Important Contact Information

Central Calling/Substitute Office

Main Office 817-814-2780
Substitute Calling System 817-814-7827
Substitute Office Fax Machine 817-814-2785

Staff

Cynthia Rincon  
HCM Chief  
817-814-2722  
cynthia.rincon/fwisd.org

Patrick Smith  
HCM Director  
817-814-2261  
patrick.smith/fwisd.org

Orlando Torres  
Central Calling Supervisor  
817-814-2783  
orlando.torres/fwisd.org

Dragana Perez  
Central Calling Technician  
817-814-2782  
dragana.perez/fwisd.org

Anthony Flores  
Kronos Technician  
817-814-2786  
anthony.flores/fwisd.org

Additional Resources

FWISD Health Services 817-814-2990
Payroll 817-814-2180
Employee Benefits 817-814-2240
Employee Relations 817-817-2790
Report Sexual Harassment 817-871-2474

Report Child Abuse:
Tex. Dept. Protective & Regulatory Serv. 800-252-5400
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Thank you for your decision to substitute during the 2019-2020 school year! Whether you are a returning substitute or new to the world of subbing the information contained within this handbook will hopefully make your experience an uncomplicated and enjoyable one. Included you will find instructions on how to access jobs that are available for you to accept and the methods used to do so as well as the districts motto, mission, vision and values, school locations and paydates, substitute responsibilities, helpful tips and hints and tools needed to be the most productive substitute you can be.

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

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

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

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

PIN: __________
Internet Contacts

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

<table>
<thead>
<tr>
<th>FWISD Home Page</th>
<th><a href="http://www.fwisd.org">www.fwisd.org</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub Office Email</td>
<td><a href="mailto:tssi@fwisd.org">tssi@fwisd.org</a></td>
</tr>
<tr>
<td>eSchool Home Page</td>
<td><a href="https://fortworth.eschoolsolutions.com">https://fortworth.eschoolsolutions.com</a></td>
</tr>
<tr>
<td>SafeSchools Training</td>
<td><a href="https://fwisd-tx.safeschools.com/login">https://fwisd-tx.safeschools.com/login</a></td>
</tr>
</tbody>
</table>

**FWISD eSchool Solutions Home Page**

Now that you have created your log on credentials you are ready to shop for jobs! No matter which method you choose to use (internet or telephone) the log on information is the same. Keep in mind the website refers to this info as your User I.D. and Password but over the telephone it is referred to as your Access I.D. and PIN. However, they are the same thing. Just remember, User I.D. = Access I.D and Password = PIN.

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

**Accessing the website**

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

1. Go to the FWISD homepage http://www.fwisd.org
2. Click on Employees
3. On the Employees screen select **Report an Absence/Take A Job** located on the right-hand side of the screen under Employee Quick Links
4. This will bring up the log on screen
5. Next enter your User I.D and Password and click Submit
Log-On Screen: Enter the credentials you created during the initial registration.
You should now be looking at your home screen:

Please pay close attention to the home screen. The information on this screen is meant to be communicated to you specifically and does change from time to time, in some cases the information is time sensitive.

Next, we will go over the tabs above your name, giving a short description.
**Schedule Tab:** This tab opens a drop of multiple options from which you are able to choose.
**General:** This is the first option under the schedule tab. This screen allows you to modify the days of the week you are available to accept assignments.
Temporary Do Not Call: The phone number found in the “Call Back #” field is the number you will be contacted by the calling system. Unfortunately, the “Do Not Call Until” field does not work. You can manually change the number, just ensure it is a local area code.
**Classifications:** These are the positions in which you are willing to work. This screen is view only. If you would like to make a change to this page you will need to come by the sub office and fill out a form. **These are the positions that will be offered to you by the system.**
**Locations**: These are the locations in which you are willing to work. The options are Elementary, Middle and High Schools. This too is a view only screen, to make changes contact 817-814-2780.

**Unavailable Dates**: By populating the Start and End Dates, the system will not call you during this timeframe. Click the “New” tab, select your date range then click “Save”.

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Substitute Handbook 2019-2020
Revised July 18, 2019
**Available Jobs Tab:** This is the screen you will utilize the most. Here you will find the jobs available for you to accept. Be aware that in the morning you will only be allowed to view available jobs for that day. You will be able to query future jobs after 1p.m.

**Review Assignments Tab:** Here you will be able to query any assignment assigned to you, past present or future. You may search by job number, date, or view a calendar format.
Profile Tab – Information: Your current mailing address should be auto populated in this field. If it is not, please update it in Employee Self Service (see pg. 47) then call 817-814-2780.

Update Email: Please make sure you provide a valid email address. The system will generate detailed confirmation emails to this address when you are assigned to any job.
**Change Password:** This screen allows you to change your current password. Keep in mind, you will need to know your current password to be able to make a change.

**Change Callback Number:** This screen is exactly like the “Temporary Do Not Call” tab. The phone number found in the “Call Back #” field is the number you will be contacted by the calling system. Unfortunately, the “Do Not Call Until” field does not work. You can manually change the number as often as you like.
Help Tab: Here you will find helpful videos that will assist you in navigating the system, as well as the substitute user's guide.
**Sign Out Tab:** Once you have completed your tasks on the website please make sure you sign out.
Navigating the Substitute Calling System

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

<table>
<thead>
<tr>
<th></th>
<th>Today's Jobs</th>
<th>Future Jobs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Thursday</td>
<td>5:25 A.M.</td>
<td>4:00 P.M. – 10:30 P.M.</td>
</tr>
<tr>
<td>Friday</td>
<td>5:25 A.M.</td>
<td>4:00 P.M. – 9:30 P.M.</td>
</tr>
<tr>
<td>Saturday</td>
<td>N/A</td>
<td>1:00 P.M. – 9:00 P.M.</td>
</tr>
<tr>
<td>Sunday</td>
<td>N/A</td>
<td>1:00 P.M. – 10:00 P.M.</td>
</tr>
<tr>
<td>Holidays</td>
<td>N/A</td>
<td>3:30 P.M – 9:00 P.M.</td>
</tr>
</tbody>
</table>

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

Answering Options: When the system calls you

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

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

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

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

You must have a job number in order to get paid!
System Options to Assist You

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

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

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

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

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

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

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

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

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

**To review or modify dates you are unavailable to work:**
This function allows you to enter a time in which you will not be available to work. During this period, you have the option to tell the system not to call you.

1. From the main menu choose option 5, to review or modify unavailability.
2. Press 1 to review or delete unavailability period.
3. Press 2 to add a new unavailability period.
4. Press 9 to exit to main menu.
5. If you pressed 1 to review or delete, listen to the unavailable period information.
6. Press 1 to delete this unavailability period.
7. Press 2 to hear the next unavailability period.
8. Press 9 to exit to main menu.
9. If you pressed 2 to add dates, enter the start date; two digits for the month, two digits for the day and two digits for the year (MMDDYY). Next enter the end date using the same format (MMDDYY).
10. Indicate if you are unavailable all day. Press 1 for yes
11. Press 2 to enter a time of unavailability. Enter start time two digits for hour and two digits for minutes (HH:MM). Enter 1 for A.M or 2 for P.M.
12. Repeat procedure for end time.
13. Next tell the system if you would like to receive calls during this unavailability period.
14. Press 1 to receive calls for future jobs during this unavailability period.
15. Press 2 if you DO NOT want to receive calls during this unavailability period.
16. Press 9 to exit without saving changes.

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

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

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

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

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

**Important:** You may never cancel one job to take another job. Also, too many cancelations may cause you to be removed from the calling system.

Our two cents for a more enjoyable school year:

✓ Never accept an assignment without a job number! If an employee asks you to sub for him/her, ask for the job number and verify it in the calling system.

✓ Never go to the job site without checking the calling system to see if the job has been assigned to you.
✓ If you accepted a job offered by the system and upon arrival you are told the job was cancelled, call 817-814-2780 or email tssi@fwisd.org. DO NOT LEAVE THE SITE! If you leave the site you will forfeit the day’s pay.

✓ If the system offers you an assignment after the start time, call the school and see if you will still be needed at that location before leaving to the assignment. Depending on the time, you may want to inquire if your pay will be a full or half day.

✓ If you are unavailable to work for two weeks or more (ten consecutive work days or more), please call 817-814-2780.

✓ Rule of thumb: No school in session means, No work for substitutes.

✓ You MUST have a job number in order to get paid.

✓ You MUST stop by the main office twice a day. Once in the morning to sign in on your timecard and once upon leaving to sign out on your timecard.

✓ All subs are now required to punch in and out with their badges using the KRONOS time clock.
<table>
<thead>
<tr>
<th>Elementary Schools</th>
<th>Num.</th>
<th>Phone No</th>
<th>Address</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beal, Harlean</td>
<td>130</td>
<td>815-8500</td>
<td>5615 Forest Hill Dr</td>
<td>19</td>
</tr>
<tr>
<td>Benbrook</td>
<td>103</td>
<td>815-6400</td>
<td>800 Mercedes</td>
<td>26</td>
</tr>
<tr>
<td>Bonnie Brae</td>
<td>225</td>
<td>815-3700</td>
<td>3504 Kimbo Rd</td>
<td>11</td>
</tr>
<tr>
<td>Boulevard Heights**</td>
<td>104</td>
<td>815-6400</td>
<td>5100 El Campo</td>
<td>07</td>
</tr>
<tr>
<td>Bridge Shelter**</td>
<td>212</td>
<td>815-2952</td>
<td>1424 Summit Avenue</td>
<td>02</td>
</tr>
<tr>
<td>Briscoe, Edward J.</td>
<td>209</td>
<td>814-0300</td>
<td>2751 Yuma Avenue</td>
<td>04</td>
</tr>
<tr>
<td>Burton Hill</td>
<td>107</td>
<td>815-1400</td>
<td>519 Burton Hill</td>
<td>14</td>
</tr>
<tr>
<td>Carlson, Alice; ALC</td>
<td>101</td>
<td>815-5700</td>
<td>3320 W. Cantey</td>
<td>09</td>
</tr>
<tr>
<td>Carroll Peak</td>
<td>110</td>
<td>814-0700</td>
<td>1201 E. Jefferson</td>
<td>04</td>
</tr>
<tr>
<td>Carter Park</td>
<td>111</td>
<td>815-8600</td>
<td>1204 E. Broadus</td>
<td>15</td>
</tr>
<tr>
<td>Chavez, Cesar (Pre-K-5)</td>
<td>223</td>
<td>815-0300</td>
<td>3710 Deen Rd</td>
<td>64</td>
</tr>
<tr>
<td>Clarke, George C.</td>
<td>115</td>
<td>814-6100</td>
<td>3300 S. Henderson</td>
<td>10</td>
</tr>
<tr>
<td>Clayton, Lily B.</td>
<td>116</td>
<td>814-5400</td>
<td>2000 Park Place</td>
<td>10</td>
</tr>
<tr>
<td>Como</td>
<td>117</td>
<td>815-6500</td>
<td>4000 Horne</td>
<td>07</td>
</tr>
<tr>
<td>Como Montessori School (K-8)</td>
<td>063</td>
<td>815-7200</td>
<td>4001 Littlepage</td>
<td>07</td>
</tr>
<tr>
<td>Contreras, Alice D.</td>
<td>220</td>
<td>814-7800</td>
<td>4100 Lubbock Ave</td>
<td>10</td>
</tr>
<tr>
<td>Daggett, E. M.</td>
<td>119</td>
<td>814-5500</td>
<td>958 Page</td>
<td>10</td>
</tr>
<tr>
<td>Daggett, Montessori (K-8)</td>
<td>194</td>
<td>814-6300</td>
<td>801 W. Jessamine St</td>
<td>10</td>
</tr>
<tr>
<td>Davis, Clifford</td>
<td>222</td>
<td>815-8700</td>
<td>4300 Campus Dr</td>
<td>19</td>
</tr>
<tr>
<td>De Zavala</td>
<td>121</td>
<td>814-5600</td>
<td>1419 College</td>
<td>04</td>
</tr>
<tr>
<td>Diamond Hill</td>
<td>122</td>
<td>815-0400</td>
<td>2000 Dewey St</td>
<td>64</td>
</tr>
<tr>
<td>Dillow, S. S.</td>
<td>123</td>
<td>814-0400</td>
<td>4000 Avenue N</td>
<td>05</td>
</tr>
<tr>
<td>East Handley</td>
<td>126</td>
<td>815-4400</td>
<td>2617 Mims</td>
<td>12</td>
</tr>
<tr>
<td>Eastern Hills</td>
<td>125</td>
<td>815-4500</td>
<td>5917 Shelton</td>
<td>12</td>
</tr>
<tr>
<td>Elliott, Bill J.</td>
<td>206</td>
<td>815-4600</td>
<td>2501 Cooks Lane</td>
<td>20</td>
</tr>
<tr>
<td>Ellis, M.G. Primary (Pre-K &amp; K)</td>
<td>224</td>
<td>814-3800</td>
<td>215 N. E. 14th St</td>
<td>64</td>
</tr>
<tr>
<td>F.W. Regional School for the Deaf</td>
<td>193</td>
<td>298-3730</td>
<td>7060 Camp Bowie Blvd</td>
<td>16</td>
</tr>
<tr>
<td>Glen Park</td>
<td>132</td>
<td>815-8800</td>
<td>3601 Pecos</td>
<td>19</td>
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<tr>
<td>Green, W.M.</td>
<td>133</td>
<td>815-8900</td>
<td>4612 David Strickland Rd</td>
<td>19</td>
</tr>
<tr>
<td>Greenbriar</td>
<td>134</td>
<td>815-7400</td>
<td>1605 Grady Lee</td>
<td>34</td>
</tr>
<tr>
<td>Helbing, H.V.</td>
<td>138</td>
<td>815-0500</td>
<td>3524 N. Crump</td>
<td>64</td>
</tr>
<tr>
<td>Howell, Natha</td>
<td>151</td>
<td>814-9300</td>
<td>1324 Kings Highway</td>
<td>17</td>
</tr>
<tr>
<td>Hubbard Heights</td>
<td>137</td>
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**Leadership Academies**

- John T. White Elementary
- Mitchell Blvd. Elementary
- Maude I. Logan Elementary
- Como Elementary
- Forest Oak Middle School
Time Cards
The FWISD time card system allows payroll to pay for the work of non-contract employees and additional agreed upon time and services from others. Time cards are to be used daily for all substitute positions. School and department offices will provide the time cards. You will fill out a separate time card for every assignment worked or use the same time card up to one week when in a continuous assignment. Each time card will be returned to the secretary after completing the necessary information.

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

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

You must sign your time card in order to get paid!
### Sample Timecard

#### TIME CARD

**FORT WORTH INDEPENDENT SCHOOL DISTRICT**

Jane Doe___  Substitute__________________________

Employee’s Name  Classification or Department

123456___  Friday’s Date |_______________________

Employee ID#  Week Ending | Total Hours Worked

<table>
<thead>
<tr>
<th>Day of Week</th>
<th>PLEASE CIRCLE</th>
<th>LUNCH</th>
<th>OTHER</th>
<th>JOB NUMBER</th>
<th>Total for day</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>MON 9/21 AM-PM</td>
<td>AM-PM</td>
<td>AM-PM</td>
<td>AM-PM</td>
<td>Y. Smith</td>
<td>678910</td>
<td></td>
</tr>
<tr>
<td>TUES AM-PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WED AM-PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>THUR AM-PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FRI AM-PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAT AM-PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

**Budget #**

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

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

Jane Doe

Principal, Supervisor, Department Head, Custodian

Employee’s Signature – Bldg. No.

FORM 100REV 04-14
Substitute Pay Rates

**REGULAR SUBSTITUTE RATES:**

<table>
<thead>
<tr>
<th>Position</th>
<th>In an Absence</th>
<th>Extra Help</th>
<th>Vacancy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clerk</td>
<td>$65</td>
<td>$64</td>
<td></td>
</tr>
<tr>
<td>Teacher assistant</td>
<td>$67</td>
<td>$64</td>
<td></td>
</tr>
<tr>
<td>Secretary</td>
<td>$68</td>
<td>$64</td>
<td></td>
</tr>
<tr>
<td>Teacher (60hrs +)</td>
<td>$78</td>
<td>$75</td>
<td></td>
</tr>
<tr>
<td>Teacher (Bachelors or higher)*</td>
<td>$86</td>
<td>$75</td>
<td></td>
</tr>
<tr>
<td>Teacher (Valid Certification)</td>
<td>$96</td>
<td>$75</td>
<td></td>
</tr>
<tr>
<td>TAKS Tutors/Compliance Sub</td>
<td>$75</td>
<td>$75</td>
<td></td>
</tr>
<tr>
<td>Counselor</td>
<td>$82</td>
<td>$75</td>
<td></td>
</tr>
</tbody>
</table>

*ONLY* applies to substitute teachers holding a bachelor’s degree or higher: On the 11th consecutive day of a long term (full day) assignment, the daily rate will increase from $86 to $127 per day. It will remain at the higher rate until completion of that assignment. **NOTE:** If one or more days are missed, the pay rate will revert to day one. **THIS DOES NOT INCLUDE COMPLIANCE POSITIONS.**

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

**Change in Degree Status:**

To update your degree status, you must bring in a copy of your original transcript conferring your degree along with your badge. The change in degree status and increase in pay will not take effect until we receive the transcript.

**Valid Certification** – If you are a Substitute Teacher and hold a valid teaching certificate, your daily rate will be $96 per day. (This rate does not apply to extra help positions. When in long term positions the rate will still increase to $127 on the 11th consecutive day.)
There is also an increased pay rate for substitute teachers and substitute paraprofessionals (teacher assistants) who work in Special Education Intensive assignments—an additional $5 per day will be awarded. The additional amount for substitute teachers will apply only to the first 10 days if in a long-term assignment. The additional $5 will not be added to the increased rate ($127) once the 11th day is reached. (Intensive assignments are as defined in the 2019-2020 Compensation Manual)

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

For the following positions: Substitute Teacher

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

RETIRED SUBSTITUTE RATES:
You must be retired from the FWISD to receive this rate.

<table>
<thead>
<tr>
<th>Position</th>
<th>In an Absence</th>
<th>Extra Help</th>
<th>Vacancy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secretary</td>
<td>$100</td>
<td></td>
<td>$67</td>
</tr>
<tr>
<td>Teacher (Bachelors or higher)</td>
<td>$127</td>
<td></td>
<td>$78</td>
</tr>
<tr>
<td>Counselor</td>
<td>$210</td>
<td></td>
<td>$78</td>
</tr>
<tr>
<td>Librarian - Any retired and certified educator</td>
<td>$127</td>
<td></td>
<td>$78</td>
</tr>
</tbody>
</table>

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

Please Note: All Compliance positions pay ONLY $75, regardless of duration or retiree status.

A VACANCY reported as EXTRA HELP will be paid at the EXTRA HELP rate, REGARDLESS OF THE RETIREE’S STATUS.
**RETIRED ADMINISTRATOR RATES:**
You must be retired from the FWISD to receive this rate.

<table>
<thead>
<tr>
<th>Position</th>
<th>In an Absence</th>
<th>Extra Help</th>
<th>Vacancy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Principal</td>
<td>Elem. $290.00</td>
<td></td>
<td>$88</td>
</tr>
<tr>
<td></td>
<td>Middle $304.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>High $325.47</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principal</td>
<td>Elem. $371.45</td>
<td></td>
<td>$98</td>
</tr>
<tr>
<td></td>
<td>Middle $397.46</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>High $441.17</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please be aware that if you work at an Alternative Middle or High School as a Principal the pay will be $377.28 at both levels.

A VACANCY reported as EXTRA HELP will be paid at the EXTRA HELP rate, REGARDLESS OF RETIREE’S STATUS.

* On the 11*th* consecutive day of a long-term assignment, the daily rate will increase from $88 to $132 per day, or from $98 to $152 per day. It will remain at the higher rate until completion of that particular assignment. **NOTE: If one or more days are missed, the pay rate will revert back to day one.**

**THIS DOES NOT INCLUDE COMPLIANCE POSITIONS.**
Substitute Secretary & Clerk Responsibilities

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

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

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

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

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

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

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

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

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

Preparing for the Day
The following are some practices you may use to effectively prepare to substitute teach:

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

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

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

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

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

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

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

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

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

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

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

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

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

**Computer Use**

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

**No School in Session**

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

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

The FWISD has only two schools open during district holidays:

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

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

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

Reasons for Discharge

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

Special Note: Violation of any of the above “Reasons for Discharge” may result in the issuance of a “Do Not Use” (Removal of Substitute from School Roster) notice.
Please note this list is not an exhaustive list of the reasons for discharge, and you may be discharged for cause or in the best interest of the District.

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

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

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

**In Case of Arrest**

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

**Office of Professional Standards**

100 N. University Dr., Suite OPS 1
Fort Worth, Texas 76107
Phone: 817-814-1880
Fax: 817-814-1885

**Reported Employee Allegations**

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

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

**Procedures**

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

- If the employee is a substitute, they are placed on job hold without pay until the investigation is completed. Investigations are expedited for substitutes because of the “job hold” requirement.
The Office of Professional Standards will notify you if you are cleared to return to work. If you are cleared please contact the Substitute Office immediately.

The investigation may include:

- An interview
- An opportunity to include a written statement

The Substitute Office will:

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

**Annual Re-Employment Procedures**

At the end of each school year, a Reasonable Assurance of Employment form is mailed to the home address of active and successful FWISD substitutes. This form must be signed by the employee and returned by the specified date, with a commitment to return to work in the following school year. Return this form to:

FWISD, Human Capital Management  
Substitute Office  
100 N. University Dr., Suite 130 B  
Fort Worth Texas, 76107

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

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

**Statement of Reasonable Assurance of Employment**

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

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

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

To reach the ESS page go to www.fwisd.org, click on Employees and then Employee Self Service located on the right-hand side of the screen.

Advantages of Online Employee Self-Serve:

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

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

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

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

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

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

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

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

For Safe Schools questions, please contact Aracely Chavez or call 1-800-434-0154 for technical difficulties.
How to Find Your FWISD User ID and Password - Necessary to Access your FWISD Email Account and ESS

IMPORTANT NOTE: You cannot perform this function until a week after you have worked your first assignment.

1. From a FWISD networked computer, open the district's homepage, http://www.fwisd.org
2. Click on Employees
3. Once the Employees page has come up; select Employee Link Hub
4. On this screen, scroll down and click on Find Your Active Directory Name
5. On this screen click on To go to the AD Username Report (Individual User) page, click here
6. This next screen requires one of two pieces of information. Either your first and last name or your employee ID number. Enter the appropriate data and click on submit. (Employee I.D. preferred)
7. You should now see your information. Write down your AD Username as this will be your permanent user name.
8. Return to the Employees page, scroll down and select Change Your Active Directory Password
9. On this screen enter your user name and use FWISD.12 as the current password.
10. Next, type in the user name you established above in step 7. Then a new password that you would like to use from this point forward. Re-type the password in the field below. Note: The new password must meet the requirement found at the top of the webpage.
11. Click on Set Password. If you do not receive the message “Your password has been set” in the box below, contact the Department of Technology at 817-814-HELP (4357)

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

1. Go to the FWISD homepage
2. Click on Employees
3. On the Employees screen click on Employee Self Service on the right-hand side of the page
4. You should now be viewing your Employee Self Service page. Your name should be displayed in the top right-hand corner of the page
5. Click on Employee Self Service on this page and this will open up the options you have to choose from. This is the screen where you will view your check stubs, change personal information, see W-2 and W-4 info as well as any certifications we may have on file for you.
IMPORTANT TIPS AND HELPFUL HINTS

• Substitute profiles with 6 months or more of inactivity will be deactivated.
• You must work a minimum of two days per week.
• Never give your PIN to anyone.
• Receiving three, “Do Not Use” notices from administrators within a twenty-four-month period is cause for termination.
• If a substitute is placed on job hold, it is without pay until cleared from hold status.
• Too many cancellations may cause you to be removed from the calling system.
• You may never cancel one job to go to another.
• Always notify the school and the sub office of any cancellations.
• You must never leave students unattended.
• Planning periods are not free time. You may be asked to perform clerical or other duties during this time and must honor the request.
• Wear your identification badge at all times, while at work.
• Report to your assignment at least 20 minutes before school starts.
• Remember no job number, no pay. **Do not** accept jobs without a job number.
• If you agree to sub for someone in person, **always** check the system to see if you have been assigned a job number.
• If you are assigned a job and the morning of the assignment, the system calls you, the job has been canceled. Accept the job you are being called for, or another assignment for the day. The original job no longer exists.
• If you accept a job offered by the system and upon arrival you are told the job was cancelled, call the substitute office. **Do not leave the site.** Departure from the school site results in forfeiting your pay.
• If upon arrival you are switched to a different assignment, you must honor that change. Ask if your job number will change along with the assignment.
• If one or more days are missed in a long-term assignment, the pay will revert to day one. (Pertains to Substitute teachers with Bachelor’s degree or higher, only.)
• A vacancy reported as **extra help** will be paid at the lower daily rate regardless of long-term or retiree status.
• If you work a half-day assignment, you will be paid half of your daily rate.
• Never take pictures in a school setting and then post them on social websites. (Facebook, Twitter, Instagram, Vine, Etc.)
• If you are called for an assignment after the start time, call the school and see if you will still be needed at that location **before leaving** to the assignment. Depending on the time, you might want to also ask if your pay will be a half or full day.
• To update your degree status, you must bring in a copy of your original transcript conferring your degree along with your badge. The change in degree status and increase in pay will not take effect until we receive the transcript.
• Never leave the school without checking in with the school’s Secretary or Principal in the Main office. If someone says it’s okay for you to leave, **always verify this** in the Main office.
• Please be aware of days when there is no school in session. This includes; Waiver Days, Teacher Prep Days, Snow Days, District Holidays, Thanksgiving Break, Winter Break, and Summer Break.

**DO NOT ACCEPT ASSIGNMENTS ON THESE DAYS.**

**No school in session means no work for substitutes.**
EMPLOYEE CODE OF ETHICS
and
STANDARDS OF CONDUCT
TRAINING
Message to FWISD Employees

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

At the end of this presentation you will be asked to sign an acknowledgement that you have received information on and agree to comply with the District's Employee Ethics and Standards of Conduct policies and procedures. We are confident and expect that all FWISD employees will exemplify and model the expectations outlined in the following information. If you have any questions concerning ethics, standards of conduct, or other information presented, please contact Employee Relations Department at, 817-814-2790.
Ethics

Definition of Ethics:
Ethics constitutes the set of principles, values, guidelines, rules, and laws governing the professional conduct of employees and officials, which are based on the principle that PUBLIC INTEREST IS PARAMOUNT.

Definition of Ethical Conduct:
- Ethical conduct is more than complying with laws, rules, and regulations.
- It is the personal integrity of the District’s employees and their collective commitment to the highest personal standards.
- It is what employees do when they use their good faith, good judgment, and high moral standards.
- The public expects honesty and dependability from its District employees.

Who is a Public Servant?
Any person elected, selected, appointed, or employed as an officer, employee, or agent of the government – Penal Code 1.07 (41)

Questions? Please call the Ethics Help line: 817-814-2793

FORT WORTH INDEPENDENT SCHOOL DISTRICT
EMPLOYEE CODE OF ETHICS
AND STANDARDS OF CONDUCT

Conduct from which to refrain

No employee or his/her spouse or family member shall Intentionally/knowingly:

- Accept or solicit any benefit, gift, favor, service, compensation, or thing of value from any person, group or business entity that could be interpreted, or might reasonably be expected to influence or impair the employee's independence of judgment in the discharge of official duties or that the employee knows or should know is being offered with the intent to influence the employee's impartiality.
- Disclose any confidential information gained by reason of the employment position concerning the property, operations, policies or affairs of the District, or use such confidential information to advance any personal interest, financial or otherwise.
- Make personal investments that could reasonably be expected to create a substantial conflict between the employee's private interest and the public interest.
- Accept other employment, compensation or engage in a business or professional activity that could reasonably be expected to impair the employee's independence of judgment in performance of official duties or create a conflict between the employee's private interest and the public interest.
- Write a personal letter on District stationary or use other District equipment or resources for personal business or gain.
Conflict of Interest

FWISD employees are entrusted to avoid even the appearance of a conflict of interest. A conflict of interest occurs when an employee allows personal gain (direct or indirect) to influence his/her judgment or action in the performance of their duties and responsibilities.

- An employee's conduct shall be fair, impartial, and impersonal.
- An employee shall act in a manner that is above reproach and always in the best interest of the District.
- An employee shall not abuse company time, materials, or equipment.
- An employee shall not use time, materials, or equipment for personal gain.
- An employee or person who is related to an employee in the first degree by either affinity (marriage) or consanguinity (blood) shall not accept or solicit any gift, favor, service, compensation, or any other benefit from any person or entity that could reasonably be construed to influence the employee's discharge of assigned duties and responsibilities.
- An employee who believes he/she may have a conflict of interest shall disclose the situation to the Superintendent or designee who will take appropriate action to ensure the District's best interests are protected.

Nepotism

- The District shall not employ a person who is related by blood within the 3rd degree, or by marriage within the 2nd degree to a Board Member or the Superintendent.
- A person shall not be employed or promoted if such employment or promotion would place the person in a position of supervising or being supervised by a member of the person’s immediate family.
- A person shall not be employed or promoted if a member of the person’s immediate family occupies a position in which the family member could use such position to affect the employment, promotion, salary administration, or other related management or personnel transaction of the person being employed or promoted.
- No department director, asst. director, or supervisor shall appoint or employ a person with his/her immediate family, nor use his/her position to influence another District employee to hire a member of his/her immediate family.
- Members of an immediate family may teach or work in the same building, but shall not directly supervise and/or evaluate another immediate family member.
Random Searches and Alcohol/Drug Testing

FWISD reserves the right to conduct searches if the District has reasonable cause to believe that a search will uncover evidence of work-related misconduct. The District may search the employee’s personal items, work areas, lockers, and private vehicles parked on District premises or used in District business.

Alcohol and drug tests will be conducted as follows:
- At random for safety sensitive positions.
- When reasonable suspicion of misuse or abuse exists.
- When an employee returns to duty after engaging in Prohibited conduct.
- As a follow-up measure.
- Immediately following accidents.
- For pre-employment.
- For bus drivers when they have been absent 30 days or longer.
- Return-to-duty and follow-up testing will be done on employees who have violated the prohibited alcohol conduct standards or tested positive for alcohol and/or drugs.

Employment Practice Regarding Criminal History Background Check

FWISD reserves the right to not employ any applicant whose criminal history record indicates an arrest or conviction for:

- Felony
- Crimes against persons
- Drug-related crimes
- Job-related crimes
- Repeated arrests
- Offenses that pose a risk to children.
- Any other criminal activity judged to be improper for a school employee.

The District reserves the right to obtain criminal record information on any District employee at any time. Additionally, criminal record checks are done annually in accordance with procedures outlined in Board Policy DC (Legal and Local).
Controlled Substance Abuse/Drug-Free Workplace

It is the policy of the FWISD Board of Education that the FWISD will provide a drug-free workplace for employees and students.

In compliance with federal Drug-free Schools and Communities Act amendments of 1989, on the next page you will find a page titled “Notice to all Employees” outlining this federal law in your employee handbook, in the Drug/Alcohol Abuse Prevention paragraph under the Employee Conduct and Welfare section. Please read this very important workplace notice.

Under the Texas Controlled Substances Act, employees who use or are under the influence of alcohol or illegal drugs are subject to discipline up to and including termination.

Sexual Harassment

- The District maintains a zero tolerance against sexual harassment towards students, co-workers, customers, applicants, vendors, etc.

- Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors, or other sexual conduct, either verbal or physical or any conduct or other offensive unequal treatment of an employee or group of employees that would not occur but for the sex of the employee or employees.

- To report sexual harassment, contact the building principal on your campus or call 817-871-2474.

Bullying

- Bullying in the context of the work environment is repeated abusive mistreatment that undermines, humiliates, or threatens employees, prevents work from being done, and harms employee health.

- Bullying must not be confused with the non-abusive exercise of management rights to assign tasks, coach, or take work-related disciplinary action against employees. Bullying may be supervisor-to-subordinate or employee-to-employee.
Notice of Non-Discrimination

The Fort Worth Independent School District does not discriminate on the basis of race, color, religion, national origin, gender, disability, sexual orientation, or age in its programs and activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Yassmin Lee, PhD., Title IX Coordinator/Employee Relations, 100 North University Drive, Fort Worth, TX 76107 or call 817-814-2727

June Davis, ADA/Section 504 Coordinator/Director of Special Programs, 100 North University Drive, Fort Worth, TX 76107 or call 817-814-2875

Cynthia Rincón, Chief, 100 North University Dr., NW 130-I, Fort Worth, Texas 76107 or call 817-814-2724

Dress Code

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

Dress Code for Central Office Staff and Satellite Locations:

• Dress slacks
• Business style dresses
• Jackets desired
• Business style dress shirts and blouses (with or without collars – can be button down or plain front)
• Ties optional but desired
• Dress sweaters or turtlenecks
• Dress Capri's/cropped pants that are at least mid-calf in Length
• Belts for pants or skirts
• Leather, simulated leather, or microfiber shoes; dress sandals that do not resemble flip flops
• Hose for Women Desired
• Blue Jeans and sneakers only on special occasion days or under extenuating circumstances, as approved by division head.
Dress Code

Dress Code for Campus Based Personnel:

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

Electronic Media Management

- FWISD’s electronic communication system including its network access to the internet, are to be used for administrative and instructional purposes only.
- Unauthorized use of these systems is prohibited and punishable up to and including termination.
- FWISD reserves the right to monitor the use of the electronic communication system and internet access to insure appropriate use.

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

- As role models for the district's students, employees are responsible for their public conduct even when they are not acting as district employees.
- Employees will be held to the same professional standards in their public use of electronic communications as they are for any other public conduct.
- If an employee’s use of electronic communications interferes with the employee’s ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment.

For questions, please call 817-814-4357.
Call the Fraud, Waste, and Abuse Hotline to report:
- Illegal or fraudulent acts
- Waste of funds
- Misuse or theft of District property or funds.

When calling the Hotline, please provide as much information as possible, to include:
- Circumstances of the incidents noted (dates, times, names, places)
- The offices and individuals involved
- Location of any available evidence (physical evidence or records)
- Names and telephone numbers of credible witnesses
- Caller's name and telephone number, if you chose not to remain anonymous.

Do not use the Fraud, Waste, and Abuse Hotline to report:
- Complaints or grievances involving wages, working conditions, discrimination, and other personnel issues.

These issues should be reported in accordance with Board Policy DGBA (Local), Employee Complaints/Grievances.

Remember, calls to the hotline should be made in good faith to report fraud, waste, or abuse rather than to report an employee's dissatisfaction.

No! Your Number does not show up on a Caller ID

Your hotline call goes to an answering machine maintained by the Internal Audit Department, which will conduct or arrange for an appropriate review or investigation of your complaint. You may remain anonymous, by not disclosing your name, or you can ask that your identity be kept confidential. If you remain anonymous it may be more difficult to investigate your complaint. If you ask that your identity be kept confidential, Internal Audit will protect your identity and disclose it only to the auditors or investigators assigned to review the complaint.
Every employee of the District is responsible for adhering to the ethical standards prescribed in this Orientation Booklet and the Employee Code of Ethics and Standards of Conduct administrative regulation.

District employees owe a responsibility to the public in the performance of their duties. Public trust requires that employees avoid even the appearance of impropriety or of a conflict of interest between their professional responsibilities and their personal business interests.

Employees shall comply with the code of ethics and standards of conduct set out in this Orientation Booklet that impose duties, requirements, or standards pertaining to their status as District employees. This Orientation Booklet does not provide all the information pertinent to conduct and ethics, and employees must assume the responsibility for acquiring the knowledge necessary to perform and comply as expected. Additional sources for employee policies, procedures, and regulations are: the Employee Handbook and FWISD board policy. Both are online on the FWISD website: www.fwisd.org; and the Administrative Regulations in the First Class email system. For additional information or resources regarding FWISD’s policies and procedures, you may also contact your supervisor.

**Reporting Suspected Child Abuse**

**TEXAS LAW:**
“Any person who has cause to believe that a child’s physical or mental health or welfare has been or may be adversely affected by abuse or neglect by any person shall make such reports as are required by law.” Family Code 261.101 (a).

**FWISD POLICY**
Accordingly, all cases of suspected child abuse must be reported. Failure of employees to comply with Family Code will result in appropriate disciplinary action by the FWISD.

**ABUSE DEFINITIONS:**

**PHYSICAL ABUSE**
Abuse that results in substantial harm to the child, or the genuine threat of substantial harm from physical injury to the child, including an injury, that is consistent with the history or explanation given and excluding an accident or reasonable discipline by a parent, guardian, or managing or possessory conservator that does not expose the child to a substantial risk of harm.
SEXUAL ABUSE

Consists of sexual conduct harmful to a child's mental, emotional or physical welfare. Failure to make a reasonable effort to prevent sexual conduct harmful to a child. Compelling or encouraging the child to engage in sexual conduct as defined in Section 43.01, Penal Code. Causing, permitting, encouraging, engaging in, or allowing the photographing, filming, or depicting of a child in obscene or pornographic materials.

EMOTIONAL ABUSE

Causing mental or emotional injury to a child that results in an observable and material impairment in the child's growth, development, or psychological functioning. Causing or permitting the child to be in a situation in which the child sustains a mental or emotional injury that results in an observable and material impairment to the child's growth, development or psychological functioning.

ABANDONMENT

Is when a child is left in a situation where the child would be exposed to a substantial risk of physical or mental harm, without arranging for necessary care for the child, and the demonstration of intent not to return by a parent, guardian, or managing or possessory conservator of the child.

MEDICAL NEGLECT

Is the failure to seek, obtain, or follow through with medical care, with the failure resulting in or presenting a substantial risk of death, disfigurement, bodily injury, or with the failure resulting in observable and material impairment to the growth, development, or function of the child.

PHYSICAL NEGLECT

Occurs with the failure to provide the child with food, clothing, or shelter necessary to sustain the life or health of the child, excluding failure caused primarily by financial inability unless relief services had been offered and refused.

REFUSAL TO ASSUME PARENTAL RESPONSIBILITIES

Is the failure by the person responsible for a child's care, custody, or welfare to permit the child to return to the child’s home without arranging for the necessary care for the child after the child has been absent from the home for any reason, including having been in residential placement or having run away.

To comply with Texas Law, the following procedures have been developed for the reporting of child abuse in the Fort Worth Independent School District.
WHO REPORTS

When there is reason to believe a child has been abused, the person who identifies or suspects child abuse/neglect shall report the case to the Texas Department of Protective and Regulatory Services no later than 48 hours after obtaining information that the child has been or may be abused or neglected.

FAILURE TO REPORT

A person commits a class B misdemeanor if he/she has cause to believe that a child’s physical or mental health or welfare has been or may be adversely affected by abuse or neglect and knowingly fails to report it as provided by law. Family Code 261.109

IMPORTANT NOTE

If a child gives you information about themselves and describes incidents or injuries that could be child abuse, or neglect - this could be an “outcry” for help.

If you suspect an outcry and want to ask clarifying questions of the student, DON’T. Questions and discussion may interfere with an investigation and cause other problems. Therefore, do not ask questions and carefully follow the procedures below.

HOW TO REPORT

- Call TDPRS at 1-800-252-5400 for immediate response OR
- Report online at http://www.txabusehotline.org

CLARIFICATION

School personnel are NOT required to report suspected child abuse or neglect to a school administrator PRIOR to making a report.

REPORT PROCEDURE

FWISD staff shall cooperate with the Police Department and the Texas Department of Protective and Regulatory Services who may send staff to the school to see the child.

All reports of suspected child abuse are confidential.

School district personnel must not interfere with an investigation of child abuse or neglect.

An area for the interview should be provided that ensures privacy for the student and caseworker.

Caseworkers must present identification before being allowed to interview and/or to photograph the student. Parental permission to interview the student is not necessary.
Administrative Regulation DH1
Fort Worth Independent School District’s
Employee Code of Ethics and Standards of Conduct
Acknowledgement

I acknowledge that I have received training on the District’s Board Policy DBD, conflict of interest (LEGAL and LOCAL), Policy DBE, Nepotism (LOCAL), Policy DBF, Non-School Employment (LOCAL) and Policy DH, Employee Standards of Conduct (LEGAL and LOCAL). I understand the policies and affirm that I accept responsibility to avoid any conflicts of interest between my personal interest, or directly/indirectly through a member of my immediate family, and the interest of the district, in dealing with my supervisor(s), other employees, vendors, suppliers, contractors and all other organizations or individuals doing or seeking to do business with the District. I shall avoid any circumstances that could cast doubt on my ability to act with total objectivity with regards to the district’s interests.

Conflicts of interest may occur in a number of ways. Therefore, included in the presentation are some examples of “Shall Not’s”, which employees shall avoid. District policies DBD (LOCAL) and DBF (LOCAL) require that all situations involving potential conflicts of interest be disclosed to the Superintendent or designee, who shall take whatever action is necessary, if any, to ensure that the District’s best interest are protected. This will permit consideration of special circumstances and help the employee and District avoid criticism. Board Policies are on the District’s internet website: www.fwisd.org.

I also affirm that I have not had any monetary or material interest in organizations or individuals doing business with the District in the past year and shall not have such interest while an employee of the District. Any exceptions have or shall be reported to the Superintendent or designee for appropriate action, if any, to resolve the conflict or avoid the potential conflict of interest.

I understand that violation of any District Policies, Administrative regulations, or Guidelines may result in disciplinary action, up to and including termination of employment.

I do hereby affirm: ________________________________________________________________

(Print Name and Position)

------------------- Substitute Office -------------------
(Location, Campus/Department)

------------------------------- (Employee I.D. Number) -------------------------------

(Signature) (Date)
Fort Worth Independent School District  
Department of Human Capital Management

Acknowledgement of Receipt of Substitute Handbook

I hereby acknowledge receipt of my personal copy of the Fort Worth Independent School District Substitute Handbook. I agree to read the handbook and abide by the standards, policies and procedures defined or referenced in this document.

The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify or eliminate the information summarized in this handbook. As the district provides updated policy information, I accept the responsibility for reading and abiding by the changes.

I understand that no modifications to contractual relationships or alterations of at-will relationships are intended by this handbook.

I understand that I have an obligation to inform my supervisor or department head of any changes in personal information, such as phone number, address, etc. I also accept responsibility for contacting my supervisor or the Department of Human Capital Management if I have questions or concerns or need further explanations.

_________________         _______________      ________________
Print Name                  Employee I.D. #       Signature
## Substitute 2019-2020 Pay Schedule and Dates

<table>
<thead>
<tr>
<th>Work Period</th>
<th>Payday</th>
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<tr>
<td>6/14/2019 - 7/12/2019</td>
<td>7/25/2019</td>
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<td>7/13/2019 - 8/14/2019</td>
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<td>9/14/2019 - 10/14/2019</td>
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<td>7/14/2020 - 8/14/2020</td>
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*Please note: These dates are subject to change.*
### Daily Log of Substitute Assignments

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Comments