySub website

To locate ReadySub:

1. Visit www.fortbendisd.gov
2. Select Employee Portal from the top of the screen
3. This will open the Employee Portal
4. Select Staff Links, click the Absence & Substitute, powered by ReadySub icon
5. Login using the information you updated from the temporary login



My Account Page

The My Account page in ReadySub contains three tabs that allow you to view and manage your account information:

- **Profile Tab**
- **Organization Tab**
- **Notifications Tab**

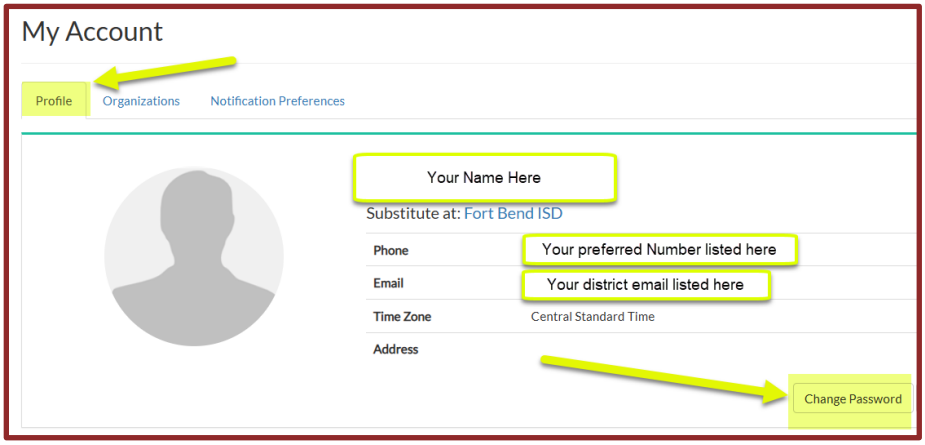
Profile Tab

The profile tab contains your personal account information, including:

- Name
- Preferred contact phone number
- District email address

You may also update your ReadySub password from the Profile tab if you wish to change your login credentials

Important: Keep your contact information current to ensure you receive important information and assignment notifications

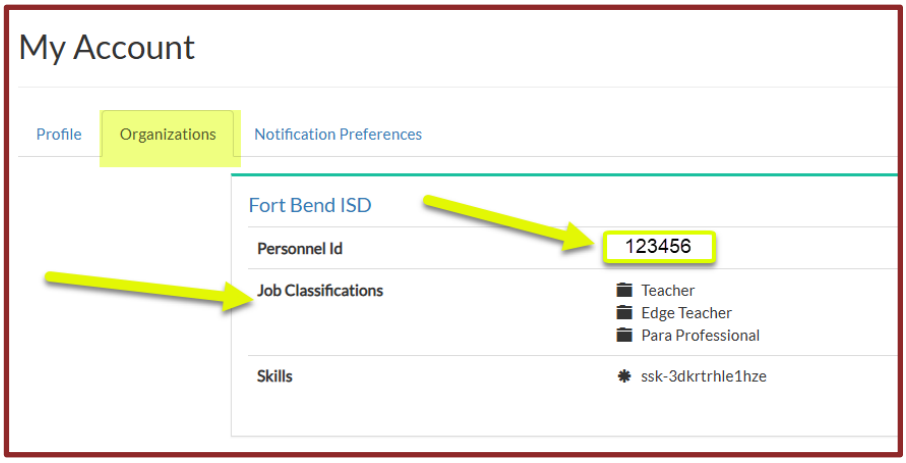


Organizations Tab

The Organizations tab provides information about your employment with Fort Bend ISD, including:

- Employee ID number
- Current job classification

Your job classification may change if you are working in a long-term assignment or serving in a different substitute role



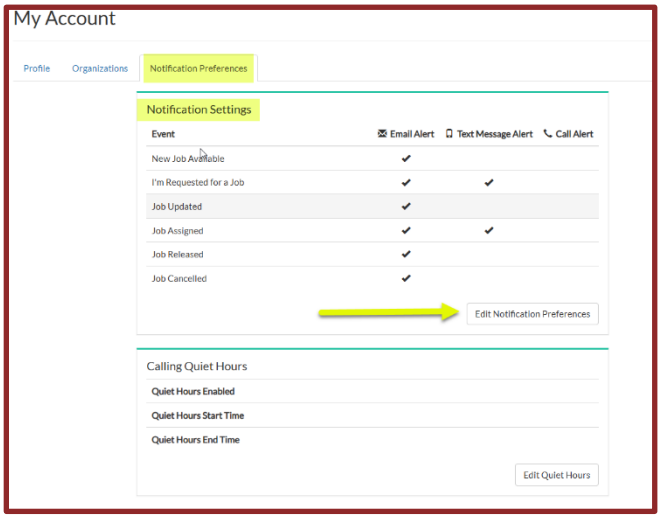
Notifications Tab

The Notifications tab allows you to customize how you receive assignment notifications from ReadySub

Depending on your preferences, you may choose to receive notifications through available methods such as:

- Email notifications
- Text message notifications
- Phone call notifications

Review your notification settings regularly to ensure you are receiving assignment opportunities in a manner that best meets your needs



Dashboard

The Dashboard is the main area of ReadySub and is where you will manage your substitute assignments. From the Dashboard, you can search for available jobs, view assignments you have accepted, monitor upcoming jobs, and review assignments you have completed

To access the Dashboard:

1. Log in to ReadySub
2. Select Dashboard from the top of the screen

The Dashboard allows you to:

- Search for available substitute assignments
- Accept available jobs
- View jobs you have accepted
- Review assignments to which you have been assigned by a campus
- Monitor upcoming assignments
- View your assignment history and previously worked jobs
- Verify assignment details, including dates, times, and campus locations

Important: You should regularly review your Dashboard to ensure your assignments are accurate and remain active. It is your responsibility to verify assignment information before reporting to a campus, as assignments may be modified or canceled prior to the start of the job

Tip: Make checking your Dashboard part of your daily routine, especially on workdays, to stay informed of assignment changes and new job opportunities



Week at a Glance

The Week at a Glance section on your ReadySub Dashboard provides a weekly view of your assignments

From this view, you can:

- See the substitute assignments you are currently scheduled to work during the selected week
- Review past assignments you have completed
- View future assignments you have accepted or been assigned to
- Navigate between weeks to monitor your work schedule and assignment history

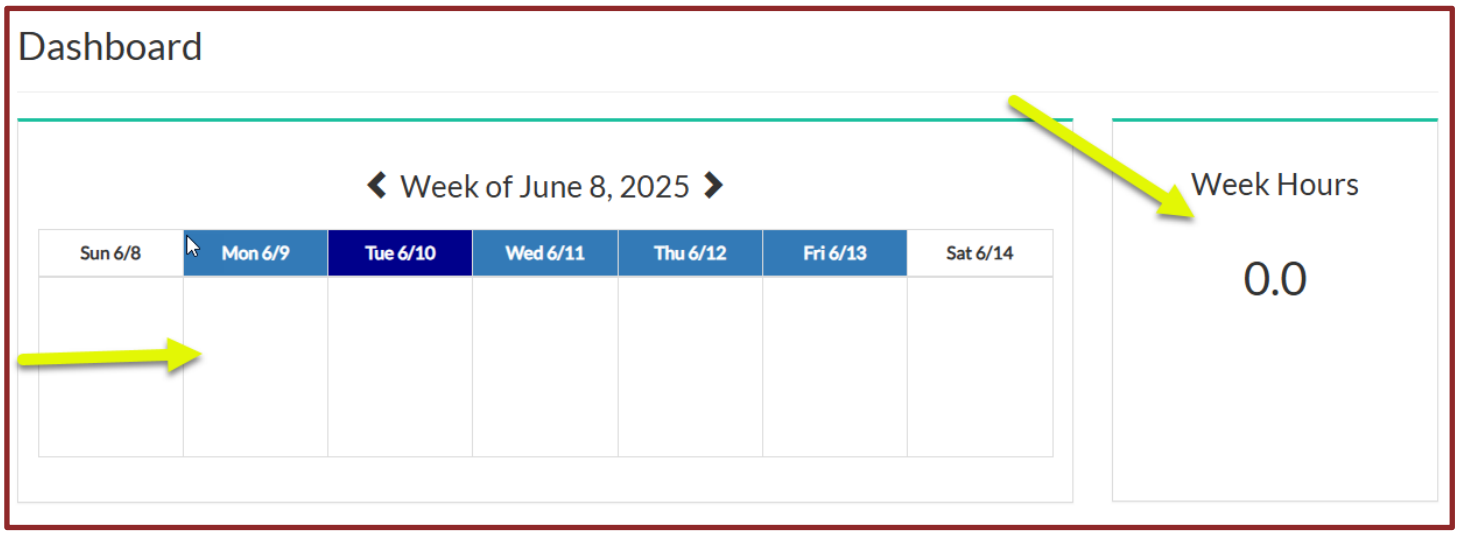
Important: The Week Hours displayed on the screen are used for system calculation purposes only and should not be sued to determine your pay

Fort Bend ISD substitutes are paid by the assignment day, not by the number of hours displayed in ReadySub. Therefore, the Week Hours total may not accurately reflect your compensation

Tip: Review your Week at a Glance regularly to verify that:

- Your assignments are showing correctly
- Assignment dates and locations are accurate
- You have not been removed from or reassigned to a different assignment
- Any future jobs you plan to work remain active

Regularly checking your schedule helps prevent assignment conflicts and ensures you have the most current information before reporting to a campus



Nonwork Days for Substitutes

The following identified days during the 2026-2027 school year do not require substitute coverage. Student Early Release Days are also included in this list.

Substitutes who accept assignments on Early Release Days will be compensated at a half day-rate. Please note that substitutes are not eligible for pay on the designated non-working days listed.

An exception applies to substitutes who work in long-term assignments: if a Campus Administrator requests their presence on one of these days, they will be compensated accordingly for the day.

2026-2027 Holiday/Student Holidays/Early Release

July 30 – July 31	District Professional Learning Days/No Students
August 3	Teacher Workday/No Students
August 4 – 7	Professional Learning Day/No Students
August 10	Teacher Planning Day/No Students
August 11	First Day of Classes 1st Semester
September 7	Student/Teacher Holiday/Labor Day
September 24	Early Release – Elementary
September 25	Professional Learning Day/No Students
October 9	Teacher Planning Day/No Students
October 12-16	Student/Teacher Holiday
November 23-27	Student/Teacher Holiday
December 17	Early Release – MS/HS
December 18	Early Release/All Students
December 21-31	Student/Teacher Holiday/Winter Break
January 1	Student/Teacher Holiday/New Year's Day
January 4	Professional Learning Day/No Students
January 5	Teacher Planning Day/No Students
January 6	First Day of Classes 2nd Semester
January 18	Student/Teacher Holiday/Martin Luther King Jr. Day
February 11	Early Release – Elementary
February 12	Professional Learning Day/No Students
February 15	Student/Teacher Holiday/Inclement Weather Make-Up Day
March 5	Teacher Planning Day/No Students
March 8 – 12	Student/Teacher Holiday
March 26	Student/Teacher Holiday
April 30	Student/Teacher Holiday/ Inclement Weather Make-up Day
May 26	Early Release MS/HS
May 27	Early Release -All Students/Last Day for Students
May 28	Teacher Workday/ No Students
May 31	District Office and Campuses Closed/Memorial Day

Employment

Substitute Employment Expectations

Substitutes are required to work at least **two (2) times per month or ten (10) times per semester to maintain** active status with FBISD. The Substitute Team reviews work activity at the end of each semester to identify substitutes who have not met the minimum work requirement. Substitutes who fail to mee this requirement will be **terminated from employment**. This expectation is communicated to all substitutes during the **New Substitute Orientation**.

Substitutes who need extended time away from subbing due to personal reasons, but intend to return to the district, are required to notify the Substitute Team by emailing their Sub Team Advisor. Your Advisor will document the situation and temporarily remove the substitute's name from the required work report. Examples of qualifying situations include but are not limited to, surgical or illness recovery, maternity leave, extended travel, or caring for a sick family member.

The substitute must provide an **expected return date** when notifying the team. If the substitute does not return by the specified date and fails to communicate an updated return date, their employment will be **terminated**.

The nine-week grading periods are as follows:

- **First Semester** (August 11 through December 18)
- **Second Semester** (January 6 through May 27)

Annual Staff Training

Substitutes are expected to complete **Annual Staff Training**. As a newly hired employee, substitutes must complete this training within **45 days of their hire date**. The Substitute Team will enroll you in the training courses after you attend Onboarding.

Each year thereafter, substitutes are responsible for completing Annual Staff Training **before the district's specified deadline.** To stay informed about training requirements, substitutes should regularly check their FBISD email account for important updates and communication.

Assignment Commitment and Cancellation Guidelines

When you accept an assignment /job, you are making a professional commitment to the campus, staff, and students. Assignments should only be cancelled in the event of an emergency.

If an emergency occurs, you must cancel the assignment as soon as possible and **notify the school directly.**

Cancelling an Assignment in ReadySub

To cancel an assignment in the Absence and Substitute Management System **(ReadySub),** follow these guidelines:

- You must know the **specific Job ID** number
- Release the job immediately once you know you are unable to fulfill the commitment
- If cancellation occurs within 0-48 hours of the job start time:
    - You must call the school to inform them of the cancellation and reason

- If calling before or after school hours, leave a voicemail message stating that you are no longer available.

Important Reminders:

- When you accept a job, the **campus and students are relying on your attendance**
- Do not accept assignments far in advance if you are uncertain of your availability
- If you must cancel an assignment – even **weeks in advance** – you should notify the **campus and/or teacher**
- There is **no need to contact the Substitute Department** regarding assignment cancellation.

Reporting to Work

Arrival Times

It is important to become familiar with campus locations before accepting your first assignment. Campus locations can be found at the end of the Substitute Handbook.

The schedule below should be followed for arrival and dismissal times unless otherwise specified by the campus. Some long-term assignments or positions may require different arrival times.

Please note that specialized schools may have different schedules. Be sure to check ReadySub or contact the campus directly to confirm your start and end times for those locations.

LEVEL	FULL DAY	HALF DAY
High School	7:10 a.m. – 3:10 p.m.	7:10 a.m. – 11:10 a.m. 11:10 a.m. – 3:10 p.m.
Middle School	8:20 a.m. – 4:20 p.m.	8:20 a.m. – 12:20 p.m. 12:20 p.m. – 4:20 p.m.
Elementary School	7:50 a.m. – 3:50 p.m.	7:50 a.m. – 11:50 a.m. 11:50 a.m. – 3:50 p.m.

Be prompt and ready to begin your duties at the scheduled start time. If you anticipate being late, you must notify the school office as soon as possible so they can make appropriate arrangements.

You are expected to remain on campus until the end of the workday, including completing any assigned end-of-day duties for the teacher. Be sure to check with the campus administrator or front office for instructions regarding classroom access and other expectations.

When You Arrive at the Campus, Be Sure to Do the Following:

- Ensure your FBISD Substitute ID badge is always clearly visible. You must not be on campus without your Substitute ID badge.
- Display your Substitute Parking Permit by hanging it from your rearview mirror
- **Sign in on the Substitute Sing-In Sheet, recording your arrival time**, and picking up the Substitute Folder
- Receive direction, information (including procedures and keys), and instructions related to the campus and your assigned classroom
- Review applicable emergency and non-emergency procedures, including routes and expectations for weather events, fire drills, assemblies, field trips, and other situations

Classroom Etiquette

- Secure your personal belongings upon arrival Do not leave items unattended. You are responsible for keeping your belongings safe, as the district is not liable for lost or stolen items
- Write your name on the board for students to see
- Inform a neighboring teacher that you are assigned to the classroom for the day
- Review the lesson plans, materials, and any special procedures provided
- Use only the instructional materials provided by the teacher or other school personnel
- Locate and review emergency procedures and any specific student behavior intervention plans
- If the materials or supplies needed are missing, immediately contact the team leader, department head, or campus administrator

Confidentiality

- All student information is confidential. Sharing or disclosing this information with unauthorized individuals may result in termination of employment
- If you wish to substitute on your child's campus or in your child's classroom, you must first check with the campus principal or substitute coordinator. Approval from the principal is required before accepting an assignment at that campus
- If your child is the regular classroom teacher and you wish to substitute in their classroom, you must obtain approval from campus administration prior to accepting the assignment

During the School Day

- Follow the teacher's lesson plans to the best of your ability
- Always monitor students to ensure their safety and engagement
- Use positive reinforcement to encourage appropriate behavior
- Do not use physical contact to redirect student behavior
- Be fair, firm, and consistent when enforcing the teacher's classroom rules and consequences
- Maintain a positive attitude and use a variety of strategies to engage students – your passion is contagious
- Take immediate action if a serious accident occurs. Report the incident to administration right away and refer all first aid concerns to the school nurse
- Because you may not be aware of students' medical histories, allow students to visit the nurse when requested, even if symptoms do not appear serious

- Take attendance according to campus procedures
- Follow campus procedures for supervising and allowing student movement throughout the building

When the Assignment/Job Ends, Be Sure to Do the Following:

- Complete the Substitute Feeback form in ReadySub. (Instructions for completing this form are provided at the beginning of the handbook)
- Leave detailed notes for the teacher, including your phone number in case they have questions. In your notes, consider addressing the following:
    - What were you able to complete from the lesson plan?
    - What were you unable to complete, and why?
    - What, if anything, did you add to the lesson plan, and why?
    - Which students were especially helpful? (Be specific)
    - Were there any problems? (Provide specific details)
- Organize and leave the student work on the teacher's desk. If an answer key is provided and time allows, you may review student work
- Return all equipment and supplies to their proper storage areas. Leave the classroom clean and orderly. Encourage students to tidy their area before dismissal
- Re-lock any cabinets that were locked when you arrived
- Ensure students safely reach their bus or designated pick-up area, if applicable
- Follow campus procedures for supervising students during dismissal
- Leave the teacher's desk and classroom as you find them
- Sign out at the front office, including your departure time, and return any keys, folders, or materials
- Check with the campus to see if you are needed for the following day

Field Trips

- For day-to-day assignments, you should not be asked or required to attend filed trips
- During long-term assignments, you may be asked to attend a field trip if other arrangements cannot be made

Parking Permit

The district provides Substitute Parking Permits to all substitutes. Newly hired substitutes will receive their parking permit during onboarding. Keep your parking permit in a secure location and have it readily available to display from your rearview mirror while on campus. Replacement permits will not be issued annually unless the original is lost or damaged.

When properly displayed, your parking permit should help prevent you from being ticketed while working on any campus.

If your employment with FBISD ends, you must contact a member of the Substitute Team for instructions on returning your Substitute ID badge and parking permit.

It is important to sign the Substitute Sign-In Sheet each day. In the event you are removed from or not added to an assignment in the Absence and Substitute Management System (ReadySub), your signature verifies your presence on campus and confirms that you worked, if verification is needed.

Workplace Conduct

The following represent the minimum standards of conduct for substitutes. These standards are not intended to be all-inclusive, nor do they cover every possible situation.

Violations of these standards may result in corrective action, ranging from a verbal or written warning up to an including termination of employment. The level of corrective action will depend on the severity of the violation and the frequency of infractions.

Minimum standards of conduct include, but are not limited to, the following:

As a Substitute for FBISD, you are expected to:

- Abide by all federal, state, and local laws and statutes
- Maintain professional boundaries and relationships with all students, both inside and outside the classroom
- Do not take pictures or record students (including digital, photographic, video, or other electronic media)
- Refrain from the use or misuse of alcohol or drugs during any substitute assignment
- Silence your personal cell phone during instructional time and whenever students are present in the classroom
- Do not exchange phone numbers, social media accounts, or any personal contact information with students
- Personal items such as laptop computers, MP3 players, handheld video games, magazines, books, newspapers, and food or drinks (other than water) are not permitted in the classroom
- Follow all district policies and procedures related to social media, as outlined in Policy DH
- Perform the teacher's assigned extra duties, which may include, but are not limited to:
    - Car rider (a.m./p.m.)
    - Bus rider (a.m./p.m.)
    - Walker/biker area (a.m./p.m.)
    - Lunch duty
    - Recess duty
    - Hall duty and passing periods

As a substitute, you are expected to follow and adhere to the Standards of Conduct and the Educator's Code of Ethics outlined in the Employee Handbook.

Satisfactory Job Performance Expectations

- Work with employees and students in a productive, cooperative, and positive manner
- Demonstrate flexibility, cooperation, and a helpful attitude. Negativity, inflexibility, or an unwillingness to collaborate may result in not being invited to return to a campus and/or removal from the substitute roster
- Follow the teacher's lesson plans
- Perform duties with honesty, efficiency, and effectiveness
- Obtain materials, equipment, and tools in accordance with established procedures
- Provide the teacher with a completed "Substitute Report to the Classroom Teacher" form
- Be courteous and respectful to students, teachers, supervisors, administrators, other district employees, and members of the public
- Do not use profanity or make inappropriate comments at any time in the presence of students

Attendance

- Report on time (see school staff start times listed above)
- Never leave students unattended
- Do not leave the campus during working hours. In case of an emergency, notify the campus administration or front office before leaving the classroom. Ensure another adult is present to supervise students before your departure
- Remain on campus until the end of your assigned workday, including completing any end-of-day duties assigned to the teacher
- Substitutes are not entitled to the teacher's conference period and may be assigned by campus administration to cover another class during that time

Religion in Public Schools

Fort Bend ISD strongly supports the separation of religion and government. Substitutes must not share or promote personal religious beliefs with students. FBISD serves a diverse community, including individuals with a wide range of religious beliefs and practices.

Shortly after the start of the school day, students in all schools recite the Pledge of Allegiance to both the United States and Texas Flags. Immediately following the pledges, students participate in a moment of silence.

The moment of silence is an individual activity required by the Texas Education Code and is not intended to influence personal thoughts or beliefs. During this time, all students and staff are expected to remain silent.

Maintain Safety and Security Standards

- Observe and comply with all safety regulations and procedures
- Immediately report any work-related personal injury to your supervisor and complete the required form available on each campus. Notify the campus administrative assistant as soon as possible, and do not leave the campus before reporting the injury
- Always wear your Substitute ID badge while on campus
- Exercise proper care of district facilities and property. Failure to do so may result in the employee being required to reimburse the district for repairs or replacement through payroll deductions
- Report any damage to or theft of district property immediately upon discovery

Prohibited Conduct

The following actions are strictly prohibited and may result in disciplinary actions, up to and including termination:

- Using work time, materials, district facilities, or equipment for personal activities, including excessive personal use of district telephones
- Using the teacher's computer without prior approval or authorization
- Removing or borrowing district property without permission
- Threatening, intimidating, using profanity toward, or interfering with other employees while on district property

- Distributing or posting literature, or posting/removing bulletin board notices, without proper authorization from the Communication Department
- Engaging in unauthorized solicitation or sales on district premises during duty hours
- Acting in a manner that disrupts the work environment, negatively affects morale, or interferes with teamwork
- Allowing unauthorized individuals into any district facility
- Smoking tobacco, using illegal drugs, being under the influence of drugs or alcohol, or consuming alcohol on district property or during school-sponsored events
- Engaging in sexual harassment of any district employee or student
- Sleeping while on duty in the classroom
- Failing to follow the teacher's lesson plans
- Verbally or physically abusing or harassing students or staff
- Using inappropriate language, actions, or unapproved materials (e.g., books, videos) in the classroom
- Providing students with personal contact information or requesting their personal or social media information
- Engaging in unauthorized use of computers or the internet, including printing or copying documents not related to classroom instruction or not approved by the teacher
- Conducting personal business during the school day
- Leaving students unattended or leaving campus prior to the end of the assignment without authorization from a campus administrator
- Soliciting students for private enterprises (e.g., tutoring services or personal businesses)

Compensation

Automatic Payroll Deposit

Participation in direct deposit is mandatory for all employees. To complete the employment process, employees must set up direct deposit through their My Self-Serve account within five (5) business days of their effective hire date.

The district provides automatic payroll deposits, allowing employees' paychecks to be electronically deposited into an account at any financial institution that accepts electronic fund transfers. With direct deposit, funds are available on the scheduled pay date.

An authorization for direct deposit must be completed and submitted through My Self -Serve and will be maintained by the Payroll Department. When setting up or making changes to direct deposit, a pre-notification period is required to ensure that all banking information is processed correctly. Direct deposits are made on regularly scheduled pay dates.

Because the district cannot control the exact time a financial institution posts deposits, employees are advised not to schedule automatic withdrawals on the same day as their pay date.

Employees who separate from the district prior to the last day of instruction will not receive their final paycheck via direct deposit. For additional information, please contact the Payroll Department by calling 281-634-1221.

Please allow one to two pay cycles for direct deposit to become active. Your first – and possibly second – paycheck may be mailed to your address on record. If you prefer to pick up your initial paycheck(s) from the Payroll Department, submit a request via email to payroll@fortbendisd.gov.

Payroll Deductions – FICA Alternative Plan

Temporary and part-time employees, including substitutes are not eligible for Teacher Retirement System (TRS) membership, are required to participate in the Deferred Compensation FICA Alternative Plan (457 Plan).

The FICA Alternative Plan is a 457(b)-retirement plan designed for substitutes, part-tie staff, and other employees who do not meet eligibility requirements for TRS. Fort Bend ISD does not participate in the Social Security program; therefore, the 457 FICA Plan serves as an alternative.

Employees enrolled in the plan are required to contribute 7.5% of their earnings. Upon separation from the district, employees may elect to receive their contributions, along with any applicable interest.

Substitutes who are TRS retirees are not required to participate in the 457 FICA Alternative Plan.

The FICA Alternative Plan is administered by a third-party provider, TCG Administrators, for questions or additional information, please contact:

TCG Administrators
900 S. Capital of Texas Hwy, Suite 350
Austin, TX 78745

Phone: (800) 943-9179
Email: 457@tcgservices.com

Travel Expense Reimbursement

Substitutes are not eligible for travel reimbursement under any circumstances, including while working long-term or split-campus assignments.

If you are assigned to a long-term position that requires travel between multiple campuses, you will not be reimbursed for travel to or from those locations.

Worker's Compensation

In accordance with state law, the district provides workers' compensation benefits to employees who experience a work-related illness or injury. These benefits help cover necessary medical treatment and may provide partial income replacement during recovery, as determined by law and the specific circumstances of each case.

All work-related illnesses or injuries must be reported immediately to your supervisor. Employees who are unable to work due to a work-related injury will be informed of their rights and responsibilities under the Texas Labor Code. Medical benefits are available immediately, while temporary income benefits begin after seven (7) calendar days of work-related absence.

Employees must select a treating physician from the Alliance Provider Network to receive coverage for medical expenses related to a work-related injury. A list of approved providers who are accepting new patients is

available on the Alliance website at www.pswca.org, with additional access provided through the TASB Risk Management Fund website at www.tasbrmf.org.

A copy of the Alliance Acknowledgement Form is included in the Appendix of the Employee Handbook. To continue receiving regular pay for daily absences related to a compensable work-related illness or injury, employees must complete the Employee Work-Injury Absence Form and select the appropriate option. Failure to do so will result in a waiver of regular pay for any missed days associated with work-related illness or injury.

Reporting a Work-Related Injury

1. Report the injury to campus administration immediately
2. The campus Workers' Compensation representative will provide you with the Workers' Compensation packet
3. Complete the packet and return it to campus personnel as soon as possible
4. The campus Workers' Compensation representative will submit the First Report of Injury (FROI) on your behalf
5. If you do not seek or require medical attention, notify the campus representative
6. If you seek medical attention and can return to work with restrictions:

   Long-Term Substitutes:
   - The DWC-73 form will be returned to the campus
   - The campus will determine whether accommodation for the restrictions is possible

   Day-to-Day Substitutes:
   - The DWC-73 form will be sent to the Substitute Advisor in the Substitute Office
   - The Substitute Advisor will determine whether the district can accommodate the restrictions

   If the campus or district is unable to accommodate the restrictions, the substitute's Absence & Management System (ReadySub) profile will be restricted until the employee is released by a doctor and the appropriate documentation has been received and processed

Unemployment Compensation

Substitute positions are considered part-time, and work hours are not guaranteed. Assignments are offered based on campus needs.

Substitutes are not eligible for unemployment benefits during scheduled school breaks. Including student holidays. Additionally, substitutes are not eligible for unemployment benefits during school closures due to severe weather, natural disasters, or other emergency situations.

Assault Leave

Assault leave provides extended income and benefits protection for employees who are injured because of a physical assault while performing their job duties. Any incident involving an assault is considered a work-related injury and must be reported immediately. Substitutes must report such incidents to campus administration and notify their assigned Substitute Team Member.

Physical assault is defined under this program as an incident in which:

- An individual engages in conduct that causes injury to the employee;

- The individual could be prosecuted for assault; or
- The individual could not be prosecuted for assault solely due to age or mental capacity, which renders them not criminally responsible.

Notwithstanding any other law, assault leave benefits due to an employee shall be coordinated with Workers' Compensation temporary income benefits, upon eligibility, to provide income totaling 100 percent of the employee's daily rate of pay.

Teacher Retirement (TRS)

Substitute employment does not qualify as covered employment and, in most cases, is not eligible for Teacher Retirement System (TRS) membership, even if the individual is employed in another position that qualifies for covered employment.

While substitute service itself is not eligible for TRS membership, working as a substitute for a minimum of 90 days within a school year may qualify for service credit, if the service is both verified and purchased.

To be eligible for purchase, substitute service must be verified to TRS no later than the end of the fifth school year following the year in which the service was performed. Please note that substitute service which is not purchased cannot be used to determine eligibility for, or the amount of, any TRS benefits.

If you are a TRS retiree, it is your responsibility to understand and comply with all TRS employment limitations and requirements while working as a substitute.

If you accept a long-term assignment, you must be aware of any TRS limitations that may apply to your employment. You are responsible for communicating any such limitations to the campus if limitations may affect your ability to complete the assignment.

Notice Regarding Pay Checks

PLEASE NOTE: It is your responsibility to review your assignments in the Absence and Substitute Management System (ReadySub) to ensure all jobs worked during the pay period are accurately recorded.

- You must notify the campus **immediately** if you are not assigned to a date you worked. The campus contact will inform the Substitute Team to verify your assignment and ensure correct payment
- If you notice a missing assignment **after the pay period has closed**, you must contact your Substitute Team member promptly
- It is mandatory to **sign in and out** at every campus on the Substitute Sign-In Sheet for each assignment worked
- You are required to include your **arrival and departure times** and to review your assignments weekly in ReadySub
- Your signature on the sign-in sheet serves as **verification of attendance** and ensures you will be paid if there is an issue with your assignment in ReadySub
- If you are inadvertently removed from or not assigned to a job and your name does not appear on the Substitute Sign-In Sheet, **you will not be eligible for payment for that day**

Questions Regarding Pay Checks

In the event you have questions about a paycheck, please contact the Substitute Payroll Specialist via email and include the following information:

- Name and Employee ID Number
- Date of paycheck requiring review
- Date missing from paycheck
- Campus worked on the missing date
- Absence and Substitute Management System (ReadySub) Job Number
- As much detail as possible regarding your question

It is your responsibility to familiarize yourself with the Substitute Pay Schedule for the current school year. The Substitute Pay Schedule is included below

Before contacting the Substitute Payroll Specialist, please ensure that you have:

- Reviewed the Substitute Pay Schedule
- Verified the dates you worked in the Absence and Substitute Management System (ReadySub)

Employees are also expected to regularly review their My Self-Serve account to verify paycheck accuracy. Through My Self-Serve, you can access your itemized pay stub and confirm that you are receiving the correct pay for all dates worked.

2026-2027 Substitute Pay Schedule

Begin Date	End Date	Pay Date	Payroll Process Begin Date
July 20	August 2	August 31	August 18, 2026
August 3	August 16	September 15	September 2, 2026
August 17	August 30	September 30	September 21, 2026
August 31	September 13	October 15	October 1, 2026
September 14	September 27	October 30	October 21, 2026
September 28	October 11	November 13	November 4, 2026
October 12	October 25	November 30	November 13, 2026
October 26	November 8	December 15	December 2 ,2026
November 9	November 29	December 31*	December 10, 2026
Spring Semester 2027			
November 30	December 13	January 15	January 6, 2027
December 14	January 3	January 29*	January 20, 2027
January 4	January 17	February 12	February 4, 2027
January 18	January 31	February 26	February 17, 2027
February 1	February 14	March 15	February 26, 2027
February 15	February 28	March 31	March 19, 2027
March 1	March 21	April 15*	April 6, 2027
March 22	April 4	April 30	April 21, 2027
April 5	April 18	May 14	May 5, 2027
April 19	May 2	May 28	May 18, 2027
May 3	May 16	June 15	June 2, 2027
May 17	May 30	June 30	June 16, 2027

***Indicates a three-week pay period**

Tip: Regularly review your ReadySub "My Jobs" tab to ensure that all dates worked within each pay period are accurate. It is considered best practice to complete this review prior to the Payroll Process Begin Date listed for each pay period.

If an error is identified, you must notify the campus immediately so the issue can be corrected before the Payroll Process Begin Date.

Substitute pay is determined by the substitute's category, as outlined in the pay schedule provided below.

Please note that your daily rate of pay does not vary based on the type of assignment performed. For example, a non-degreed substitute will earn the same daily rate regardless of whether the assignment is for a teacher position or a paraprofessional (para) position.

Substitute Pay Rate Information

Category	Daily Rate	Long-Term Rate Over 10 Days	Long-Term Rate Over 30 Days
60+ College Hours	Full Day = $85 Half Day = $42.50	Full Day = $120 Half Day = $60	NA
Degreed (Bachelor's or Higher)	Full Day = $100 Half Day = $50	Full Day = $130 Half Day = $65 (must work 20 ½ days to reach long-term rate)	Full Day = $160 Half Day = $80 (must work 60 half days to reach the long-term rate)
Texas Certified	Full Day = $105 Half Day = $52.50	Full Day - $160 Half Day = $80 (must work 20 half days to reach long-term rate)	Full Day = $185 (only if subbing in certified content area) Half day = $92.50 (must work 60 half days to reach long-term rate)
Registered Nurs	Full Day = $125 Half Day = $62.50	Full Day = $150 Half Day = $75 (must work 20 half day to reach long-term rate)	Full Day = $175 Half Day = $87.50 (must work 60 half days to reach long-term rate)
Counselor	Full Day = $230 Half Day = $115	NA	NA
Assistant Principal	Full Day = $370 Half Day - $185	NA	NA
Principal EM/MS	Full Day = $410 Half Day = $205	NA	NA
Principal HS	Full Day = $500 Half Day = $250	NA	NA

Para-Professional Long-Term Assignments

When working a long-term para-professional or aide assignment, you do **not** qualify for the 30-day long-term rate of pay. Regardless of your job category, employees in long-term para/aide positions will **NOT** receive the increased long-term rate after **30 days**.

Half Day Assignments

When working in a half-day assignment, you will be paid **50% of the full-day daily rate**. This policy applies to both day-to-day assignments and long-term assignments.

When working in a long-term half day assignment, you must complete **20 half days** to qualify for the **mid-range rate of pay**, and **60 half days** to qualify for the **extended long-term rate of pay**.

Texas Certified Substitutes

- To be eligible for the **long-term rate beyond 30 days**, you **must be certified in the same content area and grade level** as the position you are substituting for. If you meet this requirement, you will qualify for the increased rate beginning on the **30th day worked**, and you will be **retroactively paid** at that rate back to **day one** of the assignment
- If you are certified, but **not in the same content area and/or grade level** as the assignment, you will not be eligible for the over-30-day rate. Your pay will remain at the **long-term rate (over 10 days)** for the duration of the assignment
- **Exception for the 2026-2027 school year**. Certified substitutes working in a **Special Education teaching assignment** only need to hold **any valid certification** to qualify for the 30-day rate. You do not need certification in Special Education or the specific content are. Once you reach the **30th day worked**, you will receive **retroactive pay** at the 30-day rate.
- **Paraprofessional/Aide assignments do NOT qualify** for the long-term rate beyond 30 days.

Texas Certified Substitutes/Registered Nurses

- You must hold a current, valid Texas Teaching Certificate or Registered Nurse (RN) license
- Your certification or license must be **verifiable** through the **State Board of Education** or the **State Board of Nursing** to qualify for the **certified rate of pay**
- **Registered Nurses (RNs)** must be working in a **nurse assignment** to receive the **nurse rate of pay**. If working a **teaching assignment**, you will be paid at the **Texas Certified Teacher rate**.

Bachelor's or Higher-Degreed Substitutes

- If you hold a **bachelor's degree or higher**, you are eligible to receive **long-term rate of pay beyond 30 days**. However, this rate will **not be retroactively applied** to the beginning of the assignment.
- **Paraprofessional/Aide assignments do NOT qualify** for the long-term rate beyond 30 days

Principal/Assistant Principal/Counselor Substitutes

- You **must be certified in the appropriate area** and **selected by the Department of School Leadership (DSL)**
- You must be working in an **Administrator assignment** to receive the **Administrator rate of pay**
- Administrator assignments do **not qualify** for any **long-term rate of pay**, regardless of assignment length
- If you are working in a **teaching assignment** or a **paraprofessional/aide assignment**, you will be paid at the **Texas Certified Teacher rate of pay**

It is your responsibility to understand what your **certification covers** (for example, **a Generalist 4-8 certification does not qualify you to teach a Physical Education class).**

You must **notify your assigned Substitute Team Member via email** of any **updates or changes** to your certification or degree status. Your Substitute Team Member will provide you with the necessary steps to confirm your update.

If you believe your pay rate was incorrect at the time of hire, or if you receive a new certification or degree after being hired, your information will be **updated effectively on the date we are notified**.

Pay rate adjustments will **not be applied retroactively** to the date you obtained your certification or degree. Instead, your updated pay will begin on the date notification is received.

Please email all updates to your **designated Substitute Team Member**, as assigned by **alphabetical split**

Long-Term Assignments

Guidelines

- For an assignment to be considered long-term, you must work 10 full consecutive days in the same position. Your pay will increase to the long-term rate beginning on the 11th day worked

- If you miss a day during the first 10 days, the count will reset, and you must begin again when you return. The long-term rate will apply on the 11th consecutive day worked

- The first 10 days of a long-term assignment do not qualify for hard-to-fill incentive pay (please refer to the Hard-to-Fill Incentive Pay section for details)

- Please refer to the Substitute Pay Schedule to determine when the long-term rate increase will be reflected in your paycheck

Assignment Changes and Position Numbers

- Each position in the district is assigned a unique position number, including long-term assignments

- If you:
    - Complete a long-term assignment or,
    - Transfer to a different long-term assignment with a different position number,

  Your long-term status and pay eligibility will reset

- You must again work 10 full consecutive days in the new assignment to qualify for the long-term rate, which will begin on the 11th day worked

Additional Work During Long-Term Assignments

- If you are asked by the principal to attend faculty meetings or training outside of regular school hours, the campus will submit a request to the payroll department for compensation through supplemental pay funds

Definition of Consecutive Work

- A long-term assignment is defined by consecutive days worked

- If you accept a long-term assignment but only work 2-3 days per week (for example, sharing the assignment with another substitute), you will not qualify for the long-term rate of pay

Substitute Expectations for Long-Term Assignments

Long-term substitutes play a vital role in maintaining the continuity of instruction, supporting student learning, and providing stability within the classroom environment.

As a long-term substitute, you are expected to uphold the following professional responsibilities, including but not limited to:

- **Continuity of Instruction**
  You are expected to provide consistent and effective instruction by following the established curriculum, lesson plans, and learning objectives. This includes maintaining the structure and routines set by the regular classroom teacher or, in the case of a vacant position (no teacher of record), those established by campus administration

- **Curriculum Knowledge and Preparation**
  Long-term substitutes are expected to familiarize themselves with the assigned curriculum, educational standards, and student learning goals. This may include reviewing textbooks, digital platforms, lesson plans, and any other provided instructional materials

- **Adaptability and Flexibility**
  You should be prepared to handle changes in lesson plans, schedules, or classroom dynamics. Demonstrating flexibility, resourcefulness, and problem-solving skills will contribute to a successful learning environment for students

- **Classroom Management and Professionalism**
  Long-term substitutes are expected to always maintain a professional demeanor. This includes:
    - Arriving on time and adhering to the assigned schedule
    - Enforcing school and classroom rules consistently
    - Managing student behavior appropriately
    - Communicating respectfully and positively with students, staff, and administration

- **Campus-Specific Expectations**
  Each campus may have additional expectations for long-term substitutes. Upon accepting a long-term assignment, you are responsible for communicating with campus administration to understand and meet these expectations

Absences During Long-Term Assignments

Absences taken during the first 10 full consecutive days may be approved for continuation of the long-term count under the following circumstances (note: you are not paid for days not worked):

- Jury Duty – you must provide a copy of the jury duty summons to your Substitute Advisor
- Family or Medical Emergency – You must provide appropriate medical documentation to your Substitute Advisor

Absence Limits and Impact on Long-Term Status

While working in a long-term assignment, after you have met the 10 full consecutive day rule, you should not have more than four (4) full consecutive absences at any point during the assignment

- If you exceed four (4) full consecutive days absent:
    - Your pay will revert to your base rate of pay
    - Your long-term count will reset
    - The count will restart on the date you return to the assignment

Reporting Extended Absences

- If you anticipate or incur more than four (4) consecutive absences, you must notify your Substitute Advisor in the Substitute Office as soon as possible via email.
- Your email must include the following information:
    - Full Name
    - Employee ID Number
    - Dates of Absences
    - Reason for Absences

- The Substitute Advisor will review your situation and determine whether your long-term status may continue, based on the nature of the absence.
- You may be required to provide supporting documentation, such as:
    - Doctor's note
    - Jury duty summons
    - Other relevant documentation
- Each situation will be reviewed individually and holistically
- If your circumstances do not fall within the examples listed above, you are still required to inform your Substitute Advisor and provide any relevant details for review

Long-Term Assignment Duration and Eligibility

- A long-term assignment is not a contract. A principal may end the assignment or remove a substitute at any time, based on campus needs.
- Long-term assignments may be entered into the Absence Management System (ReadySub) for extended periods (several weeks or months); however, these assignments may end earlier than anticipated
- Reasons a long-term assignment may end early include, but are not limited to:
    - Employee Return from Leave – The regular employee returns sooner than expected
    - Position Filled – The campus hires a full-time employee for the vacant position

Assignment Selection and Qualifications

- Campuses will prioritize filling teaching assignments with certified substitutes whenever possible
- If a certified substitute is unavailable, a non-certified substitute may be placed in a long-term assignment
- Only substitutes who are:
    - Degreed (bachelor's degree or higher), or
    - Texas Certified - who are subbing in their content area

  Are eligible to qualify for the long-term rate beyond 30 days

Important Note

- Substitutes working in **Paraprofessional/Aide assignments** do **NOT** qualify for the 30+ day long-term rate of pay

Substitute Recommendation Form (SRF) Process

Campus representatives will contact individuals from their campus's preferred substitute list to fill long-term assignments. Once a substitute commits to the assignment, the campus representative must submit a Substitute Recommendation Form (SRF) to the Substitute Office.

Purpose of the SRF

The SRF serves several essential functions, including:

- Updating your status in the system from **day-to-day substitute** to **long-term substitute** for the assigned campus
- Granting access, when applicable, to **enter student grades**
- Allowing the campus to add your **FBISD email address** to campus distribution lists
- Notifying the Substitute Team that there is a **long-term substitute need** on the campus

Assignment Setup in the System

- For **vacant positions**:
  The Substitute Team will enter the vacancy into the **Absence Management System (ReadySub)** and ensure the long-term substitute is properly assigned to the job
- For **leave-based positions**
  The campus must enter all absences under **one job number** and assign the substitute accordingly

Monitoring Assignments and Professional Expectations

- It is **extremely important** that you regularly check your **Absence Management System (ReadySub) profile** while working a long-term assignment. You must ensure that **all dates worked are recorded under one job number**
- For **certified substitutes**, it is equally important to verify your **eligibility for the highest daily rate of pay** based on your **certification and assignment details**

Assignment Placement and Qualifications

- The principal will make every reasonable effort to assign Texas-certified substitutes to long-term positions
- If a certified substitute is not available, the principal may assign:
  - A degreed substitute (bachelor's degree or higher), or
  - A substitute currently enrolled in an Alternative Certification Program (ACP)

Professional Development Participation

- Long-term substitutes may be required to attend professional development (PD) sessions at the request of campus administration. Substitutes will be compensated for these days
- If you are asked to work on a professional development day, you must confirm with the campus substitute contact that you have been properly assigned to the job in ReadySub to ensure accurate pay

Half-Day Long-Term Assignments

- When working a **half-day long-term assignment**, you must complete **twenty (20) consecutive half days** to qualify for the **long-term rate of pay**
- If you miss a day during the first 20 half days, your count will **reset**, and you must begin again on the **date you return** to the assignment. All standard **long-term absence guidelines** apply
- You will be paid **50% of the applicable substitute daily rate** for each half day worked
- If you accept an additional **half-day assignment on the same campus** to complete a full day:
    - The second half-day will be paid at the **base daily rate**, not the long-term rate
- To qualify for the **30+ day long-term rate**, you must complete **sixty (60) half days** in the assignment
- Please note: Even when qualifying for long-term rates, half-day assignments are always paid at 50% of the applicable full-day rate

Multi-Campus Long-Term Assignments

- When working a long-term assignment for a **teacher or vacant position that serves multiple campuses**, you will **not be reimbursed for travel** between campuses.
- To qualify for and receive the **long-term rate of pay** for this type of assignment, **all worked dates across all campuses must be entered in ReadySub under one (1) job number**

Substitute Incentive Pay

Hard-to-Fill Incentive Pay Guidelines

- If you work in both an **identified Special Education Severe Position** and at a **Hard-to-Fill campus** on the same day, you will receive **only the greater of the two incentive amounts**, not both
- While working in any **long-term assignment**, you do **not qualify for Hard-to-Fill Incentive pay** – this includes the **first 10 days** of the assignment
- The Hard-to-Fill Incentive applies to:
    - Full-day assignments, or
    - Two half day assignments at the same campus on the same day

  Exception: The incentive also applies to qualifying half-day assignments on May 26 and May 27, 2027

- Hard-to-Fill Incentive pay is issued on the final check of the month following the dates worked
    - Example: Assignments worked in August will be paid on the September 30, 2026, paycheck

- The Hard-to-Fill Incentive applies to both:
    - Teaching positions, and
    - Paraprofessional/Aide positions

Special Education Severe Assignment Descriptions:

Succeeding in Academic and Independent Living Skills (SAILS) Services – are designed to provide students with significant cognitive disabilities an educational program focusing on life skills such as personal care, pre-vocational activities, communication, functional academic and/or social skills
Functional Living and School Health (FLaSH) Services – provides a developmentally appropriate program for students who exhibit significant, profound cognitive and communication impairments and/or multiple impairments
Academic, Behavior, and Communication (ABC) Services – are designed for students who exhibit a combination of severe cognitive communication and behavioral challenges
Behavior Support Services (BSS) – designed for students who exhibit significant challenging behaviors and require social and/or behavioral support
Early Childhood Special Education (ECSE) Services – offered to students with identified developmental delays who are 3-5 years old
Communication Language and Social Skills (CLaSS)Services – Social and/or behavioral services for students who can function academically in the lesser restrictive setting, but require social and/or behavioral support to facilitate the development of socially appropriate behaviors

Hard-to-Fill Positions

Special Education Severe Assignments: • Succeeding in Academic and Independent Living Skills (SAILS) • Functional Living and School Health (FLaSH) • Academic, Behavior, and Communication (ABC) • Behavior Support Services (BSS) • Early Education Special Education (ECSE) • Communication Language and Social Skills (CLaSS) • Communication Language and Social Skills Plus (CLaSS Plus)	**$15/day**

OR

Hard-to-Fill Campuses

Identified Title I, IR, and Hard-to-Fill Campuses		**$10/day**
Elementary Schools		**Middle Schools**
Armstrong	Holley	Crockett
Barbara Jordan	Hunters Glen	Dulles
Aldridge	Lantern Lane	Hodges Bend
Burton	Mission	Lake Olympia
EA Jones	Ridgemont	McAuliffe
Goodman	Rosa Parks	Missouri City
Heritage Rose	Townewest	Quail Valley
High Schools		
Hightower		
Marshall		
Willowridge		

Special Education

Programs and Support Services

Fort Bend ISD provides a continuum of special education services and placement options for students with disabilities to meet their individual needs. This continuum includes services such as external support, accommodations, and modifications, in-class support, co-teaching, specialized support, home instruction and instruction in hospitals and institutions.

The following descriptions explain some of the instructional arrangements which may be considered for students with disabilities:

- **Inclusion** – is an instructional arrangement provided for special education supports to a student in the general classroom I accordance with the student's IEP. Special Education personnel (including paraprofessionals) provide direct or indirect services to the student(s) – (*Abbreviations you may see, IC, or Incl Srv)*
- **Resources –** is an instructional arrangement for providing special education instruction and related services in a setting other than the general education classroom – (*Abbreviation you may see, Res*)
- **Self-Contained** – (mild/moderate/severe) is an instructional arrangement for providing special education instruction and related services for 50 percent or more of the school day on a regular school campus
- **Co-Teach** – a general education teacher and a special education teacher jointly plan, instruct, and assess students in the same classroom, including those with disabilities – *(Abbreviation you may see, CT)*

Emergency Procedures

Emergency School Closing

The district may close because of severe weather, epidemics, or other emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of the district's facilities. When it becomes necessary to open late, to release students early, or to cancel school, district officials will post a notice on the district's website and notify the following radio and television stations: KTRK-Radio 740 AM, KPRC-Channel 2, KHOU0-Channel 11, KTRK-Channel 13, KRIV (Fox) Channel 26, KHW 8-Channel 39 and KXLN-Channel 45.

The Chief Communications Officer or designee will make all contacts and statements to media representatives. When the district/school closes due to severe weather or other conditions, employees are asked to listen to their radio or television for information about who is or who is not to report to work. Assistant Superintendents and appropriate Chief's relay the directive to the appropriate administrators under their supervision, and in turn, each administrator notifies their respective staff.

Emergencies
Policies CKC, CKD

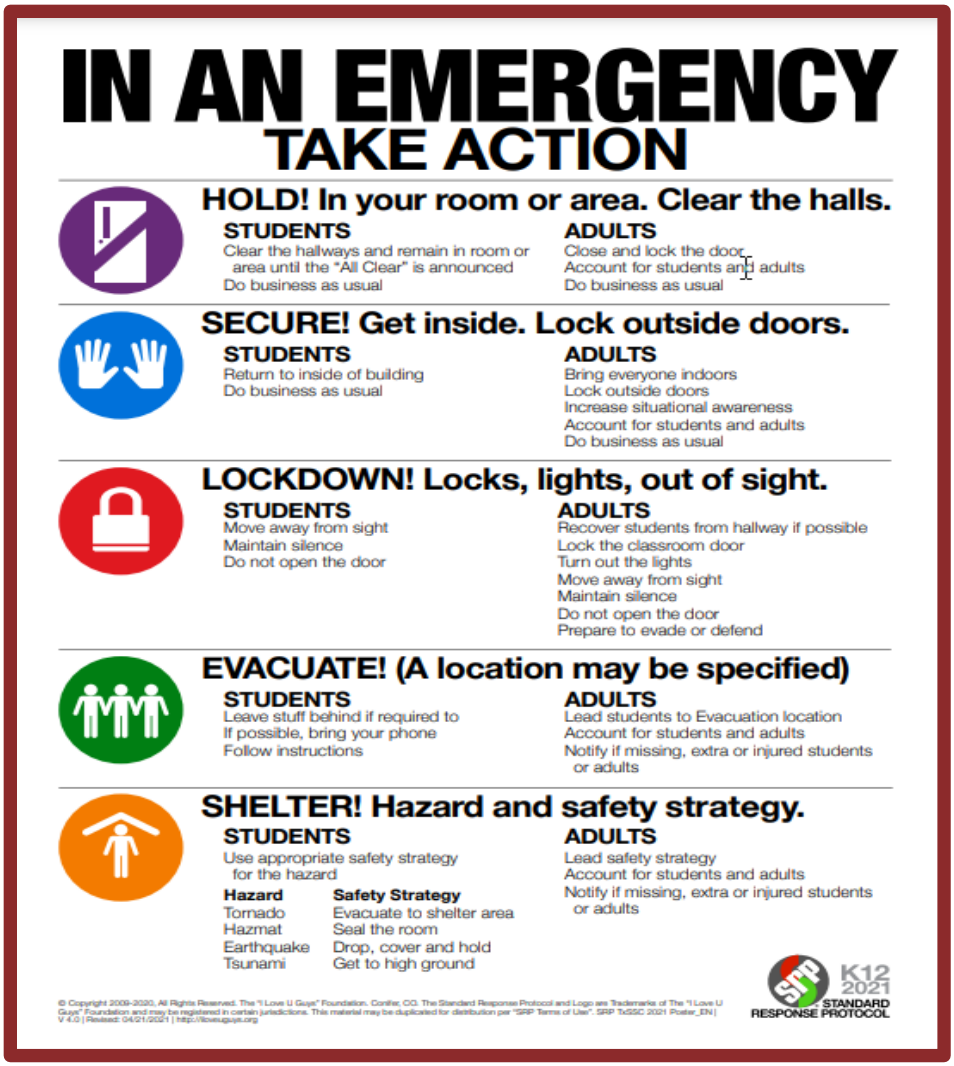
Each school should have effective emergency procedures that can be implemented on short notice and will ensure optimal safety for students and school personnel.

All employees should be familiar with the safety procedures for responding to emergencies, including a medical emergency. Employees should find evacuation diagrams in their work areas and be familiar with secure, hold, lockdown, shelter for weather, and shelter for hazmat procedures. Emergency drills are conducted to familiarize employees and students with safety and evacuation procedures. Each campus is equipped with an automatic external defibrillator. Fire extinguishers are found throughout all district buildings. Employees should know the locations of these devices and procedures for their use.

Regular Safety Drills and Procedures

Fort Bend ISD has implemented Standard Response Protocols, which is part of a nationwide effort to simplify and standardize emergency response in schools. Students and staff are trained in accordance with this system and regular drills are conducted.

- All FBISD campuses conduct fire drills at least once a month
- All FBISD campuses conduct at least two lockdown drills a year
- All FBISD campuses also conduct safety drills each year for each of the following scenarios:
    - Secure
    - Shelter in Place (Severe Weather or Hazardous Materials)
- For the safety of our students and staff members, all FBISD campuses have exterior doors locked during the school day. All visitors must enter through the main entrance of each school and go through a proper vetting process before they proceed



Intruder Detection Audits

The state conducts random intruder detection audits during the school year. During an intruder detection audit, the auditor checks to ensure doors are closed and locked. If an infraction is noted, it is mandatory that every employee on campus on the day of the infraction receive safety re-training.

Substitutes who work day-to-day assignments, who work on a campus during a safety audit where an infraction was found, will receive notification for attending a Safety Audit re-training interactively via Zoom.

Long-term substitutes working on a campus on the day an infraction is found, will receive re-training from the campus they are working the long-term assignment.

911 Panic Button Every classroom phone across the district has a 911 Panic Button. The 911 Panic Button is ONLY to be sued during an extreme emergency when a 911 phone call cannot be made.

General Procedures

Name and Address Changes

- It is important to always keep your employment records up to date
- Employees must notify the Human Resources Department of any name changes or corrections. Name changes will only be processed upon presentation of:
    - A new Social Security card, and
    - A valid photo ID (e.g., driver's license)
    - The Name Change Form – located on the district website
- Updates to the following information must be completed through “My Self-Serve” on the Fort Bend ISD website (www.fortbendisd.gov):
    - Home address
    - Phone number
    - Beneficiary information
    - Emergency contact information

Use of Personal Technology Devices

Fort Bend ISD employees may have access to and carry personal cellular phones and other technology devices. The following guidelines apply:

- Cellular phones and personal technology devices must remain turned off during instructional time
- Employees may use cellular devices within school buildings for work-related purposes only (e.g., contacting parents/guardians) during:
    - Planning periods, and
    - Other non-instructional (off duty) times during the school day
    - Before contacting a parent, seek guidance from a campus administrator
- Employees are prohibited from sending calls or text messages to students
    - Exception: Communication may occur when the employee is responsible for a school-sponsored activity or event, and communication is directly related to that activity
- Employees must never use personal devices to take photos or videos of students at any time for any reason

Reporting Crime in the Workplace

To help maintain a safe and secure environment, Fort Bend ISD encourages employees to report suspicious or criminal activity through Fort Bend ISD Crime Stoppers. This service is available to both students and employees and is operated by the Fort Bend ISD Police Department.

- The Crime Stoppers line is available 24 hours a day, 7 days a week
- Reports can be made anonymously, with no requirement to reveal your identity
    - Callers are assigned a code number to ensure anonymity
    - This code is used for any follow-up communication and potential reward collection
- All information provided to Crime Stoppers is kept strictly confidential
- To report suspected criminal activity on Fort Bend ISD property, call: **281-491-TIPS (8477)**

See Something, Share Something

Students, staff, and visitors may also submit crime tips and suspicious activity by using the See Something, Share Something mobile reporting app from their mobile device. Users can track the processing of their tips and submit content in real time, including photos, and video. The See Something, Share Something app is available for download using a unique QR code located on the back of all student and full-time staff ID badges, specialized posters at each district facility, Apple Store, Google Play Store or via a desktop computer at https://www.fortbendisd.gov/page/124706

Reporting Suspected Child Abuse
Policies DG, FFG, 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, the Department of Family and Protective Services (DFPS), or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering the facility) within 24 hours after the employee first has reasonable cause to believe that the child has been abused or neglected. Law enforcement agencies include the Texas Department of Public Safety, a municipal police department, a county sheriff's office, or a county constable's office and does not include the district police.

A person responsible for the care, custody, or welfare of the child (including a teacher) is required to report alleged abuse or neglect to DFPS even if a report is made to law enforcement.

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 DFPS can be made using the Texas Abuse Hotline (https://www.txabusehotline.org/Login/Default.aspx or 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, a 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 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 make the required report 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 tis shown the individual intended to conceal the abuse or neglect. In addition, a certified employee's failure to report 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. This includes students with disabilities who are no longer minors. Employees are not required to report their concerns to the principal before making a report to the appropriate agency.

Reporting the concern to the principal does not relieve the employee of their duty to report to the appropriate state agency. In addition, employees must cooperate with investigators of child abuse and neglect. Interference with a child abuse investigation by denying an interviewer's request to interview at student at school or requiring the presence of a parent/guardian or school administrator against the desires of the duly authorized investigator is prohibited.

Under state law, an employee is prohibited from using or threatening to use a parent's/guardian's refusal to consent to administration of a psychotropic drug or to any other psychiatric or psychological treating or treatment of a child as the sole basis for making a report of neglect, unless the employee has cause to believe that the refusal:

- Presents a substantial risk of death, disfigurement, or bodily injury to the child; or
- Has resulted in an observable and material impairment to the growth, development, or functioning of the child

Letter of Assurance

- Each May, you will receive an email to your FBISD email account notifying you that it is time to review and sign your Letter of Assurance (LOA) for the upcoming school year
- The email will include:
    - Instructions (job aid) for accessing My Self-Serve, and
    - A deadline for accepting the form
- As the school year ends, it is your responsibility to regularly check your FBISD email to ensure you do not miss this important communication
- If you wish to continue working as a substitute for the following school year, you are required to accept the Letter of Assurance by the stated deadline
- If you no longer wish to remain an active substitute with FBISD, you must submit an exit request
    - If you do not meet the yearly minimum work requirement, you will also be contacted by the Substitute Department regarding your intent to continue (refer to minimum work requirement)

Summer and Substitute Assignments

- Substitutes are not paid by the Substitute Department during the summer months
- If you see jobs listed in the Absence and Substitute Management System (ReadySub) during the summer, do not accept the job unless specifically instructed
    - For extended learning programs that require substitutes, program staff will contact you directly and coordinate with the Substitute Team

Summer School Program

- Between April and May, the district will send an internal communication to your FBISD email account with details about the Summer School Program
- The Substitute Team does not manage or support the Summer School Program
- If you are interested in working summer school:
    - You must follow the application steps outlines in the email
    - Direct any questions to the Summer School Department
- To find additional information:
    - Visit www.fortbendisd.gov
    - Click on Departments, then select Summer School

Staying Informed Over the Summer

- During the summer months, you are expected to regularly check your FBISD email for:
    - Important updates
    - Information regarding the upcoming school year

FBISD Technology Equipment

1. As used herein, the term "Technology Equipment" includes laptop computers, tablets, and any related peripherals, including, but not limited to power supplies, docking stations, CD/DVD ROM, and battery.

2. Use of any District-owned Technology Equipment is subject to the rules and conditions of this FBISD Technology Equipment Use Agreement, FBISD Board Policy, and the Fort Bend ISD Employee Acceptable Use Policy (AUP). The AUP must be signed and submitted annually. (Substitutes will electronically sign their Handbook Acknowledgement Form which will indicate acceptance of this document) Before you receive any Technology Equipment, you must sign the FIBSD Substitute Handbook Acknowledgement Form.

3. Technology Equipment is the property of Fort Bend ISD and for the advancement of teaching and learning. It is assigned to the employee only. In no event shall any employee allow a student to use otherwise access the Technology Equipment.

4. While Fort Bend ISD understands that educational uses of the Technology Equipment exist at home and/or outside of school, the Technology equipment is primarily intended for use to support teaching, learning and other authorized District-related business. Technology Equipment may be used for limited personal business as permitted under FBISD Board Policy CQ.

5. The assigned employee assumes responsibility for the security and care of the Technology Equipment. If the Technology Equipment malfunctions or is lost, stolen, or damaged while on or off school property, the assigned employee MUST report the incident within 24 hours to the principal, campus, or local department, if applicable, and FBISD Department of Technical Services. Failure to notify the principal, campus, or local police department, if applicable, and FBISD Department of Technical Services within 24 hours of any malfunction, loss, theft, or damage may impair the district's ability to utilize available remedies such as warranty coverage and theft-recovery procedures. A police report must be provided in the event the Technology Equipment is lost or stolen.

6. Any malfunction or loss, theft, or damage to the Technology Equipment may result in financial loss to the district. The assigned employee assumes full financial responsibility for Technology Equipment usage off school property outside of a school-sponsored event, and the assigned employee understands and agrees that the district may deduct the cost to repair or replace the Technology Equipment from his or her paycheck in an amount not to exceed $1000. Payroll deductions may be spanned over four pay periods with administrator's approval. Employees are advised to consider obtaining appropriate insurance to cover such costs.

7. The Technology Equipment shall not be left in an unsecured location. If applicable, the lockdown device provided should be used at all times.

    a) The tether is to be attached to the laptop computer at all times.
    b) Tether the laptop computer and NOT the docking station.
    c) The tether should be affixed to an immovable object, if possible.

8. The assigned employee agrees to follow FBISD procedures for support. To initiate support or repair, enter a CRM case in PeopleSoft for the Customer Service Center. The acceptance of the Technology Equipment for repair does not guarantee it will be fixed. Some repairs/issues may be repairable. If available, a loaner device may be issued while repairs are being performed. The provisions of this Technology Equipment Use Agreement shall also apply to the use of a loaner device.

9. The assigned employee is responsible for the confidentiality and security of confidential information on the Technology Equipment, including but not limited to, education records and personally identifiable student information governed by the Family Educational Rights and Privacy Act (FERPA). Do not store confidential information directly on the Technology Equipment. Confidential information should be stored on the assigned employee's network H: drive or District-defined share drives. It is the assigned employee's responsibility to back up critical files regularly to the H: drive or District-defined share drives

10. Various security measures are used on Technology Equipment, including, but not limited to Internet filtering software. Such security measures not only protect FBISD assets but also protect employees and students. Employees are prohibited from tampering with or disabling any security measures in use on the Technology Equipment. Since no filtering software can filter 100% of improper content, employees are responsible for ensuring that all content accessed while using Technology Equipment is appropriate.

11. Technology Equipment may have District standard installed software. Additional District-approved software may be installed on Technology Equipment, assuming appropriate authorization and legal licensing are obtained and kept on record at the school and/or central office. Do not install unauthorized software or services on the Technology Equipment.

a) District standard software may not be duplicated, deleted, transferred, downloaded to any other system or media, or altered in any way.
b) FBISD is not responsible for any service interruptions, loss of data or any other consequences thereof resulting from downloading or installing District-approved software. It is the responsibility of the employee to secure pertinent data prior to any system or software upgrades and changes.
c) Any data corruption or configuration errors caused by the installation of unauthorized software may require a complete reimaging or replacement of the Technology Equipment.
d) Any unauthorized downloading or use of software may result in the loss of Technology Equipment privileges, as well as disciplinary action, up to, and including, termination. For additional information, refer to the Acceptable Use Policy (AUP).

12. Technology Equipment is valuable, fragile, and desirable. Employees are expected to use reasonable caution and comply with the following safeguards to protect and guard their assigned Technology Equipment:

    a) Do not leave your Technology Equipment unsecured in your vehicle or classroom. In the event the Technology Equipment is left in the vehicle, please secure the Technology Equipment in the trunk of your car or in a location where it cannot be seen.

    b) Do not leave Technology Equipment in your vehicle during extreme temperatures. Direct sunlight, extreme heat and extreme cold can cause damage to the Technology Equipment.
    c) Do not place stickers on, write on, engrave, or otherwise deface/mark the Technology Equipment or case.
    d) When traveling on business, do not check in your Technology Equipment; take it as a carry-on.
    e) Watch your Technology Equipment carefully in airports and train stations.
    f) When going through security, place the Technology Equipment on the x-ray machine last, immediately before walking through.
    g) Keep your Technology Equipment close to you and know where it is at all times.
    h) During hotel stays, do not leave Technology Equipment unsecured in the room. If you cannot take the Technology Equipment with you when leaving the hotel, it should be secured with a cable lock or locked in the hotel safe.
    i) Do not transport your Technology Equipment without placing it in the well-padded case/bag.
    j) Do not leave your Technology Equipment unlocked and unattended in the classroom. When left unattended in the classroom, the door to the room should be locked or the Technology Equipment should be stored in a locked drawer.
    k) Keep food and drink away from the Technology Equipment to avoid accidental spills.
    l) Do not eat or drink near the Technology Equipment.
    m) The Technology Equipment is issued to you as an employee and shall be used primarily for District-related business. It shall not be used by students.
    n) Technology Equipment issued to teachers shall be used as teacher workstations in the classroom. Each teacher is responsible for ensuring the Technology Equipment is brought to school daily in good condition.
    o) Always position the Technology Equipment on a flat, safe surface so it does not drop or fall.
    p) Do not place heavy objects on top of the Technology Equipment.
    q) Do not attempt to repair or reconfigure the Technology Equipment.
    r) Use a surge protector or unplug the Technology Equipment during electrical storms.
    s) When cleaning the Technology Equipment, use cleaning wipes that are designed to be used on electronics such as a soft, lint-free cloth. Do not spray or wipe the Technology Equipment with heavy detergent.
    t) Disable the wireless network when physically connected to the district network.
    u) Avoid public Wi-Fi hotspots.

13. Appropriate District and school officials have the right to monitor and inspect any Technology Equipment and contents at any time, for any reason, or to verify condition and compliance with District Policy. Employees (or designated user) shall have no expectation of privacy regarding any information stored on, accessed from, or used with the Technology Equipment.

14. Unless otherwise indicated, Technology Equipment is assigned to a designated location on FBISD property, such as a classroom, and must remain in the designated location or with the employee assigned to work at the designated location at all times. Technology Equipment may remain with the employee as long as the employee is assigned to the designated location and is an active, full-time eligible employee of Fort Bend ISD. The employee must return the Technology Equipment immediately upon becoming inactive. If an employee is assigned to a different location, the employee must return the Technology Equipment to its designated location when the new assignment becomes effective. And may be issued other Technology Equipment at the employee's new location.

15. Employees must return the Technology Equipment and complete the Technology Equipment Checkout Form upon suspension or termination from employment with Fort Bend ISD in accordance with the school or department's exit procedures. In the event the Technology Equipment is not returned within seven days after the employee's last day of employment with the District, the District

may deduct the cost of the Technology Equipment from the employee's paycheck at a cost not to exceed $1000, repossess the Technology Equipment, or report the Technology Equipment stolen.

16. The employee will be informed by FBISD about the collection of Technology Equipment at the end of its life cycle. FBISD reserves the right to collect Technology Equipment at other designated times through its life cycle for service or maintenance, or for any other reason.

17. The assigned employee shall report any problems/issues encountered while using Technology Equipment to the FBISD Department of Technical Services immediately through the Customer Service Center @ X41300.

18. The Technology Equipment is configured for use on the school network. The Technology Division will not be able to assist you in connecting the Technology Equipment to other Internet providers.

19. Off-site use of Technology Equipment: If an assigned employee chooses to take the Technology Equipment off-site, the laptop computer, laptop bag, laptop battery, CD/DVD ROM, and laptop power cord are the only equipment approved for off-site use. All other Technology Equipment shall not be removed from FBISD property for off-site use or disabled. Immediately upon the resumption of business after a District-recognized holiday or break, any District-owned Technology Equipment taken off-site must be returned to its designated location (On FBISD property).

20. FBISD reserves the right to suspend or terminate any employee's access to Technology Equipment at any time, for any reason, without notice.

FBISD Technology Equipment

FBISD agrees to issue the Technology Equipment to you while working a long-term assignment for your use at school and at home. The Technology Equipment assigned to you is the property of FBISD, and FBISD reserves the right to monitor your use of the Technology Equipment and suspend or terminate your use of the Technology Equipment at any time, in whole or in part, for any reason or no reason with or without notice, and its sole discretion.

In consideration for FBISD permitting you to use the Technology Equipment as stated in the FBISD Technology Equipment Use Agreement, you understand and agree as follows:

- **You have read and agree to abide by the FBISD Technology Equipment Use Agreement, and the policies references therein always**

- **You understand that if you become inactive, are assigned to another location, or leave the employment of FBISD, you must return all technology Equipment to its assigned location. You understand that if you are assigned to another location, you must return the Technology Equipment to your former location before you are allowed to receive a new device at your new location. If you fail to return the Technology Equipment within seven days after you leave employment of FBISD, FBISD may deduct the cost of the Technology Equipment (including any peripherals) from your paycheck at a cost not to exceed $1000, repossess the Technology Equipment, or report the Technology Equipment stolen**

- **You understand and agree that you assume financial responsibility for Technology Equipment usage off school property and outside of school-sponsored events and that FBISD may deduct the cost of repair or replace the Technology Equipment, including any peripheral item, at a cost not to exceed $1000, from your paycheck. You acknowledge that FBISD has advised you to consider obtaining appropriate insurance to cover such costs**

High School Campuses

Austin High School
3434 Pheasant Creek Dr
Sugar Land, 77498
281-634-2000

Bush High School
6707 FM 1464
Richmond, 77404
281-634-6060

Clements High School
4200 Elkins Road
Sugar Land, 77479
281-634-2150

Crawford High School
801 Caldwell Ranch Blvd
Rosharon, 77583
281-327-6730

Dulles High School
550 Dulles Avenue
Sugar Land, 77478
281-634-5600

Elkins High School
7007 Knights Court
Missouri City, 77459
281-634-2600

Hightower High School
3333 Hurricane Lane
Missouri City, 77459
281-634-5240

Kempner High School
14777 Voss Road
Sugar Land, 77498
281-634-2300

Marshall High School
1220 Buffalo Run
Missouri City, 77489
281-634-6630

Ridge Point High School
500 Waters Lake Blvd
Missouri City, 77459
281-327-5200

Travis High School
11111 Harlem Road
Richmond, 77406
281-634-7000

Willowridge High School
16301 Chimney Rock
Houston, 77053
281-634-2450

Middle School Campuses

Baines Middle School
9000 Sienna Ranch Road
Missouri City, 77459
281-634-6870

Bowie Middle School
700 Plantation Drive
Richmond, 77406
281-327-6200

Crockett Middle School
19001 Beechnut
Richmond, 77407
281-634-6380

Dulles Middle School
500 Dulles Ave
Sugar Land, 77478
281-634-5750

First Colony Middle School
3225 Austin Parkway
Sugar Land, 77479
281-634-3240

Fort Settlement Middle School
5440 Elkins Road
Sugar Land, 77479
281-634-6440

Garcia Middle School
18550 Old Richmond Road
Sugar Land, 77498
281-634-3160

Hodges Bend Middle School
16510 Bissonnet
Houston, 77083
281-634-3000

Lake Olympia Middle School
3100 Lake Olympia Parkway
Missouri City, 77459
281-634-3520

McAuliffe Middle School
8125 South Post Oak
Houston, 77053
281-634-3360

Missouri City Middle School
202 Martin Lane
Missouri City, 77489
281-634-3440

Quail Valley Middle School
3019 FM 1092
Missouri City, 77459
281-634-3600

Sartartia Middle School
8125 Homeward Way
Sugar Land, 77479
281-634-6310

Sugar Land Middle School
321 Seventh Street
Sugar Land, 77498
281-634-3080

Thornton Middle School
1909 Waters Lake Blvd
Missouri City, 77459
281-327-3870

Elementary School Campuses

Aldridge
15817 Blueridge Road
Missouri City, 77489
281-634-4520

Armstrong
3440 Independence Blvd
Missouri City, 77459
281-634-9410

Barrington Place
2100 Squire Dobbins Dr
Sugar Land, 77478
281-634-4040

Bhuchar
5503 Thompson Ferry Rd
Missouri City
281-327-4400

Brazos Bend
621 Cunningham Creek Blvd
Sugar Land, 77479
281-634-5180

Burton
1625 Hunter Green Lane
Fresno, 77545
281-634-5080

Colony Bend
2720 Planters Street
Sugar Land, 77479
281-634-4080

Colony Meadows
4510 Sweetwater Blvd
Sugar Land, 77479
281-634-4120

Commonwealth
4909 Commonwealth Blvd
Sugar Land, 77479
281-634-5120

Cornerstone
1800 Chatham Ave
Sugar Land, 77479
281-634-6400

Drabek
11325 Lake Woodbridge Dr
Sugar Land, 77498
281-634-6570

Ferguson
1300 Heritage Park Dr
Missouri City, 77459
281-327-8500

Goodman
1100 W. Sycamore
Fresno, 77545
281-634-5985

Henry
7447 FM 521 Rd
Rosharon, 77583
281-634-4039

Heritage Rose
636 Glendale Lakes Drive
Rosharon, 77583
281-327-5400

Highlands
2022 Colonist Park
Sugar Land, 77478
281-634-4160

Holley
16655 Bissonnet
Houston, 77083
281-634-3850

Hunters Glen
695 Independence Blvd
Missouri City, 77489
281-634-4640

Jones
302 Martin Lane
Missouri City, 77489
281-634-4960

Jordan
17800 West Oaks Village Dr
Richmond, 77407
281-634-2800

Lakeview
314 Lakeview Dr
Sugar Land, 77498
281-634-4200

Lantern Lane
3323 Mission Valley Dr
Missouri City, 77459
281-634-4680

Leonetti
1757 Waters Lake Blvd
Missouri City, 77459
281-327-3190

Lexington Creek
2335 Dulles Ave
Missouri City, 77459
281-634-2800

Madden
16053 Mission Glen
Houston, 77083
281-327-2740

Malala
11770 W. Aliana Trace Dr
Richmond, 77404
281-327-5700

Meadows
12037 Pender Lane
Meadows Place, 77477
281-634-4720

Mission
16200 Beechnut St
Houston, 77083
281-634-4280

Neill
3830 Harvest Corner Dr
Richmond, 77406
281-327-3760

Oakland
4455 Waterside Estates Dr
Richmond, 77406
281-634-3730

Oyster Creek
16425 Mellow Oaks Lane
Sugar Land, 77498
281-634-5910

Palmer
4208 Crow Valley Dr
Missouri City, 77459
281-634-4760

Parks
19101 Chimney Rock Rd
Fresno, 77545
281-634-6390

Patterson
18702 Beechnut St
Richmond, 77407
281-327-4260

Pecan Grove
3330 Old South Dr
Richmond, 77406
281-634-4800

Quail Valley
3500 Quail Village Dr
Missouri City, 77459
281-634-5040

Ridgemont
4910 Raven Ridge Dr
Houston, 77053
281-634-4880

Scanlan Oaks
9000 Camp Sienna Trail
Missouri City, 77459
281-634-3950

Schiff
7400 Discovery Lane
Missouri City, 77459
281-634-9450

Seguin
7817 Grand Mission Blvd
Richmond, 77407
281-634-9850

Settlers Way
3015 Settlers Way Blvd
Sugar Land, 77479
281-634-4360

Sienna Crossing
10011 Steep Bank Trace
Missouri City, 77459
281-634-3680

Sullivan
17828 Winding Waters Lane
Sugar Land, 77479
281-327-2860

Townewest
13927 Old Richmond Rd
Sugar Land, 77498
281-634-4480

Walker Station
6200 Homeward Way Blvd
Sugar Land, 77479
281-634-4400

Specialized Schools

Hunters Glen Early Literacy Center (ELC)
695 Independence Blvd
Missouri City, 77489
281-634-5671

James Reese Career Center & Technical Center
12300 University Blvd
Sugar Land, 77479
281-327-7300

Ridgemont Early Literacy Center (ELC)
5353 Ridge Creek Circle
Houston, 77053
281-634-9810

Progressive High School
1555 Independence Blvd
Missouri City, 77489
281-634-2900

M.R. Wood Center for Learning
138 Avenue F
Sugar Land, 77498
281-327-6000

FORT BEND INDEPENDENT SCHOOL DISTRICT

Mission

**Fort Bend ISD exists to inspire and equip
All students to pursue futures
Beyond what they can imagine**

Vision

**Fort Bend ISD will graduate students
who exhibit the attributes of the
District's Profile of a Graduate**

FBISD Profile of a Graduate

A Fort Bend ISD Graduate has a rigorous academic foundation, strong character, and is.....



...equipped with skills for life.

Fort Bend ISD graduates exhibit grit and determination in all aspects of life; respect self and others; engage in healthy life choices; are literate and articulate; proficient with technology; and meaningfully and practically apply knowledge in productive ways.



...a servant leader.

Fort Bend ISD graduates demonstrate confidence while maintaining a humble and kind demeanor; prioritizing the needs of others while accepting responsibility for themselves and are accountable for their own actions; are optimistic; and strive to bring out the best in others.



...an effective communicator.

Fort Bend ISD graduates communicate clearly both orally and in writing; respectfully and actively listen to others; appropriately engage in courageous conversations; and appropriately adapt their communication style to the audience.



...a critical thinker.

Fort Bend ISD graduates are visionary and solutions-orientated problem solvers; are inquisitive and innovative; and have the courage to actively challenge conventional methods in order to improve themselves and the world around them.



...a compassionate citizen.

Fort Bend ISD graduates are empathetic to their fellow citizens, exhibiting care and concern for others; are inclusive and embrace differences; are culturally aware; actively engage in improving our diverse community; exercise their right to vote; and are dependable, respectful, trustworthy, and self-disciplined.



...a collaborative team member.

Fort Bend ISD graduates work effectively with others to achieve group goals; take actions that respect the needs and contributions of others; yield their own objectives to the goals of the team; and positively facilitate and contribute to teamwork.



...a life-long learner.

Fort Bend ISD graduates approach life with wonder and curiosity; seek opportunities to be creative; possess a thirst for knowledge and the ability to adapt to change; and are academically prepared to pursue and attain futures beyond what they can imagine!

Frequently Asked Questions

Please read this section before contacting the Substitute Team!

Q. What are the Substitute Office Hours and Contact Information?

A. Substitute Office Hours are (School Year) 7:30 a.m. – 4:30 p.m. (Summer Hours (7:30 a.m. – 5:30 p.m.)

- Substitute Office Email – substitutes@fortbendisd.gov
- Patricia Lutz –(A-L) – 8:00-4:30 patricia.lutz@fortbendisd.gov
- Bridgytte Miller – (M-Z) 8:00 – 4:30 bridgytte.miller@fortbendisd.gov
- Julissa Harwell – Payroll Specialist – 7:30-4:00 julissa.miller@fortbendisd.gov

Q. When can I begin subbing?

A. You may begin working as a substitute only after completing all required hiring and onboarding steps, including:

- Being officially hired as a substitute
- Attending Substitute Onboarding and receiving your ID badge
- Completing and passing New Substitute Orientation

You are not considered an official employee until you:

- Are assigned an employee ID number, and
- Have access to both:
  - The Absence and Substitute Management System (ReadySub)
  - My Self-Serve
- Attendance at Onboarding is required to:
  - Complete all new hire paperwork, and
  - Receive your Substitute ID badge
- You must also complete the online Substitute Orientation through eLearning, which includes passing a required assessment/quiz
- System Access and Setup
  - You will receive a Welcome email from the Absence and Substitute Management System with a temporary password
  - Once your account is activated:
    - Log in using your email address and temporary password
    - You will then be prompted to create a new password for future access

Q. How do I find out what jobs are available?

A. Using the Absence and Substitute Management System (ReadySub)

- You are responsible for logging into the Absence and Substitute Management System (ReadySub) to set up and maintain your profile
- ReadySub provides several methods for accepting job assignments:
  - Email alerts sent to your FBISD email address
  - Text message alerts (standard SMS rates may apply)
  - Direct access through your ReadySub dashboard
- Please note: There is no phone number available to call and listen to open jobs

Accepting and Confirming Jobs

- You must always ensure that you receive a valid Job ID Number when accepting any assignment
- If a job is prearranged with a teacher or campus, you are responsible for:
  - Logging into ReadySub
  - Confirming the job assignment
  - Obtaining the corresponding Job ID Number
- Important: You will not be paid for any assignment unless you are officially assigned to the job in ReadySub

Q. What do I do when I arrive at the school?

A. Preparing for Your Assignment

- Before leaving for your assignment, you must verify all job details in the Absence and Substitute Management System (ReadySub) to ensure accuracy (campus, time, job number, etc.)
- Upon arrival at the school:
    - Report to and sign in with the staff member designated for substitutes
    - Request the substitute folder
- The substitute folder should include essential materials such as:
    - Lesson Plans
    - Attendance rosters
    - Seating charts
    - Emergency procedures and plans
    - Any additional instructions or resources needed for the day

Q. What do I do if my Substitute availability changes?

A. Managing Your Availability and Employment Status

- You are responsible for logging into your Absence and Substitute Management System (ReadySub) profile to update your availability
- Within the system, you may update:
    - Daily availability, and
    - Extended leave periods, as needed
- If you anticipate being unavailable to meet the minimum work requirement of at least two (2) assignments per month or ten (10) assignments per semester, you must notify your Substitute Team Member (listed at the beginning of the handbook)
    - This will help prevent termination due to inactivity
- If you no longer wish to remain an active substitute, you must submit an Exit Form through you My Self-Serve account
- Please note: You will not be able to access or request funds from your 457 Plan until your exit request has been received and processed

Q. How will I know how I am performing as a Substitute?

A: Performance Feedback and Progressive Discipline

- Principals and teachers may complete a Special Report From to provide feedback to the Substitute Team regarding your performance, whether recognizing strong performance or addressing concerns
- If concerns are reported, you will receive an email notification outlining the issue(s) along with guidance and expectations to help you improve and continue working as a substitute
- Substitutes are subject to the district's Progressive Discipline Process
    - Please refer to the section title Progressive Discipline in this handbook for detailed information

Q. If I reject a job for a particular day, will I still be able to see other jobs in the Absence and Substitute Management System?

A. Yes

Q. Can an employee assign me to, or request me for, his/her absence?

A. Yes

- Employees may prearrange for you to substitute for them. In these cases, the employee must enter the absence in the Absence and Substitute Management System (ReadySub) and designate you as the prearranged substitute
- The system will generate a Job ID Number, which confirms that you have been officially assigned to the job
- It is your responsibility to verify that you have a valid Job ID Number before reporting to the assignment

Important Reminders:

- If the teacher fails to enter the prearranged substitute into ReadySub:
    - The job will appear as available in the system

    - Another substitute may accept the assignment and receive the Job ID Number
- The substitute who can present the valid Job ID Number at sign-in will:
    - Remain on the assignment
    - Receive payment for the job
- If you arrive without the Job ID Number:
    - You will not be paid for the assignment
    - You may only be paid if the campus is able to assign you to a different available job

Best Practice

- Always check and confirm your assignment in ReadySub before leaving home to ensure you are properly assigned and eligible for payment

Q. How can I be in a teacher assignment when I did not accept or agree to take the assignment?

A. Unconfirmed Prearranged Assignments

- In some cases, a teacher may assign you to a job in the Absence and Substitute Management System (ReadySub) without first confirming your availability. This is not standard procedure
- If you are assigned to an assignment without prior approval:
    - You should contact the campus staff member responsible for substitutes as soon as possible
    - Inform them of the situation so it can be reviewed and corrected if needed

Q. What should I do if I see assignments I the Absence and Management System during the summer months when "school" is not in session?

A. Avoiding Unintended Summer Assignments

- If you see an assignment in the Absence and Substitute Management System (ReadySub) during the summer months, do not accept the assignment
- In some cases, teachers who work during the summer may enter an absence but forget to indicate "No Substitute Required"
- As a result, the system may incorrectly display the assignment as available, even though a substitute is not needed

Best Practices

- Always verify the timing and context of assignments, and avoid accepting summer postings unless you have been directly contacted and instructed to do so

Q. As a substitute, am I allowed to work during the summer?

A. Summer School and Substitute Work

- Substitutes are not permitted to work summer school assignments through the Substitute Office. Only full-time employees are eligible to work directly through the Summer School Program
- If you are interested in working during the summer:
    - You must contact the Summer School Program coordinator directly for information and application steps
    - The Substitute office may assist by directing you to the appropriate program contact, but does not manage these assignments
- While there may be limited substitute opportunities during the summer months:
    - These positions are not managed or paid by the Substitute Office
    - All arrangements and compensation are handled through the specific summer program

Important Reminder

- The Substitute Office does not compensate substitutes for work performed during the summer months

Q. What if the days I am available to work change from week to week?

A. Updating Your Availability

- You are responsible for updating your availability directly in your Absence and Substitute Management System (ReadySub) profile.
- Updating your availability in the Absence and Substitute Management System (ReadySub) is not mandatory

- However, if there are specific days when you are unavailable, it is highly recommended that you update your profile accordingly. This helps campuses avoid contacting you for last-minute assignments when you are not available
- For step-by-step instructions, please refer to the Absence and Substitute Management System Job Aid located at the beginning of this handbook

Q. Can I call the Absence and Management System to listen for jobs?

A. Job Searching and Acceptance

- No, the Substitute Office does not place you into assignments. You are encouraged to be proactive in finding and accepting jobs
- You may search for and accept available assignments 24 hours a day, 7 days a week by logging into the Absence and Substitute Management System (ReadySub)

Q. How many jobs must I work to still active as a Substitute?

A. Minimum Work Requirement to Remain Active – to remain an active substitute, you are expected to work:

- At least two (2) assignments (jobs) per month or
- A minimum of ten (10) assignments (jobs) per semester
- **Important Note:**
    - If you are unable to meet this requirement due to extended unavailability, you must notify your Substitute Team Member in advance via email
    - Failure to meet the minimum work requirement without notification may result in termination due to inactivity
- If you are removed from the Substitute list due to inactivity or separation, you will be required to reapply for a substitute position to return
- If you no longer wish to work as a substitute for the district, you must submit an exit request through your My Self-Serve account

Q. If I reject or cancel jobs, will I automatically be removed from the Substitute list?

A. Job Cancellations and Substitution Activity

- The Absence and Substitute Management System (ReadySub) may continue to notify you of available assignments if you meet the job criteria
- While you can cancel accepted jobs, when necessary, the Substitute Office monitors cancellation activity
- If a pattern of frequent cancellations is identified:
    - The Substitute Team will contact you to review the reasons for the cancellations
    - Continued excessive cancellations may result in removal from the substitute list

Q. Do I need to remember my Absence and Substitute Management System Job ID?

A. Importance of the Job ID Number

- Yes. The Job ID Number is your confirmation that the Absence and Substitute Management System (ReadySub) has successfully recorded your acceptance of an assignment
- You will also need the Job ID Number if you need to cancel the assignment
- Each assignment is assigned a unique Job ID Number, so you are strongly encouraged to print or save your job number details and bring them with you to the campus

Q. Can I cancel a previously accepted job in the event of an emergency?

A. Cancelling an Assignment

- Yes. If you need to cancel an assignment within 48 hours of the job's start time, you must contact the campus directly to inform them
- If you are calling before or after school hours, you should leave a detailed voicemail message
- When cancelling within 48 hours:
    - The campus must release you from the assignment in the system

Q. Does the Absence and Substitute Management System call on the weekend?

A. Notification Preferences and Alerts

- You may receive notifications for assignments through the Absence and Substitute Management System (ReadySub)
- You can customize your notification preferences within your profile, including:
  - Setting quiet hours to prevent phone calls during certain times (e.g., evenings)
  - Disabling phone call alerts entirely, if preferred
- By default, ReadySub is set to send email notifications only
- Any additional notification methods, such as text messages or phone calls, must be enabled and managed by you within your profile settings

Q. Do I call the Substitute Office if I need directions to a campus?

A. Directions to Campus – NO

- It is your responsibility to obtain directions to the assigned campus prior to arrival
- You are encouraged to:
  - Print a map or set navigation before leaving for the assignment
  - Include the campus phone number with your directions in case you need assistance
- If you encounter difficulty locating the campus, contact the campus directly. Staff members are often familiar with the surrounding area and can provide more detailed directions

Q. When I became a Substitute, I did not have a teaching certificate, but now I have passed my content area TExES exam. Can I start to receive the certified daily pay rate?

A. Texas Certification and Pay Rate Eligibility

- To receive the Texas Certified Teacher rate of pay, you must hold a valid Texas teaching certificate (Probationary, Standard, or Lifetime/Provisional)
- If you are enrolled in an Alternative Certification Program (ACP), you must:
  - Pass all required content area exam(s) and pedagogy exam, and
  - Be issued a Probationary certificate by the State Board of Educator Certification (SBEC)
- It is your responsibility to notify your Substitute Team Member via email once your certification has been issued
- Your certification must be verifiable but the Substitute Team Member through the SBEC website before your pay rate can be updated
- **Pay Rate Updates**:
  - Your updated pay will be effective as of the date the Substitute Office is notified, not the date your certification was issued
  - The new pay rate will begin in the pay period following verification of your certification in SBEC
  - Retroactive pay adjustments will not be made
- **Important Reminder**:
  - It is your responsibility to understand the content areas covered by your certification
    - *Example: A generalist 4-8 certification does not qualify you to teach Physical Education (PE)*

Q. I have a valid out-of-state teaching certificate; will I receive the certified daily pay rate?

A. Out-of-State Certification and Pay Rate Eligibility

- Only individuals holding a valid Texas teaching certificate are eligible to receive the certified daily rate of pay
- If you hold an out of state certification, you must have it evaluated by the State Board for Educator Certification (SBEC) and obtain a one-year Texas Certificate before qualifying for the certified rate
- It is your responsibility to notify your Substitute Team Member via email once you receive your Texas certificate
- Your certification must be verified through the SBEC website before your pay can be updated
- **Pay Rate Updates:**
  - Your updated pay rate will take effect in the pay period following the date your certification is visible in SBEC
  - Retroactive pay adjustments will not be made
- **Important Reminder**

- It is your responsibility to understand the content areas covered by your certification
  - *Example: A generalist 4-8 certification does not qualify you to teach Physical Education (PE)*

Q. I just started subbing after I finished student teaching. I passed my content area exam and PPR exam. Will I receive the certified daily pay rate?

A. Transcript Verification and Certification Status

- To qualify for the certified daily rate of pay, you must provide a copy of your official transcripts showing your conferred degree date
- Since candidates often complete student teaching prior to receiving their degree, you will not qualify for the certified rate until:
  - Your official transcripts reflect your completed degree, and
  - The State Board for Educator Certification (SBEC) has recommended you for a Standard teaching certificate
- It is your responsibility to notify your Substitute Team Member via email when:
  - You have submitted your official degreed transcripts, and/or
  - You have been recommended for your Standard certificate
- Your certification must be verifiable on the SBEC website before your pay rate can be updated
- **Pay Rate Updates**
  - Your new rate will take effect during the pay period following the date your certification is visible in SBEC
  - Retroactive pay adjustments will not be made
- **Important Reminder**
  - It is your responsibility to understand the content area covered by your certification
    - *Example: A generalist 4-8 certification does not qualify you to teach Physical Education (PE)*

Q. I am a retired Texas teacher; can I accept long-term assignments?

A. TRS Retirees and Long-Term Substituting

- Eligibility for long-term assignments depends on the type of assignment and compliance with Teacher Retirement System of Texas (TRS) rules
- TRS retirees may accept long-term assignments covering an absent employee; however, assignments in vacant positions may have restrictions
- It is the retiree's responsibility to:
  - Contact TRS directly to understand how substituting may impact their retirement benefits
  - Ensure all work performed is in compliance with TRS guidelines
- Failure to comply with TRS requirements may result in serious consequences, including:
  - Loss of monthly annuity payments, or
  - Revocation of retirement benefits
- **Important Considerations**
  - Before accepting a long-term assignment, retirees should:
  - Ask the principal or campus representative whether the assignment is for:
    - A current employee on leave, or
    - A vacant position
  - **For TRS purposes**:
    - A substitute is defined as an individual serving temporarily in place of a current employee,
    - Not a vacant position
  - **TRS Contact Information**
    - Website: www.trs.texas.gov
    - Employment After Retirement Guide: http://www.trs.texas.gov/benefits/documents/employment_after_retirement.pdf
      Phone: 1-800-223-8778
- **Final Reminder**
  - Retirees are solely responsible for understanding and following all TRS return-to-work guidelines before accepting substitute assignments

Q. I am working in a long-term assignment and need to take a day off. What is the process for requesting time off?

A. Absence Expectations During Long-Term Assignments

- The Substitute Team expects that you do not exceed four (4) consecutive absences during a long-term assignment
- If extenuating circumstances arise:
  - You must notify your campus substitute representative in advance
  - The campus representative will coordinate with the Substitute Team for review and determination

Impact of Absences on Long-Term Status

- Failure to notify the campus in advance or exceeding four (4) consecutive absences may result in:
  - Cancellation of your long-term assignment, and/or
  - Loss of long-term pay eligibility
- If absences are not approved:
  - Your pay will revert to the base daily rate
- All decisions regarding absences and long-term status will be made by the Substitute Team Member in consultation with campus administration

First 10 Days Requirement

- If you have an unapproved absence during the first 10 consecutive full days, you will:
  - Need to restart the count
  - Not qualify for the long-term rate until you complete 10 full consecutive days again

Important Scheduling Considerations

- Absences on Mondays and Fridays are particularly difficult to fill
- Requests for time off on these days may be denied based on campus needs

Q. I am working a long-term assignment; the principal wants me to have computer/email access. What do I need to do?

A. Computer and Email Access for Long-Term Assignments

- Substitutes working long-term assignments of more than ten (10) full consecutive days will be granted district computer and email access for the assigned campus
- Once the Substitute Recommendation Form (SRF) is submitted by the principal and received by the Substitute Team:
  - Your assignment status will be updated in the system, and
  - You will be granted campus-specific computer and email access
- SRF requests are typically processed within a few business days

Important Reminders

- It is critical for the Substitute Team to be informed of long-term assignments at the beginning of the assignment to avoid delays in:
  - System access (computer/email)
  - Pay adjustments
- You do not need to contact the Substitute Team directly regarding your long-term assignment
- However, you should confirm with your campus substitute contact that the SRF and all required documentation have been submitted

Q. I need to update my address/phone number and last name due to a recent marriage/divorce. How do I get these changed in the Absence and Substitute Management System?

A. Updating Personal and Employment Information

- You must always keep your online substitute application current. This includes:
  - Contact information
  - Phone numbers
  - Home address
  - Personal Email address
  - Emergency contact information

- In addition to updating your application, you are required to update your address and phone number through your My Self-Serve profile
- For any legal name changes, you must:
    - Complete a Name Change Form with the Human Resources Department, and
    - Provide appropriate supporting documentation (e.g., marriage certificate, divorce decree, or other legal documents)
    - You will locate the above-mentioned information on the Human Resources website as well as instructions for submitting the documentation

Q. I accepted a job through the Absence and Substitute Management System and have a Job ID. However, when I arrived at the campus, the teacher was there but forgot to cancel the assignment. What do I do?

A. If your assignment has been canceled prior to your arrival, the campus may offer you another unfilled assignment on the same campus, if one is available. You may either accept the new assignment or choose to leave the campus without pay

- You may also login to the Absence and Substitute Management System, once the campus has removed you from the original assignment, to search for available assignments at other campuses.
- If this situation occurs more than once, please contact your Substitute Team Member to discuss the circumstances
- Please note that teachers may cancel an absence up to two (2) hours before the start of the school day, and campus staff may cancel a job at any time prior to the assignment start time. It is your responsibility to verify that your accepted job remains active before traveling to the campus
- If you chose not to accept another assignment and decide to leave the campus or seek an assignment at another location, be sure to ask the campus verifier to remove you from the canceled assignment before you depart

Q. I have a form from TRS for buying bac, years; who fills this out?

A. The form must be completed by the Payroll Department. If you need assistance or have questions regarding the form, please contact the Payroll Department by calling, 281-634-1221

Q. I need to get a letter from the district verifying employment; whom do I contact?

A. For assistance, contact the Records Department at hr.records@gortbendisd.gov

Q. I am an FBISD full-time employee and would like to change my position to Substitute. What do I do?

A. Transitioning from a Full-Time Position to a Substitute Position:

If you are currently employed by Fort Bend ISD and wish to transition to a Substitute Position, please allow your Campus and department adequate time to secure a replacement. The transition process involves several steps and cannot be completed immediately, as you must first be fully separated from your current position and paid through your final contract dates before being hired as a substitute.

Eligibility Requirements

To be eligible for employment as a Substitute, you must:

- Have a minimum of 60 college hours
- Submit official college transcripts or a foreign transcript evaluation when applying
- Complete all Substitute hiring requirements

Please NOTE:

- Fort Bend ISD substitutes are not eligible for insurance benefits
- Any current employee benefits will end when you transition to a substitute position
- Substitutes must work at least two (2) assignments per month or ten (10) assignments per semester to maintain active status

Transition Process:

- Step 1: Notify your supervisor
    - Inform your principal and direct supervisor of your intent to leave your current position and transition to a substitute role. Work with your supervisor to determine your last day of employment in your current position

- *The Substitute Team will notify you when you are eligible to begin accepting Substitute assignments*

- Step 2: Apply for the Substitute Position
  - Email Bridgytte.miller@fortbendisd.gov regarding your intent to transition to a Substitute position and apply to the Substitute job posting in the district's application system as an internal candidate
  - Be sure to upload your official college transcripts showing your highest level of education. Your education level will determine your eligibility, substitute category, and daily rate of pay
- Step 3: Employee Change Process
  - Once your supervisor or principal has communicated your final work date, the Substitute Team will initiate the Employee Change Form to begin the transition process
- Step 4: Complete Substitute Hiring Requirements
  - The Substitute Team will communicate with you through your FBISD email regarding:
    - Substitute Onboarding
    - New Substitute Orientation (NSO)
    - Additional position requirements and expectations

Failure to attend Onboarding and complete New Substitute Orientation may result in your removal from the Substitutes hiring process unless you communicate your intent to continue with the Substitute Office

IMPORTANT INFORMATION

- You may not begin working as a Substitute until you have:
  - Completed Substitute Onboarding
  - Received your Substitute ID Badge
  - Successfully completed New Substitute Orientation (NSO)

New Substitute Orientation is provided virtually through eLearning and includes important information regarding:

- Accepting substitute assignments
- District expectations and responsibilities
- Substitute policies and procedures
- Resources to support your success in the classroom

Completing all steps of the Substitute hiring process will ensure you are prepared to serve Fort Bend ISD students and staff effectively