

Substitute Handbook 2021-2022



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Dear Substitute,

Thank you for serving as a substitute teacher with the Fort Bend Independent School District (FBISD). This handbook will explain our procedures, assist you in becoming a successful substitute, and answer some of the questions you may have about substituting in FBISD. We want your time with FBISD to be beneficial for the students and rewarding for you.

As a substitute teacher, you share with all educational professionals the task of strengthening our society by preparing children for responsible citizenship. You play a major role in carrying out the activities planned by our teachers when they are absent. Principals and teachers value effective substitute teachers and recognize that your efforts to provide continuity, in the regular teacher's absence, are extremely important and appreciated.

All substitutes are required to familiarize themselves with this handbook. This handbook is neither a contract nor a substitute for official District Policy nor the District Employee Handbook. It is not intended to alter the at-will status of non-contracted employees in any way. Rather, it is a guide and a brief explanation of District Policies and Procedures related to employment as a substitute teacher. References made to District Policies in this Substitute Handbook consist of summaries or partial excerpts from the complete policy text. **The official policy adopted by the Board of Trustees remains the authoritative reference. Any policy changes adopted during the life of this handbook will take precedence over any conflicting statement in this handbook.** The Human Resources Department has sole authority to modify the contents of this handbook.

We trust your substituting experiences will be professionally fulfilling to you and educationally profitable to our students. We need strong substitutes who will take on the responsibility to ensure the educational process goes uninterrupted when the regular teacher is absent.

Thank you for your time, creativity, and enthusiasm required to work in a stimulating environment where excellence is an expectation.

Sincerely,

*FBISD Human Resources Department,
Substitute Office*

Patricia Lutz, Human Resources Department, Substitute Advisor
Susan Flessner, Human Resources Department, Substitute Advisor
Terea Roland, Human Resources Department, Substitute Specialist
Eileen D'Cruz, Human Resources Department, Temporary Employee
Dr. Jennifer Roberts, Human Resources Department, Senior Consultant
Rebeca Bangstein, Talent Acquisition Department, Director

Introduction

The purpose of this Substitute Handbook is to provide you with the information needed to ensure continuity in the instructional program when our teachers are absent from their classrooms. This handbook aims to answer questions you may have and help you with information you need to have a successful experience as a substitute.

A substitute teacher is required to follow the instructions of a teacher and ensure that the established rules and procedures are maintained throughout the classroom in a professional manner. It is important to maintain a positive working relationship between the staff and substitute teachers.

Substitute assignments may change based on the needs of the individual school. A substitute teacher may be asked to accept assignments outside his/her background or educational training. Substitutes may also be asked to cover classes during the regular teacher's planning period. When the substitute arrives for an assignment, the school's needs may have changed (i.e., the substitute accepted a math job but the school needs them in an English class). Being flexible with assignments is greatly appreciated by the campus. The staff will assist you with any questions and provide you with additional information needed for the assignment.

Please note that substituting is an on-call employment relationship. Fort Bend Independent School District is under no obligation to provide employment nor is it obligated to provide continued employment. The Human Resources Department and campus principals have the right to exclude substitutes from future jobs or remove substitutes from long-term assignments in the best interest of the staff and students.

Important Contact Information-The Substitute Team

Advisors:

Patricia Lutz, Human Resources
Alpha Split (A-DI)
Patricia.lutz@fortbendisd.com

Susan Flessner, Human Resources
Alpha Split (KI-RAT)
Susan.flessner@fortbendisd.com

Specialists:

Terea Roland, Human Resources
Alpha Split (DO-KH)
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Substitute Job Responsibilities

- I will agree with the terms and conditions for Substitute Use of Internet and the Computer Systems, Acceptable Use Agreement. (AUA)
- I will be punctual and adhere to the classroom schedule.
- I will maintain order in the classroom.
- I will follow the teacher's lesson plans in sequence and fulfill all responsibilities of the teacher, including extra duty.
- I will supervise the students assigned to the regular classroom teacher at all times (i.e., homeroom, hallways, dismissal, cafeteria, etc.).
- I understand I cannot leave the campus during work hours.
- I understand I am not entitled to the teacher's conference period and may be asked by the principal to substitute for another class during that time.
- I understand the campus may change my assignment once I arrive. I understand that if I choose not to take the different assignment and decide to leave instead, **I will not be compensated for the day.**
- In the event I arrive at a campus and am not needed, it is my responsibility to secure another assignment. If I do not work an assignment, I understand **I will not be compensated for the day.**
- I understand that I cannot work as an Assistant Site Coordinator, Intervention Specialist or Instructional Tutor and be a substitute teacher concurrently during the school year.
- I understand that I must not use corporal punishment and there must be no inappropriate physical contact at any time with students.
- I understand that I must never sexually harass a student or employee, whether verbally or physically.
- I understand that I must wear my Substitute ID Badge at all times on the campus. If I lose my badge, I understand I cannot work until I obtain a replacement badge.
- I understand that I am required to work **4 times per month** to remain an active substitute with FBISD.
- I understand that if I fail to work for three consecutive months, I may be removed from the substitute roster unless I make myself unavailable in the Absence Management system and notify my HR Advisor.
- I understand that I must follow all FBISD Policies and Procedures. It is my responsibility to familiarize myself with the Substitute Handbook and all District Policies and Procedures, which can be accessed on the FBISD Homepage at www.fortbendisd.com.
- I understand that I must adhere to the Standards of Conduct and the Educators' Code of Ethics. It is my responsibility to familiarize myself with this and all District Policies and Procedures, which can be accessed on the FBISD Homepage at www.fortbendisd.com.
- I understand that substituting is part-time and that work hours are not guaranteed as I am contacted based on a need at a campus. I also understand that I am not eligible for unemployment compensation benefits during any scheduled school breaks/student breaks, including, but not limited to: Summer break June 3, 2021 through the first day of school August 11, 2021; September 6, 2021; October 11, 2021; November 22, 2021 through November 26, 2021; December 20, 2021 through January 4, 2022; January 17, 2022; February 21, 2022; March 14, 2022 through March 18, 2022; April 15, 2022. I also understand that I will not receive compensation for any school closures due to bad weather, natural disasters etc. In the event of an extended district closure, I will frequently check my FBISD email for updates and further information.
- I understand that I have no employment contract with FBISD, and I may be dismissed at any time for any reason not prohibited by law or without cause, as determined by the needs of the District. At-will employees who are dismissed shall receive pay through the end of the last day worked. At-will employees are free to resign at any time.
- I understand it is my responsibility to sign the Letter of Assurance indicating to FBISD that I will return the following year as a substitute teacher. Should I decide not to return, it is my responsibility to submit an Exit request.

I have read and agree to ALL the above job responsibilities, I understand my responsibilities include but are not limited to the items listed above.

FBISD Technology Equipment Use Agreement

1. As used herein, the term “Technology Equipment” includes laptop computers, tablets, and any related peripherals, including, but not limited to power supplies, docking stations, CD/DVD ROM, and battery
2. Use of any District-owned Technology Equipment is subject to the rules and conditions of this FBISD Technology Equipment Use Agreement, FBISD Board Policy, and the Fort Bend ISD Employee Acceptable Use Policy (AUP). The AUP must be signed and submitted annually. (Substitutes will electronically sign their Handbook Acknowledgement Form which will indicate acceptance of this document) Before you receive any Technology Equipment, you must sign the FBISD Substitute Handbook Acknowledgement Form.
3. Technology Equipment is the property of Fort Bend ISD and for the advancement of teaching and learning. It is assigned to the employee only. In no event shall any employee allow a student to use or otherwise access the Technology Equipment.
4. While Fort Bend ISD understands that educational uses of the Technology Equipment exists at home and/or outside of school, the Technology Equipment is primarily intended for use to support teaching, learning and other authorized District-related business. Technology Equipment may be used for limited personal business as permitted under FBISD Board Policy CQ.
5. The assigned employee assumes responsibility for the security and care of the Technology Equipment. If the Technology Equipment malfunctions or is lost, stolen, or damaged while on or off school property, the assigned employee MUST report the incident within 24 hours to the Principal, campus or local police department, if applicable, and FBISD Department of Technical Services. Failure to notify the Principal, campus or local police department, if applicable, and FBISD Department of Technical Services within 24 hours of any malfunction, loss, theft, or damage may impair the District’s ability to utilize available remedies such as warranty coverage and theft-recovery procedures. A police report must be provided in the event the Technology Equipment is lost or stolen.
6. Any malfunction or loss, theft, or damage to the Technology Equipment may result in financial loss to the District. The assigned employee assumes full financial responsibility for Technology Equipment usage off school property or outside of a school-sponsored event, and the assigned employee understands and agrees that the District may deduct the cost to repair or replace the Technology Equipment from his or her paycheck in an amount not to exceed \$1000. Payroll deductions may be spanned over four pay periods with administrator approval. Employees are advised to consider obtaining appropriate insurance to cover such costs.
7. The Technology Equipment shall not be left in an unsecured location. If applicable, the lockdown device provided should be used at all times.
 - a) The tether is to be attached to the laptop computer at all times.
 - b) Tether the laptop computer and NOT the docking station.
 - c) The tether should be affixed to an immovable object, if possible
8. The assigned employee agrees to follow FBISD procedures for support. To initiate support or repair, enter a CRM case in Peoplesoft for the Customer Service Center. The acceptance of the Technology Equipment for repair does not guarantee it will be fixed. Some repairs/issues may not be repairable. If available, a loaner device may be issued while repairs are being performed. The provisions of this Technology Equipment Use Agreement shall also apply to the use of a loaner device.
9. The assigned employee is responsible for the confidentiality and security of confidential information on the Technology Equipment, including, but not limited to, education records and personally identifiable student information governed by the Family Educational Rights and Privacy Act (FERPA). Do not store confidential information directly on the Technology Equipment. Confidential information should be stored on the assigned employee’s network H: drive or District-defined share drives. It is the assigned employee’s responsibility to back up critical files regularly to the H: drive or District-defined share drives.
10. Various security measures are used on Technology Equipment, including, but not limited to Internet filtering software. Such security measures not only protect FBISD assets, but also protect employees and students. Employees are prohibited from tampering with or disabling any security measures in use on the Technology Equipment. Since no filtering software can filter 100% of improper content, employees are responsible for ensuring that all content accessed while using Technology Equipment is appropriate.

11. Technology Equipment may have District standard installed software. Additional District-approved software may be installed on Technology Equipment, assuming appropriate authorization and legal licensing are obtained and kept on record at the school and/or central office. Do not install unauthorized software or services on the Technology Equipment.
 - a) District standard software may not be duplicated, deleted, transferred, downloaded to any other system or media, or altered in any way.
 - b) FBISD is not responsible for any service interruptions, loss of data or any other consequences thereof resulting from downloading or installing District-approved software. It is the responsibility of the employee to secure pertinent data prior to any system or software upgrades and changes.
 - c) Any data corruption or configuration errors caused by the installation or unauthorized software may require a complete reimaging or replacement of the Technology Equipment.
 - d) Any unauthorized downloading or use of software may result in the loss of Technology Equipment privileges, as well as disciplinary action, up to, and including, termination. For additional information, refer to the Acceptable Use Policy (AUP).

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

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

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

return the Technology Equipment to its designated location when the new assignment becomes effective and may be issued other Technology Equipment at the employee's new location.

15. Employees must return the Technology Equipment and complete the Technology Equipment Checkout Form upon suspension or termination from employment with Fort Bend ISD in accordance with the school or department's exit procedures. In the event the Technology Equipment is not returned within seven days after the employee's last day of employment with the District, the District may deduct the cost of the Technology Equipment from the employee's paycheck at a cost not to exceed \$1000, repossess the Technology Equipment, or report the Technology Equipment stolen.
16. The employee will be informed by FBISD about the collection of the Technology Equipment at the end of its life cycle. FBISD reserves the right to collect Technology Equipment at other designated times through its life cycle for service or maintenance, or for any other reason.
17. The assigned employee shall report any problems/issues encountered while using Technology Equipment to the FBISD Department of Technical Services immediately through the Customer Service Center @ X41300.
18. The Technology Equipment is configured for use on the school network. The Technology Division will not be able to assist you in connecting the Technology Equipment to other Internet providers.
19. Off-site use of Technology Equipment: If an assigned employee chooses to take the Technology Equipment off-site, the laptop computer, laptop bag, laptop battery, CD/DVD ROM, and laptop power cord are the only equipment approved for off-site use. All other Technology Equipment shall not be removed from FBISD property for off-site use or disabled. Immediately upon the resumption of business after a District-recognized holiday or break, any District-owned Technology Equipment taken off-site must be returned to its designated location (on FBISD property).
20. FBISD reserves the right to suspend or terminate any employee's access to Technology Equipment at any time, for any reason, without notice.

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

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

- I have read and agree to abide by the FBISD Technology Equipment Use Agreement and the policies referenced therein at all times.
- I understand that if I become inactive, are assigned to another location, or leave the employment of FBISD, I must return all Technology Equipment to its assigned location. I understand that if I am assigned to another location, I must return the Technology Equipment to my former location before I will be allowed to receive a new device at my new location. If I fail to return the Technology Equipment within seven days after I leave the employment of FBISD, FBISD may deduct the cost of the Technology Equipment (including any peripherals) from my paycheck at a cost not to exceed \$1000, repossess the Technology Equipment, or report the Technology Equipment stolen.
- I understand and agree that I assume financial responsibility for Technology Equipment usage off school property and outside of school sponsored events and that FBISD may deduct the cost to repair or replace the technology Equipment, including any peripheral item, at a cost not to exceed \$1000, from my paycheck. I acknowledge that FBISD has advised me to consider obtaining appropriate insurance to cover such costs.

You will sign your electronic Substitute Handbook Acknowledgement Form at the beginning of every school year. By signing the electronic Substitute Handbook Acknowledgement Form, you agree to the above information.

Substitute Pay Rate Information

Category	Daily	Long-Term Over 10 Days	Long-Term Over 30 Days
Substitutes will receive \$25/daily incentive pay. The incentive amount has been approved for the First Semester of the 2021-2022 School Year and is subject to change at any time.			
60+ College Hours	\$85	\$120	Does Not Qualify
Degreed (Bachelor's or higher)	\$100	\$130	\$160 (Not Retro-Paid)
Texas Certified Teacher	\$105	\$160	\$185 (only if subbing in content area certified in and retro paid to day one)
Registered Nurse	\$125	\$150	\$175
Counselor	\$230	NA	NA
Assistant Principal	\$370	NA	NA
Principal EM/MS	\$410	NA	NA
Principal HS	\$500	NA	NA

Half-Day Assignments

*When working a half-day, long-term assignment, you **MUST** work 20 consecutive half days to qualify for the long-term rate. If you pick up another half-day assignment on the same campus for the other half of the day, you will be paid the regular half-day rate for that assignment.

Texas-Certified Teacher Substitutes

- To be eligible for the \$185 rate and retro-pay, the substitute **MUST** be certified in the same content and level as the teacher whom they are substituting for.
- If you are certified, but not certified in the content and level as the teacher who you are substituting for, you will **NOT** be eligible for the \$185 rate. Your rate will remain at the \$160 rate for the duration of the assignment.
- Aide assignments **DO NOT** qualify for the long term, 30-day rate of \$185 or the retro pay.

Bachelor's or Higher Degreed Substitutes

- Substitutes who hold a bachelor's degree or higher, are eligible to receive the \$160 rate at day 30 in the same position and for the same teacher however, you will not be retro-paid back to day one of the assignment.
- Aide Assignments **DO NOT** qualify for the long-term, 30-day \$160 rate of pay.

Texas Certified Teacher (Registered Nurse)

- Must hold a current, valid Texas teaching/registered nurse certificate/license
- Certification must be viewable in SBEC/State Board of Nursing to receive the certified rate
- **Registered nurses MUST BE in a nursing assignment for 30(full)+ days to receive the \$175 rate.** Once the full 30-day requirement is fulfilled for the assignment, payroll will retro pay the \$175 difference from day one of the assignment

It is the substitute's responsibility to know what their certification covers (ex. Gen 4-8 would not cover P.E.). ***You MUST notify the Substitute Team via email of any certification updates.*** If you become certified after you are hired, we will update your information as of the date we are notified. Therefore, your pay rate will increase as of the date we are notified, not the date you became certified. **Please email this information to your Substitute Team Member mentioned previously by alpha split.**

Substituting in a Long-Term Assignment

A long-term substitute teacher who substitutes for the same teacher or Vacant Position for an extended period (10+ days) **MUST** adhere to the following guidelines:

- If you miss one day within your 10 consecutive full day count, the 10-day count starts over when you return to the same assignment/same campus unless you are requesting to be absent due to the following:
 - ◆ Jury Duty – must provide the jury summons upon return
 - ◆ Family/Medical Emergency – Must provide a medical note upon return
- If you miss a day within the first 10, full consecutive days that are not approved, your 10-day count will start over and you will not receive the long-term rate of pay until you have reached the 11th full consecutive day in the assignment. The long-term rate of pay begins on the 11th full consecutive day of the assignment. The long-term rate will be increased on the paycheck, which compensates for the date worked. (See the Substitute Pay Schedule for pay period begin, end and pay day dates.)
- A long-term assignment is not a contract; a principal may choose to terminate the assignment or remove the Substitute at any time.
- All substitutes are eligible for long-term assignments when they substitute for the same teacher/position over 10 full, consecutive days. Only degreed (bachelor's/higher) and Texas-certified teachers qualify for the 30-day or more, long-term rate. **Aide assignments do not qualify for the 30-day long-term rate.**
- The Substitute Office's expectation for substitute absences is that substitutes not have more than four (4) absences during a long-term assignment. However, if there are extenuating circumstances, the substitute must consult with the substitute representative on the campus. Failure to notify the campus in advance, or prior to taking the allowed four (4) absences, could result in cancellation of the long-term assignment. A written excuse for the absence is required on the fourth (4th) day of an absence. The Substitute Office, in conjunction with the campus administrator, will make decisions regarding the number of absences approved.
- The campus representative will generally contact individuals on their campus's preferred list of substitutes for a long-term assignment. Once the substitute commits to working the assignment, the campus representative is required to submit a Substitute Recommendation Form to the Human Resources Department, Substitute Office.
- The principal will make every reasonable effort to utilize substitutes certified in the State of Texas to fill a long-term teaching position. If a substitute with a valid Texas teaching certificate cannot be assigned, the principal may contact a substitute with a degree or a substitute currently enrolled in an ACP program. Long-term substitutes can attend professional development days/sessions at the request of the campus administrator, and the long-term sub will be paid for those days. The long-term Substitute will need to confirm with the campus Substitute Contact person that they have been plugged into the professional development day.

Substitute Teacher Incentive Plan

Hard-to-Fill Incentives

Special Education Severe Assignments: SAILS, FLASH, ABC, BSS & PPCD	\$15/day
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OR

Identified Title I, IR, and Hard-to-Fill Campuses	\$10/day
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***Cannot be used in combination**

Identified Title I, IR and Hard-to-Fill Campuses		
Elementary Schools		
<ul style="list-style-type: none"> • Arizona Fleming • Armstrong • Barbara Jordan • Blue Ridge • Briargate • Burton • Dulles 	<ul style="list-style-type: none"> • EA Jones • Glover • Goodman • Heritage Rose • Holley • Hunters Glen • Lantern Lane 	<ul style="list-style-type: none"> • Mission Bend • Mission Glen • Mission West • Ridgeway • Ridgemoor • Rosa Parks • Towneview
Middle Schools		High Schools
<ul style="list-style-type: none"> • Crockett • Dulles • Hodges Bend • Lake Olympia 	<ul style="list-style-type: none"> • McAuliffe • Missouri City • Quail Valley 	<ul style="list-style-type: none"> • Hightower • Marshall • Willowridge

Stipulations

- If a substitute worked in an identified Special Education severe position and at a Title I campus on the same day, he/she will receive the greater amount, not both.
- Substitutes in long-term assignments and Edge Certified substitutes working at an Edge Campus, are EXCLUDED from incentive pay.
- This incentive plan applies to full-day absences only (or two half-day absences at the same school on the same day.) The only exception will be for the half days on May 25, 2022 and May 26, 2022.

Notice Regarding Pay Checks

PLEASE NOTE – It is the substitute’s responsibility to monitor his/her jobs in the absence management system to ensure all jobs worked during a pay period have been entered. The substitute must notify their Substitute Team Member before the next pay period if he/she notices a mistake in days worked so the following paycheck can reflect the adjustment. It is imperative that all substitutes “**sign in and out**” on the Campus Absence Report, include arrival/departure times, and monitor their absences weekly in the absence management system. ***Your signature is your verification you worked and will receive pay.*** If your signature is not found on the Campus Absence Report and you are not plugged into an assignment, but did in fact work, you will not be paid for the day.

SUMMER and SUBSTITUTES

Substitutes do not work in the summer or in FBISD’s summer school program. The District’s expectation is that you will be ready to substitute for the following school year. Please take the time during the summer to update your online application with a current email address and other contact information. Also, review the Current FBISD Substitute Information web page for monthly newsletters and announcements. If you will not be substituting the following school year, please submit your Exit form through My Self Serve from the district website.

Letters of Assurance for the 2022-2023 school year will be distributed during May 2022.

Reporting To The Assigned Campus

Arrival Times

It is important to familiarize yourself with the campus locations before accepting your first assignment. The schedule listed below should be followed for Substitute arrival and dismissal times.

High School	7:10 a.m. – 3:10 p.m.
½ day a.m.	7:10 a.m. – 11:10 a.m.
½ day p.m.	11:10 a.m. – 3:10 p.m.
Middle School	8:20 a.m. – 4:20 p.m.
½ day a.m.	8:20 a.m. – 12:20p.m.
½ day p.m.	12:20 p.m. – 4:20 p.m.
Elementary	7:50 a.m. – 3:50 p.m.
½ day a.m.	7:50 a.m. – 11:50 a.m.
½ day p.m.	11:50 a.m. – 3:50 p.m.

Be prompt in order to start your duties at the scheduled time. If you anticipate that you will be late, you must call the school office, so they can plan accordingly. **You are expected to remain at school until the end of the school day, which may include the teacher’s end-of-the-day duties.** Be sure to check with the school site administrator for instructions regarding classroom access, etc.

Upon arrival at the campus, you must do the following

- Make sure your FBISD substitute ID badge is clearly visible.
- **Sign in at the front office, and write down your arrival time.** Pick up the teacher’s substitute folder.
- Receive directions, information (procedures, keys), and instructions concerning the campus and your classroom.
- Receive applicable emergency and non-emergency procedures/routes for (weather, fire drills, film, assembly, field trip, etc.).

Classroom Etiquette

- Secure your personal belongings when you arrive. (Do not leave your belongings out. It is your responsibility to keep them secure. The District is not responsible for lost or stolen items.)
- Write your name on the board.
- Let a neighboring teacher know you are assigned to the classroom for the day.
- Review the lesson plans, books, materials, and special procedures.
- Only use instructional materials provided by the teacher or other school personnel.
- Locate and review emergency plans and specific behavior intervention plans for students.
- If there are missing materials or supplies that you need, immediately contact the team leader, department head, or campus administrator.

Confidentiality

- All student information is confidential. Divulging information to unauthorized persons can result in termination from employment.
- Check with the campus principal/Substitute Coordinator if you wish to substitute on your child's campus or in their classroom. You must receive approval from the principal before accepting an assignment on the campus.

During the School Day

- Follow the teacher's lesson plans to the best of your ability.
- Use positive reinforcement for good behavior.
- Be fair, firm, and consistent as you follow the teacher's classroom rules and consequences.
- Be positive and find different ways to engage students. Your passion is contagious.
- Act at once, if an accident occurs that is serious enough to require immediate attention. Report the accident to the principal immediately and refer any first aid concerns to the school nurse.
- Since you do not know their medical history, allow students to see the nurse even if you are not convinced they are not feeling well.

At the End of the Assignment

- Complete a Substitute's Report to the Classroom Teacher Form or leave detailed notes and your phone number should the teacher have any questions. Consider the questions below when completing your report:
 - What were you able to complete in the lesson plan?
 - What were you unable to complete and why?
 - What did you add to the lesson plan and why?
 - Which students were helpful? (Be specific and provide details)
 - Were there any problems? (Be specific and provide details)
- Leave student work organized and on the teacher's desk. If the teacher left an answer sheet and if you have the time, you can review the students' work.
- Return equipment and supplies to the proper storage areas. Leave the classroom in an orderly manner. Ask students to help clean around their area before dismissal.
- Re-lock any cabinets that were locked when you arrived.
- Make sure the students made it safely to the bus or designated areas for pick up, if applicable.
- Leave the teacher's desk and room as you found them.
- Sign out at the front office and include departure time. Turn in any money, keys, folders, etc.
- Check to see if you are needed for the next day.

**WE CANNOT PAY YOU IF YOU DO NOT SIGN-IN AND OUT
AT THE FRONT OFFICE.**

My Self-Serve Information

My Self-Serve access begins once the Substitute Office invites you to attend New Substitute Onboarding/Orientation (NSO). We will provide the necessary information to login to your My Self-Serve account during NSO.

Should you have difficulty logging in once you are active in My Self-Serve, please call the Customer Service Center by calling (281) 634-1300 **for assistance with your password**. My Self-Serve passwords expire every 180 days. Two weeks before it expires, you will begin receiving a change password prompt each time you log into My Self-Serve. If your password is not changed before it expires, you must contact the service desk by calling 281-634-1300 to have your password reset.

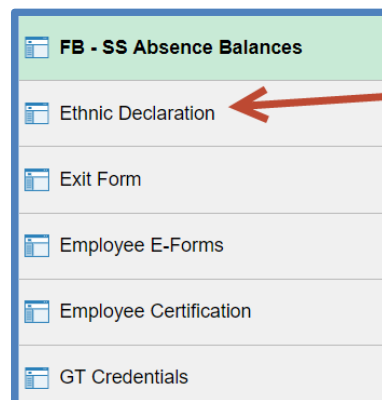
- If you are logging in from home for the first time, call the Customer Service Center, they will provide you with a temporary password
- Create challenge questions in the self-service portal my.fortbendisd.com. This will allow you to reset your own password
- You will not be able to retrieve a forgotten password if you have not previously set your challenge question responses. The FBISD Customer Service Center will be able to assist you
- For further details, please visit <https://fortbend.sharepoint.com/sites/IT-Help?MyFortBendISD/Forms/Allitems.aspx?web=1> click on Multi Factor Authentication (MFA) this will provide you access to the job aids for logging in from outside of the FBISD Network.
- Be sure to click on **Configure Multi-Factor Authentication**
- Previous employees will use the password you set-up for yourself as long as it has not expired.
- To avoid your password expiring, it is encouraged to login frequently.
- Checking your district email frequently is highly suggested as **we communicate primarily through district email**.

Ethnicity Information

Ethnicity Information is a requirement and **MUST** be completed in My Self-Serve **within five business days** of attending NSO. You will complete the Texas Education Agency Texas Public School Student/Staff Ethnicity and Race Data Questionnaire during NSO. Your Substitute Team Member will verify the information is entered. It is suggested that you take a few minutes to login and confirm this has been processed. Please contact your Substitute Team Member should you have any questions.



(1) From your My Self-Serve (Oracle) Dashboard, click on **FBISD Self Service**



(2) Click on Ethnic Declaration
If your Ethnic Declaration Information is not displayed, Please update accordingly.

Substitute Progressive Discipline Procedures

The progressive discipline procedures apply to all non-professional at-will employees of the District. The progressive disciplinary process strives to address disciplinary issues where standards of conduct or performance are violated. The District may change any progressive disciplinary step, or group, in the discipline procedures as deemed necessary.

What is Progressive Discipline?

- A tool to identify and address employee and employment related problems
- A tool used to encourage employees to modify behavior or performance to acceptable standards
- A uniform model to address employee counseling, discipline, and documentation throughout the district.

Progressive Discipline is NOT

- Expected to address each and every situation requiring corrective action that may arise in the workplace;
- A tool to harass, intimidate, or punish employees;
- A way to force an employee to resign.

An employee may be terminated for any legally permissible reason, and the District may skip or change any progressive step, or group, in the discipline policy, as deemed necessary. Please understand that it is not guaranteed that a supervisor will start with the verbal warning. If an employee has received previous warnings or campuses have reported issues, these will be taken into consideration. The severity of the offense will also determine the outcome.

Substitute Exclusions

- A substitute can be excluded from any school site for any reason deemed necessary by the campus principal and approved by an HR Representative.
- If a substitute is excluded from a school, a Special Report on Substitute Teacher Form is sent to an HR Representative. The substitute is placed on the school's exclusion list by the HR Representative and the substitute may not substitute at that site again unless approved by the building administrator.
- An e-mail from the HR Representative describing the campus's concerns will be sent to the substitute, so the substitute can improve as a classroom substitute.
- A substitute has the right to send a rebuttal letter to the HR Representative.
- If necessary, a substitute may be called to meet with an HR Representative for disciplinary action.

Workplace Conduct

The following are the minimum standards of conduct for substitutes. These standards are not intended to be all-inclusive or cover every possible situation. Violations of these standards will result in corrective action ranging from a verbal/written warning to dismissal of employment. The severity of the corrective action will depend on the seriousness of the violation and the frequency of infractions committed by the employee. Minimum standards of conduct include, but are not limited to:

- A substitute abides by all federal, state, and local laws and statutes.
- A substitute maintains a professional relationship with all students, both inside and outside of the classroom.
- A substitute will not take pictures of students (digital, photographic, video, or electronic media).
- A substitute refrains from the abuse or inappropriate use of alcohol or drugs during the course of substitute assignments.
- Cell phones need to be silenced during instruction when the students are in the classroom.
- Laptop computers, MP3 players, hand held video games, magazines, books, newspapers, food and drink, other than water, are not permitted in the classroom.
- A substitute will follow all policies and procedures related to social media found in Policy DH.

Satisfactory Job Performance

- Work with employees and students in a productive, cooperative, and positive manner.
- Negativity, absence of a sense of humor, or an unwillingness to be flexible, cooperative, or helpful may result in not being invited to return as a substitute teacher on that campus and/or being removed from the substitute roster.
- Follow the teacher's lesson plan.
- Render honest, efficient, and effective services in the performance of duties.
- Obtain materials, equipment, and tools needed for the job in the prescribed manner.
- Provide the teacher with a completed 'Substitute Report to the Classroom Teacher' form.
- Be courteous to students, teachers, supervisors, administrators, other District employees, and members of the public.

Attendance

- Report for work on time. (See school staff start times listed above.)
- Never leave the students alone in the classroom.
- Do not leave the campus during working hours. In the case of emergency, notify the campus administrator or front office before leaving the campus.
- Remain at work until the end of your work assignment, which may include the teacher's end-of-the-day duties.
- You are not entitled to the teacher's conference period and may be asked by the principal to substitute for another class during that time.

Religion in the Public Schools

Fort Bend ISD strongly supports the separation of religion and government. Do not share your personal religious beliefs with the students. Fort Bend ISD is a very diverse school district in many ways, including religious beliefs.

Shortly after the school day begins, students in all schools recite the Pledge of Allegiance to the U.S. and Texas flags. Immediately after, the students have the opportunity to take part in a moment of silence. This is an individual activity required by the Texas Education Code and is not an attempt to influence one's thoughts or views. During the moment of silence, all students/staff are expected to remain silent.

Appearance and Dress

The dress and grooming of District employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with any additional standards established by their supervisors. Inappropriate attire at any time that causes a distraction to other employees/students or creates an unsafe environment. This includes, but is not limited to, low-cut blouses, clothing that exposes the navel, short dresses, unusual hair colorings, visible tattoos, nose rings, and other pierced body parts (except ears). *See* Policy DH.

Maintain Safety and Security Standards

- Observe and comply with safety regulations and procedures.
- Immediately report all personal injuries as the result of work-related duties to the supervisor and on the appropriate form available on each campus. (Please see the campus administrative Assistant as soon as possible. Do not leave the campus without reporting an injury.)
- Wear your Substitute ID Badge at all times on the campus.
- Exercise proper care of District facilities and property. Failure to maintain this standard will result in the employee being required to reimburse the District for necessary repairs and/or replacement through payroll deduction.
- Report damage to, or theft of, District property immediately upon discovery.

Refrain from Inappropriate Behavior

- Using work time, material, and/or District facilities and equipment for personal work and activities including excessive use of District telephones
- Using the teacher's computer unless approved/authorized
- Removing or borrowing District property without permission
- Threatening, intimidating, using profanity, or interfering with other employees on District property, at any time
- Distributing or posting literature on District property or posting/removing bulletin board notices without proper authorization from the Community Relations Department
- Unauthorized soliciting or selling on District premises during hours of duty
- Acting in a manner that interferes with or disrupts the work environment, morale, or teamwork
- Allowing any unauthorized individual into any District facility
- Smoking tobacco, using or being under the influence of illegal drugs, or using alcoholic beverages on District property
- Sexually harassing another District employee or student
- Sleeping while on duty in the classroom
- Failure to follow the teacher's lesson plans
- Verbally or physically abusing or harassing students or staff
- Using inappropriate language or actions when dealing with students. Using inappropriate or unapproved books, videos, etc. in the classroom.
- Do not provide students with your personal contact information or ask the students for their personal information.
- Unauthorized use of the computer or Internet; printing or copying of any documents not authorized by the teacher and not directly related to the classroom assignments
- Working on personal business during the school day
- Leaving the students unattended at any time or leaving school prior to job end time without authorization from the building administrator
- Soliciting students for private enterprises (i.e., if you have a tutoring business or language school as a private business)

Cancellation of Assignments

When a substitute teacher accepts an assignment, he/she is making a commitment to the school. Assignments should only be cancelled in case of an emergency. If an emergency arises, the substitute should cancel the job as soon as possible. **The substitute must also notify the school of the cancellation.**

To notify the Absence Management system that you will no longer be able to fill an assignment:

- You must know the specific Job ID
- Release the job as soon as you know that you cannot meet the commitment. If you need to cancel within 0-48 hours prior to the job start time, please call the school to let them know why you need to cancel your assignment. If it is after school hours, leave a voice message indicating that you are no longer available.
- The campus will need to release you from any assignment that are being cancelled 0-48 hours prior to the start of the assignment.

We monitor the activity of cancelled jobs. If we identify a pattern of “last minute” cancellations (within 48 hours of job start time) or see jobs cancelled so a different job can be accepted, the substitute will be notified and may possibly be denied further employment.

Requesting Time Off

Substitutes are required to contact the Campus Substitute Contact for approval if they are in a long-term assignment over 10 days and need to request a day off (emergency, illness, death in the family, etc.). Monday and Friday absences are hard to fill; thus, your request to take one of these days off may not be approved unless it is an emergency.

If an absence is over four consecutive days, provide a doctor's note or jury notice to the Campus Substitute Contact.

Substitutes are required to work **four (4)** times per month to remain an active Substitute for Fort Bend ISD. The Substitute Team runs reports twice a year to determine who is not actively working. If you fail to actively sub, you will be termed from the system, with a reason code of Job Abandonment. If you are not able to substitute **four (4)** times per month for an extended amount of time, but wish to remain active, contact your Substitute Team Member (indicated at the beginning of the Handbook) via email. We will make note in the system and inform you of what your necessary steps are to ensure you will not be termed from the system. (i.e. medical, maternity, out of the country, etc.)

Reporting Suspected Child Abuse

All employees are required by law to report any suspected child abuse or neglect to a law enforcement agency or Child Protective Services within 24 hours of the event that led to the suspicion.

Child abuse includes acts or omissions by a person that result in physical, emotional, sexual, or neglectful injury to a child.

Reports to Child Protective Services can be made to a local office or to the Texas Abuse Hotline (800-252-5400).

FBISD Police (281-634-5500)

Frequently Asked Questions

Please read this section before contacting the Substitute Office.

Q. What are the Substitute Office hours and contact information?

A. The Substitute Office hours are (School Year) 7:00 a.m. – 4:30 p.m. (Summer Hours) 7:30 a.m. – 5:30 p.m.
susan.flessner@fortbendisd.com – from 7:00 a.m. to 3:30 p.m.
patricia.lutz@fortbendisd.com – from 8:00 a.m. to 4:30 p.m.
terea.roland@fortbendisd.com – from 7:30 a.m. to 4:00 p.m.
gina.carranza@fortbendisd.com – from 8:00 a.m. to 4:30 p.m.

Q. When can I begin Substituting?

A. After you are officially hired as a substitute teacher, attended the New Substitute Onboarding/Orientation (NSO), and have received your substitute ID badge. You are not an official employee until you have an employee Identification Number and can log into both the Absence Management system and My Self-Serve. Substitute teachers must attend a substitute onboarding/orientation (NSO) and complete and submit new hire paperwork including fingerprinting. You will receive a Welcome email with a temporary password. You will log into the Absence Management system and enter your email address and password, once your account is activated. You will then be able to update your password for future logins.

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

A. You will log in to the Absence Management system to set up our profile. The Absence Management system offers several methods for accepting jobs: (1) Email Alerts to your FBISD email address, (2) Text Message Alerts (SMS text rates apply). (3) Call and/or from your Absence Management system Dashboard. There is not a number in which to call and listen to available jobs. Always ensure that you received a Job ID for any job you agree to take. If the job is prearranged with a teacher, please confirm the assignment in the Absence Management system and get your Job ID. **You will not be paid for any job without having the Job ID.**

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

A. Before you leave for the school, verify your assignment information in the Absence Management system. As soon as you arrive at the school, please sign in with the staff member assigned to substitutes. Ask for the substitute folder. In the folder, you should find lesson plans, attendance rosters, seating charts and emergency plans, etc.

Q. What do I do if my substitute status changes?

A. You will login to your Absence Management system profile to update your changes to your availability. You are able to make changes to your Daily Availability as well as extended leave if necessary. If you are scheduling a leave that will keep you from subbing at **least four times per month**, please notify your Substitute Team Member (Listed at the beginning of the Handbook) this will prevent you from being termed for inactivity. If you wish to be removed from the substitute list, please submit an Exit form in My Self-Serve. You will not be able to request monies from your 457 Plan until we receive and process your exit form.

Q. How will I know how I am doing as a substitute?

A. Principals and teachers can complete a Special Report form to let us know if you are doing a great job or if there are concerns. We will email you a letter informing you of the concern(s) and provide you directives to follow in order to continue substituting. Substitutes are subject to Progressive Discipline. Please refer to the section titled Progressive Discipline in this handbook for more information.

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

A. Yes.

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

A. Yes. If an employee prearranges with you to substitute for him/her, they will enter the absence in the Absence Management system as a prearranged substitute. The Absence Management system will list a Job ID that proves you have been entered by the teacher as their substitute. It is your responsibility to ensure you have a Job ID before you go to the assignment. If the teacher forgets to note in the Absence Management system that they prearranged for a substitute, then the system will show the assignment as available and other substitutes will be able to accept the job and receive the Job ID. The substitute, who can provide the Job ID when signing in at the campus, will be the one who remains on the campus and will receive compensation for the assignment. If you arrived at the campus without a Job ID, you will not be paid unless a different assignment is located for you. This is why it is important for substitutes to check their assignments in the system before leaving home.

Q. How can I be in a teacher assignment when I did not accept nor agree to take the assignment?

A. The teacher can automatically assign you to the assignment without first confirming with you. Since this is not standard procedure, please contact the campus staff who handles substitutes and advise them of what has occurred.

Q. What should I do if I see assignments in the Absence Management system during the summer months when “school” is not in session?

A. Do not accept the assignment. It may be that there are teachers at campuses that work during the summer months and when creating the absence, the teacher may forget to enter “no substitute required” for the absence.

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

A. No, only full-time employees are allowed to work during the summer months for the summer school program.

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

A. You are able to change this information yourself in the Absence Management system. Refer to the Absence Management system Navigation link on the Substitute Website, www.fortbendis.com/subs.

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

A. No. We would like you to be proactive in looking for and accepting jobs. Job-hunting can be done 24 hours a day, seven days a week, by logging into the Absence Management system to search for assignments.

Q. How many jobs must I work to remain active as a substitute?

A. We require our substitutes work **4 times a month** to remain an active substitute for Fort Bend ISD. We have unfilled jobs every day. However, **if you do not work for three months and do not notify the Sub Office for a requested leave, it will result in your removal from the Sub System.** Once removed, you will need to reapply to the District. If you no longer wish to work as a substitute or for FBISD, please submit an Exit request through My Self-Serve.

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

A. The Absence Management system will still call you for other jobs if you meet the criteria. However, we do monitor the activity of cancelled jobs. If we identify a pattern of cancellations, we will contact you in order to review the reasons for cancellation. This could result in your removal from the substitute list.

Q. Do I need to remember my Absence Management system Job ID?

A. Yes. The Job ID is your assurance that the Absence Management system has registered your acceptance of the job. You will also need this number if you need to cancel the job. Each job is given a unique number, so carry your printed job assignment and number with you to the campus. Remember that if two substitutes show up for the same job, the substitute with proof of the confirmation number will be granted the assignment.

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

A. Yes. If you are canceling a job within 48 hours of the start time of the job, you must call the school and inform them. If it is after school hours, leave a voice message. Always try to cancel your jobs as early as possible, so a new substitute can accept the position. If it is 48 hours or less before to the start time, the school will have to release you from the assignment.

Q. Does the Absence Management system call on the weekend?

A. Yes, however you can set quiet hours in your profile starting at a certain time, if you do not want to receive phone calls during the evening, etc. You also have the ability to turn off the calling feature all together. The Absence Management system is defaulted to only send out email alerts. All other alerts will need to be updated by the substitute.

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

A. No. It is your responsibility to print out a map or get directions before you go to the campus. We suggest you also put the campus phone number on the map should you have problems finding the school. Often, campus staff is familiar with the area and can give you more detailed directions if you are lost.

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

A. No. To receive the certified daily pay rate, you must hold a valid Texas teaching certificate Probationary, Standard, Lifetime/Provisional. If you are in an alternative certification program (ACP), you must pass your content area(s) and pedagogy exams AND receive a Probationary certificate from SBEC. It is your responsibility to notify us when you receive your Texas certificate. ***Certification must be viewable in SBEC in order to receive the higher rate. Important:** It is the substitute's responsibility to know what their certification covers (Example: Gen 4-8 would not cover P.E.) This new rate will go into effect the pay period following the date certification can be viewed in SBEC. We will not retro pay.

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

A. No. Only holders of a Texas teaching certificate receive the certified daily rate. Once you have your out-of-state certificate evaluated by SBEC and you receive your one-year Texas certificate, you can receive the certified daily rate. It is your responsibility to notify the Substitute Office when you receive your one-year certificate. ***Certification must be viewable in SBEC in order to receive the higher rate. Important:** It is the substitute's responsibility to know what their certification covers (Example: Gen 4-8 would not cover P.E.). This new rate will go into effect the pay period following the date certification is viewable in SBEC. We will not retro pay.

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

A. No. We need a copy of your official transcripts with your degree posted since you will finish student teaching before you receive your degree. Once you have the degreed transcripts and see that SBEC has recommended you for a Standard teaching certificate, we can pay you the certified daily rate. It is your responsibility to notify the Substitute Office when you are recommended for your Standard certificate and/or to let us know when you submitted a copy of your degreed transcripts. ***Certification must be viewable in SBEC in order to receive the higher rate. Important:** It is substitute's responsibility to know what their certification covers (Example: Gen 4-8 would not cover P.E.). This new rate will go into effect the pay period following the date certification is viewable in SBEC. We will not retro pay.

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

A. That depends on the type of long-term assignment. You can take a long-term assignment for an absent employee, but you **must check with TRS regarding subbing in vacant positions**. Retirees should carefully review all requirements that apply to long-term temporary work. If the retiree's work is not in compliance with TRS requirements, TRS could revoke your retirement entirely, or you could lose monthly annuity payments for work that exceeds the allowable amount. It is the responsibility of the retiree to contact TRS and discuss the possible impact of substituting on their benefits.

Employees who have retired from TRS should ask the principal or campus representative if the long-term assignment is for a current employee or for an employee who resigned or separated from the District. It is the retiree's responsibility to understand and follow the guidelines for returning to work after they retire. You can contact TRS at www.trs.state.tx.us or view the online document pertaining to employment after retirement at http://www.trs.state.tx.us/benefits/documents/employment_after_retirement.pdf. and/or call 1-800-223-8778. **For TRS purposes, a substitute is a person who serves on a temporary basis in the place of a current employee and NOT in a vacant position.**

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

A. The Substitute Office's expectation is that a substitute may not have more than four (4) absences during a long-term assignment. However, if there are extenuating circumstances, the substitute must consult a substitute representative on the campus who will then contact the HR Administrator. Failure to notify the campus in advance or exceeding the allowed four (4) absences could result in the long-term assignment being cancelled and the substitute not receiving full compensation. Any decision regarding the number of absences approved will be made by the HR Administrator in conjunction with the campus administrator. If you are working in a long-term assignment and have an approved absence within the first ten consecutive full days, you will not receive the long-term until you have worked a total of 10 consecutive full days. Monday and Friday absences are hard to fill; thus, your request to take one of these days off will not be approved unless it is an emergency.

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

A. All substitutes have computer and district email access. Substitutes in a long-term assignment over 10 consecutive, full days receive computer/email access for that campus. Once the Substitute Office receives the principal's Substitute Recommendation Form (SRF), the assignment information will be updated in the system, and you will be granted computer and email access tied to that campus. The SRF request is generally processed within a few business days. It is imperative for HR to know about the long-term assignment at the beginning of the assignment in order to avoid delays with computer email access and pay. There is no need for you to contact the Substitute Office regarding your long-term assignment. You do however want to check with the Campus Substitute contact to make sure they have submitted the necessary documentation.

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

A. Please update your online substitute application. Your application should always have your current contact information – phone numbers, address, and email. You also need to change your address and phone number through My Self-Serve. You must complete a Name Change Form in the Human Resources Department and bring the appropriate documentation (marriage license, divorce papers, etc.)

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

A. The campus will offer you an unfilled assignment on the same campus upon your arrival, if available. You will need to accept the new assignment or choose to go home without pay. You may also log back into the Absence Management system (once the campus has taken you out of the assignment) to search for unfilled jobs on other campuses. If this situation happens to you more than once, please call and discuss the situation with your HR Representative. Please be aware that teachers can cancel an absence up to two hours before school starts, and a campus verifier can cancel a job any time prior to the start time. It is your responsibility to make sure the status of your confirmed job is still active before you are in route to the campus. If you choose to leave the campus without pay or to look for an assignment on another campus, please ask the campus verifier to take you out of the absence before you leave the campus.

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

A. The form is filled out by the Payroll Department supervisor, 281-634-1221.

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

A. You can complete the Employment Verification section of the Talent Connect area on the FBISD Website. www.fortbendisd.com > Careers > Talent Connect > Employment Verification. You may also call 281-634-1270 and the receptionist in Human Resources can assist you. Please keep in mind that there may be a 48-hour turn-around time.

Q. If I am an Intervention Specialist and my contract has ended, can I begin to substitute teach?

A. In order to work as a substitute, you will need to contact your HR Advisor. The HR Advisor will submit a “change form” moving your position from Intervention Specialist to Substitute Teacher. Once that form is approved, you will begin to receive substitute teaching assignment phone calls from the Absence Management system.

**We appreciate the support you provide to the
Staff and Students of Fort Bend ISD!**

Thank you for choosing Fort Bend ISD!

