

# Human Resources

KATY  
ISDDI  
CJ[HUMAN RESOURCES](#)[EMPLOYEES](#)[NEW HIRES](#)[SUBSTITUTES](#)[RECRUITING](#)[Human Resources](#) > [FAQs](#)

## Frequently Asked Questions

### Excess

**Q: I have been designated as an excess employee. Do I have to interview with principals again to obtain a new assignment?**

A: Excess candidates do not have to be interviewed – you may simply be selected by the campus principal to join their team. HR will notify you regarding your new assignment.

**Q: May I turn down an interview if contacted by a principal for an excess assignment?**

A: It is not recommended that you turn down any interviews/requests for visits with a principal. Visiting with the principal allows you to get to know your potential new supervisor and may help to resolve many concerns you have regarding locating a new assignment within Katy ISD.

**Q: May I volunteer to be an excess employee in need of reassignment if my campus needs to lose teachers in my area?**

A: Yes. However, an employee may not volunteer for or be placed on the reassignment list if he/she has been on a growth plan at any time during the current school year.

**Q: How would I know if I am an excess employee in need of reassignment?**

A: It is the obligation of your principal to give notice to you, a staff member who is declared excess on a campus and to give notice that their name has been placed on the District's excess list.

**Q: What if there are several principals who want me for a job at the same time? Will I be informed of multiple offers?**

A: In the event that there are multiple offers for a teacher at one time, you will be given all offers and you will select the one you prefer.

**Q: How will teachers know that I have been designated as an excess teacher?**

A: Your name will be placed on the district transfer list and your name will be distributed directly to the principals on an official district excess list. That list will contain your certification and grade level/subject

preferences.

**Q: How will HR know what my preferences are?**

A: If you have been designated as an excess teacher in need of reassignment, you will be asked to complete a transfer/reassignment information form that will request specific information about your school, grade level and subject preferences.

**Q: What if a teacher leaves my campus after I have been reassigned? May I go back to my original campus?**

A: Teachers who are placed at another campus via the Excess process may be recalled to their campus if a position opens at a later date. (The recall period is open until June 15th) It is not mandatory for the principal to recall you to the campus. It is simply an option that is available to the principal.

**Q: I was officially designated as an excess teacher but I accepted a transfer before I could be “placed” by the district in a new assignment. I just wanted to be able to have some control over where I was going to work next year. Am I eligible to be recalled to my original campus now that a position has re-opened on my former campus?**

A: Teachers who accept a transfer are not eligible for “excess recall”. An employee who has been designated as an employee in need of reassignment may accept a transfer opportunity if offered. However, if the employee accepts a transfer, they are not eligible for recall by their former principal.

**Q: I have been placed at a different campus since I was an excess employee. Do I have to move all of my possessions on my own?**

A: When an excess transfer is effected during the school year, the teacher will be granted one day between assignments for closing out and/ or moving and preparing for the new assignment. The normal workday shall be spent on either or both campuses and payroll accountability for that day shall be the responsibility of the school experiencing the reduction. If the excess transfer occurs at the end of the school year, there is no provision for a day to be granted to allow for the move. However, the district’s maintenance department is able to assist with the physical move from one location to the other. This end of the school year effort must be coordinated via the campus secretary.

## Transfers

**Q: When may I transfer to another campus?**

A: To be eligible for a voluntary transfer, the employee must have worked at the current location for two consecutive years and must not have been on a growth plan at any time during the current school year. Time worked as a substitute on a campus will not be considered in the calculation of the two-year requirement. This restriction also applies to the opening of new schools unless the existing campus is part of a rezoning effort that results in reduction of staff.

**Q: I want to transfer to a higher paying job but I have not been on my campus for two years? Am I eligible for transfer consideration?**

A: Yes. You are eligible for transfer consideration and to have your name placed on the transfer list if you are desirous of being considered for a higher paying job.

**Q: How do I request a transfer?**

A: You may request a transfer by completing a district transfer request. This request form can be located at <https://katynet.katyisd.org/hr/Pages/RequestforEmployeeTransfer.aspx>

When you are approved, you will receive an email confirming your request to add your name to the district transfer list. This process usually takes 2-3 business days. If you are not approved, you will receive notification such and the reason for not approving you will be indicated.

**Q: I have been on a growth plan this past year. May I apply for a transfer?**

A: No. Employees who have been on a growth plan in the current school year are not eligible for transfer consideration.

**Q: Do I have to tell my current principal that I am placing my name on the district transfer list or get their permission to apply for a transfer?**

A: No. You do not have to share that information with your principal. Nor do you have to obtain your principal's permission to apply for the transfer list.

**Q: May I send my resume and or letter of interest to principals?**

A: Yes. You may email the principals with your resume and letter of interest but you may not contact a principal or assistant principal to request an interview.

**Q: Must I be on the transfer list to interview for a job transfer?**

A: Yes. Per Katy ISD DK Regulations, you must be on the district transfer list before a principal can interview you.

**Q: How will I know if I have a transfer request from a principal?**

A: HR will contact you via email with the transfer opportunity information.

**Q: I want to transfer from my campus but I have been told that no other teachers may transfer from my grade level. What is this about?**

A: Per DK Regulation, no more than 20 percent of the teachers from any one department or grade level may be transferred from an elementary or junior high school in any given year. No more than 10 percent of the teachers from any one department may be transferred from a high school in any given year.

No more than 10 percent of the teachers or 10 teachers, whichever is less, may be transferred from any one campus in the same year unless they are declared excess or have obtained approval from the appropriate Executive Director and the Assistant Superintendent for Human Resources.

At the elementary level no more than two (2) support staff (i.e. ADA clerk, financial clerk, general clerk, library aide, office clerk, switchboard clerk, textbook clerk, principal's secretary, nurses' aide) may be transferred from any one campus in a given year. If more than two (2) of the support staff at an elementary campus are recommended for a transfer, priority will be given to personnel whose transfer results in a pay grade promotion. No more than 10 percent of the professional support staff (i.e. nurses, librarians, counselors, assistant principals,) may be transferred from any one campus in a given year unless an exception is made by the appropriate Executive Director and the Assistant Superintendent for Human Resources. If more than 10 percent of the professional support staff at a campus is recommended for a transfer, priority will be given to personnel whose transfer results in a pay grade promotion.

At the junior high level no more than two (2) support staff (i.e. AP secretary, counselor's secretary, registrar, ADA clerk, financial clerk, general clerk, library aide, office clerk, switchboard clerk, textbook clerk, principal's secretary, nurses' aide) may be transferred from any one campus in a given year. If more than two (2) of the

support staff at a junior high campus are recommended for a transfer, priority will be given to personnel whose transfer results in a pay grade promotion.

At the junior high level, no more than two (2) of the professional support staff (i.e. nurses, librarians, counselors, instructional technology facilitators, and assistant principals) may be transferred from any one campus in a given year unless an exception is made by the appropriate Executive Director and the Assistant Superintendent for Human Resources. If more than two (2) members of the professional support staff at a campus are recommended for a transfer, priority will be given to personnel whose transfer results in a pay grade promotion.

At the high school level, the guidelines are the same as the junior high with one exception – no more than four (4) of the support staff and four (4) of the professional support staff may be transferred from any one campus in a given year unless an exception is made by the appropriate Executive Director and the Assistant Superintendent for Human Resources.

At All Levels - No more than 10 percent of the instructional paraprofessional support staff at either the elementary, junior high or high school may be transferred from any one campus in a given year unless an exception is made by the appropriate Executive Director and the Assistant Superintendent for Human Resources. If more than 10 percent of the instructional paraprofessional support staff at a campus is recommended for a transfer, priority will be given to personnel whose transfer results in a pay grade promotion.

**Q: I still want to transfer but it is after the June 15th deadline. Can a transfer still happen for me?**

A: Contract based employees are eligible for a lateral transfer by principal mutual consent until June 15th. Paraprofessionals/ At-Will employees will be allowed to transfer at any time for lateral positions or for positions that result in a lower pay rate as long as they have met the requirements of the two year rule.

**Q: I added my name to the transfer list this year. However, it is July 2nd and I noticed my name not there anymore. What happened to my transfer request information that I added before July 2nd ?**

A: The district transfer list is cleared each year on July 1st. If you are still desirous of pursuing a transfer, you will need to reapply for the transfer list. HR clears the transfer list on July 1st annually, to ensure that the transfer list reflects current employees' interests.

## New Hires

**Q: Must I complete the fingerprinting process before my New Hire meeting?**

A: Yes, please complete the fingerprinting process prior to attending the New Hire meeting. We cannot process your paperwork for hire until this step has been completed. You will bring with you to the New Hire meeting your fingerprint receipt unless that step was already completed as part of your certification. If you have been fingerprinted through TEA, you will not need to be fingerprinted again.

**Q: What identification do I need to complete the I-9 Form?**

A: Most commonly used documents are a valid driver's license and social security card, but you can find a "List of Acceptable Documents" on the last page of your I-9 packet of the new hire paperwork.

**Q: If I have already provided the district with transcripts, will I need to provide official transcripts for my file?**

A: Yes. Katy ISD is required to process original, OFFICIAL transcripts for every employee, from every institution.

attended. You will be notified of any missing documentation at your New Hire meeting.

**Q: May I still attend the New Hire meeting if I do not have all of my official documents?**

A: With the exception of fingerprinting completion, yes, you may attend the new hire meeting. However, you must realize that without the completion of certain documents you will not be able to begin employment with Katy ISD.

**Q: Where do I have my service records or transcripts mailed?**

A: Please mail your records to the following:  
Human Resource: Attention Certification Specialists  
PO Box 159 Katy, Texas 77492-0159

Note—it is best if you have originals mailed to you and you forward to KISD. By having the transcripts sent directly to you from the university, you will know that the university has followed thru on your request for transcripts. When mailed straight from the university/district, you do not know if they were actually sent to us.

**Q: I am a current substitute/bus driver/crossing guard and have been hired to be a teacher/paraprofessional. Will I need to complete all of the New Hire paperwork?**

A: No, you will not need to complete all new paperwork. We will provide you with information related to what paperwork is missing and request any additional documents that are required for the new position. The hiring HR Coordinator will speak to you about the correct paperwork to complete.

**Q: I am getting married over the summer. May I use my married name for my records?**

A: We are required by law to use the name indicated on your Social Security card. If you receive a new card, please go to Katy NET to complete the change of status form and then submit that form to HR and your record will be updated.

**Q: How do I know if you have received my letter of intent or contract?**

A: If we have not received your letter of intent or contract by the time you attend the New Hire meeting that you registered for, we will notify you to bring that document with you. You will not receive a contract until after your name is presented to the Board.

**Q: What if I do not have a permanent address yet?**

A: If you are hired and complete paperwork under one address and it changes, you will need to change your records once you have a permanent/new address. You can wait to turn in paperwork if you wish until you know your address; however you must complete the paperwork to complete the hiring process.

**Q: What is my Teacher salary going to be?**

A: The Katy ISD Board of Trustees usually approves our salary schedule in June or July of each year. However, you can refer to the current year's salary schedule for an estimate salary. The current salary schedules are available at <http://www.katyisd.org/dept/hr/Documents/Pay%20Scales%20-%20Teacher%20Salary%20Schedule.pdf>

**Q: What are the contract days for the current school year?**

A: The Katy ISD Instructional Calendar is available at <http://www.katyisd.org/Documents/Calendars/Instructional%20Calendar%202014-2015.pdf>

**Q: Who can I contact if I have further questions?**

A: Please read the all of the information on the website first. The Payroll, Professional Learning, Technology, ar Risk Management/Insurance Departments each have helpful information posted as well. If you are unable to locate the answers you need, please call 281-396-6000 to request the appropriate department.

## PDAS

**Q: Where can I find information in Board Policy about PDAS/KDAS?**

A: You can find information on Katynet under the “policy & legal” tab. You can reference administrative regulation DN, Board Policy DN Local, DNA Legal, and DNA Local. You can also find information in the PDAS Teacher’s Manual chapter 150; Commissioner’s Rules Concerning Educator Appraisal.

**Q: Where can I find the PDAS teachers manual?**

A: The PDAS Manual can be found by going to: Katynet/Human Resources/PDAS Teacher Manual.  
<https://katynet.katyisd.org/hr/Pages/default.aspx>

**Q: Who has to complete the PDAS training modules in Eduphoria?**

A: 1st year teachers brand new to the profession must complete the 6 hour PDAS training module in Eduphoria Workshop. Teachers who have been appraised with the PDAS tool in another district, but are new to Katy, must complete the 1 hour refresher PDAS model in Eduphoria workshop. This is a TEA and District requirement.

**Q: What is the difference between PDAS and KDAS?**

A: PDAS requires a 45 minutes observation to be conducted by the appraiser during the instructional year. KDAS requires a beginning of the year goals conference with teacher and appraiser and an end of the year goal conference with teacher and appraiser. KDAS does not require a 45 minutes observation.

**Q: How many years do I have to be on PDAS in Katy ISD before I can move to KDAS?**

A: All teachers new to Katy ISD must have 3 years of proficient or better evaluations with the PDAS evaluation tool before requesting to be evaluated with the PDAS instrument.

**Q: After I have been on PDAS for three years do I automatically move to KDAS?**

A: No. Teachers must submit an appraisal request form within 5 working days of the campus PDAS/KDAS orientation to their appraiser for administrative approval in order to be evaluated with the KDAS instrument. Teachers can continue to be evaluated with the PDAS instrument if they desire.

**Q: How long can I be on KDAS?**

A: Teachers can be on KDAS for 4 consecutive years. The 5th year the teacher must rotate back to PDAS for 1 year with a proficient or better rating before requesting to return to KDAS.

**Q: Can my appraiser remove me from KDAS and place me back on PDAS?**

A: Yes. Appraisers can remove a teacher from the KDAS instrument and place them back on the PDAS instrument if one of the following occurs at any time during the instructional year: (1) the teacher fails to abide by timelines (2) appraiser documents inadequate progress towards goals (3) appraiser documents that teacher “in need of assistance.”

**Q: Can I switch from KDAS back to PDAS during the instructional year?**

A: Yes. You can request to go back to the PDAS evaluation instrument. Consideration of mandatory timelines s



forth by TEA must be made prior to granting this request.

**Q: Is the two week window notification for the 45 minute PDAS observation mandatory?**

A: The Commissioner's Rules state that prior notification is not mandatory. However, Katy ISD Board Policy does require the two week window notification.

**Q: How many walkthroughs are required for Katy ISD teachers?**

A: Katy ISD requires a minimum of two 3-5 minute walkthroughs per year for teachers on either PDAS or KDA Walkthroughs can be conducted any time at administrative discretion and can occur more frequently and/or for longer durations to meet the needs of the teacher, students and/or campus. (See House Bill 2012)

**Q: Do I have to sign my walkthroughs and/or evaluations?**

A: Your signature does not indicate that you agree with your walkthrough/evaluation. Your signature is simply receipt that you have received the document. If you choose not to sign the document, your appraiser will document the time and date in which you received it. (Please see The Commissioner's Rules, chapter 150.1005 Teacher Response and Appeals, in the PDAS manual for further information regarding evaluations.)

**Q: Can a teacher request a different appraiser?**

A: Teachers cannot request to be assigned to a different appraiser. Appraisers are assigned at the discretion of the campus principal. Teachers can request a 2nd appraiser in accordance with the Commissioner's Rules and Board Policy. Requesting a 2nd appraiser does not eradicate any evaluative documentation completed by the first appraiser.

**Q: Can teachers choose someone to serve as their 2nd appraiser?**

A: No. If the criteria for requesting a 2nd appraiser has been met in accordance with the Commissioner's Rules and Board Policy, a 2nd appraiser will be assigned by Human Resources.

**Q: Are summative conferences mandatory?**

A: Summative conferences are strongly encouraged. However, they are only mandatory for teachers who are evaluated with the KDAS instrument. Teachers evaluated with the PDAS instrument can choose to waive their summative conference with administrative approval.

## Eduphoria

**Q: How do I log into Eduphoria?**

A: You will use your regular Katy ISD login and password.

**Q: Why can I not find the signature icon on my evaluation?**

A: This usually occurs in two circumstances: (1) there is an indicator in the evaluation that was left blank. Eduphoria will not allow you to sign an incomplete document. The appraiser will need to go into the document and complete the evaluation and the signature icon should appear. (2) The appraisee did not submit the evaluation. The appraisee will need to click the "submit evaluation" button in the tool bar which will prompt the signature icon to appear.

**Q: Where do I go to update my profile in Eduphoria?**

A: You will access Eduphoria through Katynet. Once you log into Eduphoria, you will click the "my profile" button

at the bottom of the screen. Follow the prompts to update your profile.

**Q: What if I forgot my secret question needed to sign my evaluations?**

A: You will need to update your Eduphoria profile and create a new question.

**Q: Why do I not have the PDAS tab in Eduphoria?**

A: Your appraiser has not “claimed” you. Each appraiser has to go into Eduphoria and “claim” all employees that he/she will appraise. “Claiming” an employee refers to the appraiser setting the appraisal option for that employee. Once your appraiser has “claimed” you, the PDAS tab will appear.

**Q: Can I upload documents into my Eduphoria file?**

A: Yes. You upload documents the same way you would add an attachment to an email. You will first need to save the document to a PDF file in your documents. Upon entering your Eduphoria file, you will click “new file attachment,” at the bottom of the screen and follow the prompts on the right hand side of the screen to browse and upload document. After you complete the steps, the document will show up in your file.

**Q: Where do I go to sign up for professional development?**

A: Log into Eduphoria and choose the “workshop” tab. Courses are listed by date and content of training. You can search for specific courses offered and register for appropriate courses.

**Q: How do I add out of district professional development into my Eduphoria profile?**

A: If you have a certificate of completion, you can upload that document into your Eduphoria file yourself. Campuses usually have a person designated to enter all professional development for that campus, so you will want to notify that person as well.

**Q: When I go into “documents to complete,” I see “Lead4ward Heat Maps Teacher Perception Ratings” Once I click on that, I get questions about Algebra I. I don’t teach Algebra I. What do I do?**

A: Nothing. Simply ignore this as you are not required to complete anything. This is something that Forethought auto loads into Eduphoria. If you are required to complete anything in regard to this, your appraiser will let you know.

**Q: My appraiser says he/she cannot find me in Eduphoria. Do I need to do something?**

A: You may need to go and update your profile. When doing this, make sure that you have your current campus or department selected. After you have done this, your appraiser should be able to see you and “claim” you.

**Q: How do I change my Eduphoria profile to reflect my new campus or department?**

A: You will need to update your profile and select your new campus. Make sure that your former campus or department is unchecked.

**Q: Can I unsign a document once I have already signed it?**

A: If you are the only person who has signed the document, yes. Click on the signature icon and follow the prompts to unsign. If both the appraiser and appraisee have signed the document, Eduphoria will not allow you to unsign the document.

**Q: Can I edit a document once I have signed it?**

A: No. Eduphoria will not allow you to edit a signed document. If you are the only person that has signed the document, you can unsign it and make the appropriate changes. If the document has been signed by both the



appraiser and appraisee, Eduphoria will not allow either party to unsign nor edit the document.

**Q: What if I find an error on a document and/or evaluation after it has been signed by both the appraiser and appraisee?**

A: Inform the appraiser/appraisee of the error. If the error needs to be corrected, an addendum will need to be written by the appraiser and uploaded along with the document and/or evaluation that addresses the error and the corrective measures taken.

## Resignations

**Q: As a teacher under contract, when can I resign?**

A: Under Texas Education Agency Administrative Chapter 21 code, as a teacher you can resign prior to the 45th day of instruction for the upcoming school year without question. After this period, a teacher can offer their resignation but it must be approved by their principal and the Asst. Superintendent of Human Resources and is subject to sanctions if not accepted or contract is not honored.

**Q: As a paraprofessional, auxiliary or technical employee when can I resign?**

A: Since you are not under contract, you can resign at any time. It is customary to offer a two weeks' notice to your supervisor prior to leaving your job.

**Q: How do I resign?**

A: You should notify your supervisor, in writing, that you are resigning your position. This written notice must include your name, the date of the notice, the effective date of the resignation, your signature and the position that you are resigning. You may choose to use the Resignation Form located on Katynet under "Online Forms".

**Q: How will I receive my final pay check?**

A: You will receive your final paycheck in the same manner that you have been receiving them in the past.

**Q: What happens after I resign?**

A: You will receive a confirmation that your resignation has been accepted with the effective date. You will also receive an Exit Report which allows to make some departing decisions all well as complete an anonymous survey.

## Substitutes

**Q: I am a college student and I want to sign up for Observation Hours to complete a university course requirement. How should I go about this process?**

A: On the Katy ISD website, click on the Employment tab, then click on Human Resources. On the right side of the page is a box labeled Quick Links. Click on Documents/Forms from the Quick Links box. Click on Observation Procedure/Request. Complete the paperwork and send in to Katy Shields at [kathrynmshields@katyisd.org](mailto:kathrynmshields@katyisd.org) for processing.

**Q: I am a college student and I want to complete my student teaching semester with Katy ISD. How can I request this placement?**

A: Please relay your interest in student teaching with Katy ISD to your university supervisor. He/she will conta

the Katy ISD Human Resources Department to make arrangements for the student teaching placements.

**Q: I am a new employee and I need to schedule an absence. What should I do?**

A: Katy ISD uses an automated service that simplifies and streamlines the process of recording and managing absences and finding substitutes. This service is called AESOP. The AESOP service is available 24 hours a day, 7 days a week and can be accessed via internet or phone. Follow the steps below to interact with the AESOP service.

- Go to the AESOP website at <http://www.front-linek12.com/aesop>
- Enter your Login ID and PIN
- Your Login ID will be your employee ID number with a “zero” replacing the initial letter. Example: John Smith with an employee ID of S1234567 would have an AESOP Login ID of 01234567.
- Your PIN is assigned by AESOP and will be sent to you in an email from AESOP. If you do not receive this email please call 281-396-6125 for assistance.
- Now you may begin entering absences, checking your absence schedule, updating personal information or even uploading lesson plans for substitutes to view online.
- You may also call AESOP toll free at 1-800-942-3767. Follow the voice menu to enter and manage absences. We recommend that you call in to check the computer recording of your name and title. To do this, press Option 4 and follow the prompts.
- When entering an absence, please wait until you receive a confirmation number before you terminate the phone call or close your internet browser window. Your transaction is not complete until you receive a confirmation number.

**Q: I want to sign up to become a substitute teacher for Katy ISD. What should I do?**

A: On the Katy ISD website, click on the Employment tab, then click on Human Resources. Click on Substitutes then click on Substituting in Katy ISD. Click on the link to complete the online application. Once this is completed, click on the link to register for the next SubBlitz. The SubBlitz will consist of a written test and an interview. If you are approved to substitute after you attend the SubBlitz, you will be invited to attend a New Substitute Training.

**Q: What is the difference between substitute teachers and paraprofessional substitutes?**

A: Substitute teachers take the place of the regular teachers when they need to be absent. They have the full responsibility and authority of the regular teacher and are expected to carry out the teacher's lesson plans and maintain discipline in the classroom. A paraprofessional substitute takes the place of instructional assistants or office staff when they are absent. They will always have a professional staff member to assist them in carrying out their duties.

6301 S. Stadium Lane - Katy TX 77494 | 281.396.6000 | [Login](#)

*It is the policy of Katy ISD not to discriminate on the basis of sex, disability, race, religion, color, gender, or ethnicity in its educational programs and/or activities, including career and technology programs, nor in its policies and procedures, and to provide equal access to the Boy Scouts and other designated youth groups.*

*Katy ISD is not responsible for the content on external websites or serve.*

