

KLEIN ISD SUBSTITUTES

Making a difference

2018-19

Persons who substitute in Klein schools are key members of an instructional team committed to academic excellence for all students.



FOREWORD

It gives us a great deal of pleasure to welcome you as a district substitute in the Klein Independent School District. This handbook has been prepared to provide you with information about district policies and procedures, our school organization and your responsibilities as a substitute.

Principals or their designees will assist you when you report to the individual schools. You will be given information pertinent to the operation of that campus as well as our specific assignment.

We hope the assistance from the school staff and the information provided in the Klein School District an enjoyable and rewarding experience.

For additional information regarding our program, please contact our Substitute Specialist, Kerri Saul, in the substitute office at 832-249-4219.

PHILOSOPHY

The Klein Independent School District recognizes its function to be that of providing a school environment that is conducive to the best teaching/learning experiences that the student's abilities will permit. We believe that public schools are our one best hope for individual attainment and for national strength and welfare. We continue to strive for a student-centered, teacher-led program in which individual needs are considered primary. We recognize that as individual abilities and goals vary so must the instructional program of the individual. We, therefore, offer as wide a scope of specific studies and subjects as our resources will allow; and we help students be prepared to take their place in society. We believe that the parents and the teachers, principals, and other administrators, with the cooperation and support of the Board of Trustees, must give American youth the guidance, vision, encouragements, and tools for their life's tasks.

The Klein Independent School District is an equal opportunity employer and does not discriminate on the basis of age, race, religion, color, national origin, sex or disability in employment matters, in its admissions policies, or by excluding from participation in, denying access to, or denying the benefits of district services, academic, and/or vocational programs, or activities as required by the Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and, Title II of the Americans with Disabilities Act.

The Klein Independent School District will take steps to assure that the lack of English language skills will not be a barrier to admission and/or participation in all Educational and Vocational programs.

Information about your rights or applicable grievance procedures should be directed to either of the following KISD officials:

Mr. Terrell King, KISD Section 504 and Age Act Coordinator, 7200 Spring Cypress Road, Klein, TX 77388; 832-249-4211, Discrimination Appeal Form, Discrimination Complaint Form, Discrimination Complaint Procedures.

Mr. Terrell King, KISD, Title IX Coordinator, 7200 spring Cypress Road, Klein, TX 77388; 832-249-4211

Mr. Darby Young, KISD Title IX Coordinator, 16503 Stuebner-Airline Road, Klein, TX 77379; 832-249-4000.

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GENERAL INFORMATION

KLEIN SUBSTITUTE OFFICE

Kerri Saul

Substitute Specialist
Absence Management Specialist
Email: ksaul1@kleinisd.net
Phone: 832-249-4219

Sands Faison-Miller
Human Resource Services Coordinator
Email: sfaison-miller1@kleinisd.net
Phone: 832-249-4070

Hours: 8:00AM to 4:30 PM
Monday – Friday

The Klein ISD Substitute Office is located in the Human Resources Department – Room 106 – in the Administration Building.

SUB REPORT TIMES

ELEMENTARY – DAILY SUBSTITUTE HOURS

7:45AM – 3:45 PM

Example: .5 DAY = 7:45AM-11:45AM OR 11:45AM-3:45PM

INTERMEDIATE – DAILY SUBSTITUTE HOURS

8:45AM – 4:45PM

Example: .5 DAY = 8:45AM-12:45PM OR 12:45PM-4:45PM

HIGH SCHOOL – DAILY SUBSTITUTE HOURS

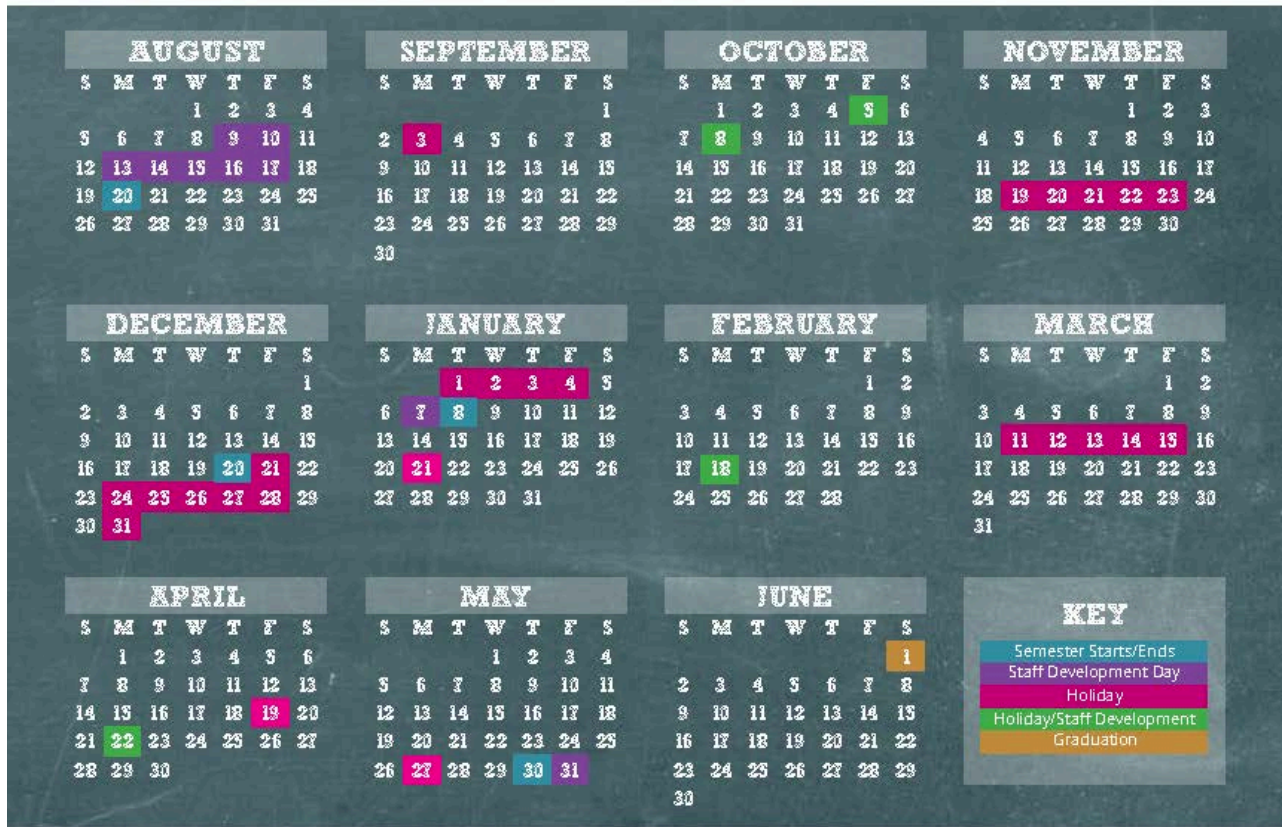
7:15AM – 3:15PM

Example: .5 DAY = 7:15AM-11:15AM OR 11:15AM-3:15PM



KLEIN ISD

2018-2019 CALENDAR



KLEIN ISD 2018-2019 IMPORTANT DATES

AUG 9-17	Staff Development	JAN 8	CLASSES RESUME/SECOND SEMESTER BEGINS
AUG 20	FIRST DAY OF CLASSES	JAN 21	Martin Luther King Jr. Holiday
SEPT 3	Labor Day Holiday	FEB 18	Staff Development/Student Holiday
OCT 5	Staff Development/Student Holiday	MARCH 11 - 15	Spring Break
OCT 8	Staff Development/Student Holiday	APRIL 19	Easter Break
NOV 19 - 23	Thanksgiving Holiday	APRIL 22	Staff Development/Student Holiday
DEC 20	END OF FIRST SEMESTER/EARLY RELEASE DAY	MAY 27	Memorial Day Holiday
DEC 21 - JAN 4	Christmas/Winter Holiday	MAY 30	LAST DAY OF CLASSES/EARLY RELEASE DAY
JAN 7	Staff Development	MAY 31	Staff Development
		JUNE 1	GRADUATION

GRADING PERIODS

DATES	DAYS
AUG 20 - OCT 19	42
OCT 22 - DEC 20	39
	81
JAN 8 - MARCH 22	47
MARCH 25 - MAY 30	46
	93

TOTAL INSTRUCTION DAYS: 174

SCHOOL HOURS

ELEMENTARY
8:05 A.M. - 3:25 P.M.
INTERMEDIATE
8:45 A.M. - 4:05 P.M.
HIGH SCHOOL
7:25 A.M. - 2:45 P.M.

INCLEMENT WEATHER MAKE-UP DAYS

OCT 5, 8 FEB 18 APRIL 22



Klein Independent School District
 7200 Spring Cypress Road
 Klein, Texas 77379
 832-249-4000
www.kleinisd.net

KLEIN ISD BLOOD BORNE PATHOGEN PLAN

Job Classification - Administrators, Teacher, Counselors, Aides, Clerical

WORK TASK	POTENTIAL EXPOSURE SITUATION
Administering first aid	Contact with blood or other body fluids
Performing CPR in emergency situation when medical personnel not present	Contact with saliva and other body fluids
Controlling violent students including using physical restraint	Contact with blood or other body fluids. Potential of being bitten by violent student

Safe work practices for administrators, teachers, aides and clerical

1. Allow student to take care of own first aid (i.e. washing wound) with supervision and direction if possible.
2. Hands and other skin surfaces should be washed with soap and water after contact with blood or body fluids and after removal of gloves. Antiseptic hand cleaners need to be used when soap and water are not available. Hands should be washed as soon as possible.
3. When cleaning small amounts of blood off of surfaces, gloves should be worn. The blood should be cleaned up with a paper towel which is then discarded in a wastebasket lined with garbage bag liner. Custodians should be called to apply the appropriate disinfectant. Hands should be washed immediately after gloves are removed.
4. Wear non-latex gloves if first aid must be provided to anyone. These should be discarded after first aid is provided and hands washed immediately.
5. Do not pick up glass or other sharp objects with bare hands. Call a custodian for cleanup.
6. Clothing which becomes contaminated with blood or other body fluids should be removed as soon as possible and separated from other clothing until properly laundered.
7. Report to school nurse or principal immediately if blood exposure incident occurs (see definition of exposure incident).

KLEIN BLOODBORNE PATHOGEN PLAN

UNIVERSAL PRECAUTIONS IN THE SCHOOL SETTING

Purpose

The purpose of universal precautions is to eliminate or minimize exposure to blood or other potentially infectious body fluids. Treat all blood as potentially infectious. Appropriate barrier precautions should be used to prevent skin and mucous membrane exposure when in contact with blood or body fluids of any person.

Handwashing

Handwashing is an important preventative measure in the spread of disease. Hands and other skin surfaces should be washed after contact with blood or body fluids and after removal of gloves. Handwashing facilities with germicidal soap are provided for employees who incur exposure to blood or other potentially infectious material. Handwashing should be done with warm water and soap, vigorously scrubbing hands, wrists, between fingers, and under nails. Hands should then be rinsed thoroughly, allowing water to run off fingertips. Dry with paper towel, then use towel to turn off faucet.

Housekeeping

All surfaces contaminated with blood or body fluids should be disinfected with 1:10 solution of bleach, 70% alcohol, or disinfectant used by plant operations. Use gloves when cleaning up a spill. Call custodian for cleanup of any large spills or if you need help cleaning contaminated surface.

Do not pick up broken glass with bare hands.

Articles contaminated with blood should be thrown away in a triple bagged garbage can. The nurse has one in her office. If contaminated articles are thrown away in a classroom waste basket, have custodians remove as soon as possible. If an article is saturated with blood (ex: blood can be squeezed out of it), it should be placed in a red biohazard bag (located in the nurse's office). She will arrange to have it disposed of properly.

Personal Protective Equipment - Gloves

Gloves should always be worn if any contact with blood or body fluids is anticipated. Gloves should be worn only once and thrown away. They should be washed or decontaminated for re-use and are to be replaced as soon as practical when they become torn, punctured, or when their ability to function as a barrier is compromised. Skin breaks

or dermatitis should be covered with a bandage under the gloves. Hands should be washed immediately after removal of gloves. Goggles and mask should be worn whenever droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated. Mucous membranes should be flushed with water immediately if exposure to blood occurs.

Personal Protective Equipment – Sharps

Needles or other sharps such as lancets used to test blood sugar in diabetic students should be disposed of in the Sharps container in the nurse's office. They should not be recapped or broken.

General Rules

Minimize splashing as much as possible. Do not eat, drink, put in contacts, apply cosmetics, or lip balms in areas with possible exposure.

Exposure incidents should be reported to principal or school nurse.

KLEIN I.S.D. COMPUTER USAGE

All employees with the assignment code of substitute, regardless of assignment length (daily or long term) will have their own personal network and email account.

Substitutes receive an employment email to their home email account that will include their Klein email address, a temporary password, and a reminder on how to log in for the first time. Users can log in from home on the Klein Dashboard, <https://kdash.kleinisd.net/landing/>. It is important the first time you sign in to set up your security questions. This will allow you to change your password at any time without having to submit a helpdesk ticket. It may take up to 30 minutes to complete the process when you change your password and email may not be available during that time.

Passwords must be at least 8 characters with one capital letter, one lowercase letter, one number, and one special character and cannot contain portions of your username or full name.

You will be able to access Klein email from home. Go to Kleinisd.net – Employees – Employee Email. Klein ISD does not keep track of home email addresses. All communication will be sent to your Klein email address, which should be checked often.

Please contact the HELP desk at 832-484-4357 for general log in or password assistance.

Professional Development: Educational Technology for Substitutes

- Substitutes are welcome to attend the Klein ISD Professional Development: Educational Technology classes offered in the evenings and Saturdays (Fall/Spring) and during the summer.
- Notice is sent to all Klein ISD employees – check your Klein ISD email for the notice when registration opens.
- Registration for classes is through Eduphoria Workshop, and like all employees, technology classes are open registration, meaning these classes have no cost. Once the registration window is open, all employees may then register at any time.
- Classes are offered for various user levels, and often times, are specific to grade levels and/or subject/content areas.
- Employees may earn SBEC (State Board of Educator Certification) CPE hours, and classes are designed with KPDAS in mind.
- Classes fill quickly.
- Many of the classes offered may apply to Exchange Day credit each year.

Recommended Classes

- Any and all levels of Introduction classes
- Working in Klein's Networked Environment
- Online Resources
- All levels of Outlook
- Files, Folders, and Filters
- Any and all levels of Technology Baseline Standard Initiative (TBSI)
- Any and all levels of Office classes (Word, Excel, PowerPoint, Access, Publisher)

Register at Eduphoria

- You can access Eduphoria thru [knet](#) or [kleinisd.net](#).
- Use your Klein ISD computer login (user & password).
- First time use – set up your profile as substitute teacher or substitute paraprofessional.
- Click on Workshop Icon then select the icon that meets your professional development needs.
- Choose a course and click on register.
- To view your registration, click on My Portfolio.

Have Questions?

- How to register: Sue DiCola at sdicola@kleinisd.net
- Which classes to take: Monica Schellenberger at mschellenberger1@kleinisd.net

LETTER OF REASONABLE ASSURANCE

Continuance of Substitute Status for Following Year

At the end of every school year, you must indicate whether or not you intend to continue substituting for the following year. Please check the online Substitute Information page in mid-May for the Letter of Reasonable Assurance attachment. Download the letter and send/bring to the Substitute Office by the posted deadline. Failure to do so will result in your access to Absence Management being blocked.

MOST FREQUENTLY ASKED QUESTIONS

Q: HOW DOES AN INDIVIDUAL APPLY TO SUBSTITUTE IN THE KLEIN SCHOOL DISTRICT?

A: All parties interested in substituting must complete a substitute application online at www.kleinisd.net. Applications are reviewed and eligible applicants will be invited to attend a substitute in-service.

Q: WHAT ARE THE QUALIFICATIONS NEEDED TO SUBSTITUTE IN KLEIN ISD?

A: In compliance with the Texas Education Agency requirements, substitutes who teach in the classroom are generally selected from individuals who hold a Bachelor's degree. Teacher aides and clerical substitutes must have a high school diploma or GED and the appropriate background or skills needed. Substitutes must speak, write, read and comprehend English and be able to communicate with students, staff and others in English.

Q: MAY A SUBSTITUTE TEACH IN AN AREA NOT COVERED BY THEIR TEACHING CERTIFICATE?

A: If working in a daily assignment, substitutes may elect to teach in any area from pre-kindergarten through high school, regardless of their specific teaching credentials.

Q: MUST LONG-TERM SUBSTITUTES HOLD A TEACHING CERTIFICATE:

A: Long-term substitutes who replace teachers are required to hold a valid Texas teaching certificate. Substitutes working in the same assignment or 30 days or more must be appropriately certified for the assignment according to Texas State Board of Education Certification (SBEC).

Q: HOW OFTEN DO SUBSTITUTES WORK?

A: Since substitute work is based on absenteeism, it is difficult to predict how often a substitute will be needed. In general, substitute needs are greatest on Mondays and Fridays and in the months September through May. Substitutes who are willing to work at several campuses and do not restrict the areas in which they are available have the greatest opportunity for work.

Q: MAY SUBSTITUTES SELECT THE CAMPUSES THEY PREFER TO WORK?

A: They may select elementary, intermediate, or high school campuses or a combination of the three. Substitutes are not placed on a campus where an immediate relative is an Administrator. If you have a relative who is a teacher, we also ask that you not substitute in that particular classroom.

Q: MAY SUBSTITUTES SELECT THE DAYS THEY WANT TO WORK?

A: Substitutes may select the days they want to work provided they are available a minimum of two days per week (on average).

Q: MAY SUBSTITUTES WORK IN MORE THAN ONE DISTRICT AT A TIME?

A: Substitutes may work in more than one district.

Q: MAY A SUBSTITUTE WORK ON A CAMPUS WHERE THEIR CHILDREN OR OTHER RELATIVES ATTEND SCHOOL?

A: Substitutes may work on a campus where their children or other relatives attend school, but it is strongly preferred that they not work in their child's or other relative's classroom. Whenever possible, they are given an alternate assignment.

Q: ARE SUBSTITUTES REQUIRED TO FOLLOW A DRESS CODE?

A: All Klein employees, including substitutes, are expected to be well groomed and dressed in a manner which is appropriate for the position occupied. Members of the teaching staff may not wear overly casual attire or jean-type pants of any style or color. Hosiery is not required. With the exception of physical education and vocational shop teachers, male teachers are expected to wear a collared shirt, with or without a tie, while on duty. Employees are expected to be clean shaven unless they choose to have a neatly groomed mustache or beard.

Q: ARE ALL TEACHERS REQUIRED TO LEAVE LESSON PLANS?

A: All teachers are required to develop weekly lesson plans and have them available for substitutes. In addition, all Klein teachers are expected to develop substitute folders which contain schedules and other pertinent information. Substitutes, in turn, are expected to follow these plans and schedules to the best of their ability.

Q: WHAT SHOULD A SUBSTITUTE DO IF THERE ARE NO LESSON PLANS?

A: If a substitute working at the secondary level is unable to locate lesson plans, they should contact the department chairperson. At the elementary level, they should contact another teacher or administrator. Substitutes should always seek help to ensure the students are given quality instruction.

Q: WHAT SHOULD A SUBSTITUTE DO IF THE STUDENTS COMPLETE ALL ASSIGNMENTS BEFORE THE END OF THE DAY?

A: Substitutes should always check for extra work or assignments prepared by the full-time teacher to be used as filler or sponge activities. Substitutes can also check with the department chairperson and other teachers for suggestions. Librarians are also helpful in recommending books that can be read to or by the students.

Q: TO WHOM SHOULD A SUBSTITUTE GO FOR HELP IF NEEDED?

A: Substitutes working in secondary classrooms should contact the department chairperson or another teacher in the department for general questions or assistance. Substitutes working in elementary classrooms should contact another grade-level teacher or an administrator. Clerical substitutes should seek assistance through the front office. Teacher aide substitutes will be given assistance by the teacher or teachers to whom they are assigned or by the office staff. Substitutes should never hesitate to seek help. Klein employees are always available to offer assistance as needed.

Q: HOW DOES KLEIN EXPECT SUBSTITUTES TO HANDLE DISCIPLINE PROBLEMS?

A: When a substitute works for the first time on any Klein campus, it is advisable to check with an administrator, department chairperson, or another teacher in regard to discipline procedures. They should also check the substitute folder for additional discipline information.

Q: ARE SUBSTITUTES EXPECTED TO GRADE ASSIGNMENTS?

A: Substitutes working in daily assignments are permitted, but not required, to grade student work. They should not, however, assign grades or record information in the teacher's grade book. Long-term substitutes are asked to grade assignments according to specific directions given at the campus.

Q: DO SUBSTITUTES HAVE SPECIAL DUTIES SUCH AS BUS DUTY?

A: Substitutes may be assigned to a special duty, such as bus duty, if the employee they are replacing was assigned to that task. They are not, however, expected to carry out duties assigned to other staff members, except in the case of an emergency.

Q: WILL SUBSTITUTES BE ASSIGNED EXTRA DUTIES DURING THEIR OFF PERIOD?

A: Substitutes may be assigned to extra duties during their off periods.

Q: ARE SUBSTITUTES REQUIRED TO REMAIN IN THE BUILDING IF THE LAST PERIOD IS A PLANNING PERIOD?

A: Substitutes are employed for a full day and; therefore, are required to remain on the campus through the last period. Substitutes frequently use off periods to study plans, grade papers when appropriate, study teacher guides, and complete forms or leave other correspondence for the full-time teacher.

Q: HOW SHOULD SUBSTITUTES HANDLE HOME EMERGENCIES?

A: Substitutes should feel free to leave the Klein Substitute Office telephone number with family members. This office can quickly provide the school and telephone number of substitutes who are working on any given day. Schools are generally able to make arrangements should substitutes be called home on an emergency basis.

Q: ARE SUBSTITUTES REQUIRED TO LEAVE INFORMATION FOR THE FULL-TIME TEACHER?

A: It is helpful to the teacher and the continuity of the instructional program if substitutes leave information. This is particularly true if any unusual or important activities occurred during the school day.

Q: IN GENERAL, WHAT EXPECTATIONS DOES KLEIN HAVE REGARDING ITS SUBSTITUTES?

A: Klein expects substitutes will work with students in a manner that is professional, courteous, firm and consistent. Klein also expects that classroom substitutes will be available throughout the day to circulate in the classroom and assist students as needed. Sitting at the desk for extended periods of time, reading magazine, eating in the classroom and other activities of this nature are discouraged. Additionally, it is expected that all substitutes will keep information regarding Klein schools and Klein students confidential.

PAY RATES AND PAYROLL INFORMATION

PAY RATES

Payday is twice a month, usually on the 5th and 20th. Income is contingent upon the number of days worked during any given payroll period. Substitutes are paid at varying daily rates depending on the position and whether they work on a daily or long-term basis.

2018-2019 Substitute Teacher Salary Schedule

Daily professional assignment - non-degree.....	\$80
Daily professional assignment - degree.....	90
Daily professional assignment – degree and Texas Certified.....	95
*Fifteen or more days in same assignment on a consistent basis with a degree.....	120
*Fifteen or more days in same assignment on a consistent basis and Texas Certified for that position... ..	160
Professional Administrator Substitute.....	275

***New rates will begin on 15th day.**

A substitute who subs in any position for 90 days or more will receive bonus pay of \$5.00 per day beginning with the 91st day of subbing and for each sub day thereafter until the end of the calendar year. This does not apply to Professional Administrator Substitutes.

2018-2019 Substitute Salary Schedule for Other Positions

Educational assistant.....	\$70
Educational assistant working with Special Education students (i.e. developmental, adaptive behavior, early childhood, etc.)	80
Clerical/receptionist (campus level).....	80
Secretarial/paraprofessional/receptionist (Central Office)....	80
Professional support (Central Office).....	90
Professional support (Central Office – 20 or more days in same assignment).....	120
Daily Campus Nurse	120
*Fifteen or more days as Campus Nurse on a consistent basis with RN license.....	160

***New rates will begin on 15th day.**

DIRECT DEPOSIT INFORMATION

All Substitutes must enroll in the Klein ISD Direct Deposit Program.

To sign up for direct deposit, please visit our Payroll Department in person and bring a photo ID (preferably a driver's license). This eliminates sending social security numbers through interoffice/school mail. Please bring a voided check which will be returned to you once payroll checks the bank routing number and account number. Then, you will be asked to initial the form to show that you have checked it carefully.

Klein Independent School District

Substitutes

Benefits Information:

Substitute employees are defined as working on a Variable hour basis:

Under the TRS ActiveCare eligibility rules, all part-time and variable hour, (**all substitutes**), employees working 10 hours or more per week, are eligible to enroll in a TRS-ActiveCare medical plan. However, substitute employees are **NOT** eligible for the district contribution and will be required to pay the *entire premium*, set by TRS ActiveCare.

Substitute employees are only eligible for medical (Full premium) and the individual retirement plans, 403B and 457. Substitutes are **NOT** eligible to participate in any other benefits.

The Affordable Care Act (ACA) requires all people to be covered under a medical plan. The law requires each employer to document all employee elections. It is therefore necessary that you provide Klein ISD proof that you either elected or declined medical insurance. **Therefore, you are required to complete the Medical Declination Form that is attached and turn it in with all other paperwork.** If you are interested in enrolling in the medical plan, please contact the Benefits office, (A-N) 832-249-4673, or (M-Z) 832-249-4674.

Remember as a Newly Hired substitute, you are only eligible to enroll in the medical plan (Full premium) during the first 30 days from your hire date or the date of the qualified event, or during Annual enrollment. You can enroll anytime in either of the individual retirement plans.

The plan summaries and rates are available from the KISD Benefits website <http://www.kleinisd.net/default.aspx?name=hrbrm.home>.

Note:

You are only eligible to enroll as a new hire, within 30 days of your hire date, during annual enrollment, or when a qualified event occurs (section 125).

REQUIRED FEDERAL DEDUCTIONS

Federal Income Tax.....	Per W-4 Form
F.I.C.A. Alternative Plan.....	6.2%
Medicare.....	1.45%

LIABILITY INSURANCE

Although substitutes are part-time employees and do not qualify for benefits, the Klein School District does carry liability insurance on all employees including substitutes. All school personnel are protected by state law and are covered by district insurance for accidents that occur during the school day *if the employee is exercising prudent judgment in carrying out his/her duties.*

TEXAS RETIREMENT SYSTEM

Under Texas Retirement System guidelines, substitute teachers are eligible to earn credit toward retirement.

In order to earn credit, a substitute must work at least 90 days in a school year for no less than 50% of the work day.

For further information, please contact the Texas Retirement System at 1-800-223-8778.

RETIREMENT PLAN FOR PART-TIME EMPLOYEES NOT COVERED BY TEXAS TEACHER RETIREMENT SYSTEM (TRS)

The District will contribute 1.3% of salary: Employees will contribute 6.2% of salary *instead of paying Social Security taxes.*

.....District's and your contributions plus earnings grow tax deferred.

.....Your account is 100% vested at all times.

.....If you leave the District, you can withdraw your and the District's contributions plus earnings. Upon termination call 1-800-943-9179 (JEM Resource Partners Inc.)

.....Upon request, when the employee leaves Klein ISD, the funds will either be paid to the employees in Cash with no penalties or the employee may rollover the funds tax-free to an individual Retirement Account or other tax-deferred plan.

The Details: The "FICA Alternative Plan" is currently administered by JEM Resource Partners, Inc. through the Region 10 457 Alternative Plan and Trust (www.region10rams.org). This plan will replace Social Security for part-time, seasonal, and temporary employees of the District.

If you have any questions, please call the Benefits Office at 832-249-4691.

KLEIN ISD TAX DEFERRED RETIREMENT PLANS

457 Tax Deferred Retirement and Savings Plan

- Administered by Great West Retirement Services, 1-800-701-8255, www.gwrs.com
- The Power of per-tax dollars growing tax-deferred
- Contribution limits and distribution rules are similar to 401(k) plans
- No 10% penalty for early withdraw
- Paperless, on-line or telephone enrollment
- New employees will receive a PIN number by US mail

403(b) & 403(b)(7) Tax Deferred Retirement Plan

- Administered by JEM Resource Partners, 1-800-943-9179, www.jemtpa.com
- The Power of per-tax dollars growing tax-deferred
- Contribution limits and distribution rules are similar to 401(k) plans
- Investment company must be on the TRS approved list
- 10% penalty for early withdraw prior to age 59 1/2

**IF YOU PLAN TO CONTRIBUTE TO AN IRA BE
AWARE OF THE FOLLOWING INFORMATION**

Per the IRS Publication 590 (www.irs.gov), you are NOT allowed to take a tax credit for an IRA contribution if you are covered by a pension plan as defined for IRA purposes.

All employees of Klein ISD including part-time and subs, are eligible to participate in either or both the Klein ISD 457 Saving and Retirement Plan and/or the Klein ISD 403(B) Individual Retirement Plan.

Please refer to the IRS Publication 590 and/or call the Institution that will be setting up your IRA for more information.



**Learn about the Tax Deferred Savings
Plans offered by Klein ISD.**

KLEIN INDEPENDENT SCHOOL DISTRICT

7200 Spring Cypress Road, Klein, Texas 77379

Phone: 832.249.4223 Fax: 832.249.4222

NOTICE

KLEIN INDEPENDENT SCHOOL DISTRICT

WORKERS' COMPENSATION INSURANCE

In accordance with the state law, Klein Independent School District provides workers' compensation insurance coverage through Klein I.S.D. Self- Insured Plan for any employee who is injured or becomes disabled or ill as a result of their employment responsibilities. A staff member or a person acting on the staff member's behalf must notify the employer of an injury or illness no later than the 30th day from the date on which the injury occurs or the date the staff member knew or should have known of an illness, unless the Texas Department of Insurance Division of Workers' Compensation determines that good cause existed for failure to provide timely notice.

The Texas Department of Insurance Division of Workers' Compensation provides free information about how to file a workers' compensation claim. Texas Department of Insurance staff will explain your rights and responsibilities under the Workers' Compensation Act and assists in resolving disputes about a claim. You can obtain this assistance by contracting your local Houston West Field Office or by calling 1-800-252-7031

AVISO

Seguro de Compensación para Trabajadores de Texas del Distrito Escolar Independiente de Klein

De acuerdo con la ley estatal, el Distrito Escolar Independiente de Klein ofrece cobertura de seguro de compensación a los trabajadores para cualquier empleado que se lesiona, se incapacita, o enferma como resultado de sus responsabilidades laborales. La persona encargada de su personal deberá notificar al empleador acerca del accidente o lesión a más tardar el día 30 a partir de la fecha en que se produce la lesión o de la fecha en que se le notificó a su supervisor, a menos que el Departamento de la División de Seguro de Compensación para Trabajadores de Texas determine que existe un buen motivo por no haber dado aviso oportuno.

El Departamento de Seguro de la División de Compensación para Trabajadores de Texas proporciona información gratuita sobre cómo presentar un reclamo de compensación. El personal de la Comisión le explicará sus derechos y responsabilidades bajo la Ley de Compensación de los Trabajadores y ofrece ayuda en la solución de controversias relacionadas con su reclamo. Usted puede obtener esta ayuda mediante la contratación de su oficina local de Houston situada en West Field o llamando al 1-800-252-7031.

EMPLOYEE NOTICE OF ALLIANCE REQUIREMENTS

Important Contact Information

To locate a provider, go to www.pswca.org or call (866) 997-7322.

To contact your adjuster at the TASB Risk Management Fund, visit www.tasbrmf.org or call (800) 482-7276.

Information, Instructions, Rights and Obligations

If you are injured at work, tell your supervisor or Workers' Comp Coordinator Immediately. The information in this notice will help you to seek medical treatment for your injury. Your employer will also help with any questions about how to get treatment. You may also contact your adjuster at the TASB Risk Management Fund (the Fund) for any questions about treatment for a work-related injury. The Fund is Klein ISD's workers' compensation coverage provider and they are working with your employer to ensure you receive timely and appropriate health care. The goal is to return you to work as soon as it is safe to do so.

- **How do I choose a treating doctor?**

If you are hurt at work **and** you live in the Alliance service area, you are required to choose a treating doctor from the provider list. This is required for you to receive coverage of healthcare costs for your work-related injury. A provider listing is available through the Alliance website at www.pswca.org and a link to that site is also contained on the Fund's website at www.tasbrmf.org. It identifies providers who are taking new patients.

If your treating doctor leaves the Alliance, we will tell you in writing. You will have the right to choose another treating doctor from the list of Alliance doctors. If your doctor leaves the Alliance and you have a life threatening or acute condition for which a disruption of care would be harmful to you, your doctor may request that you treat with him or her for an extra **90 days**.

- **What If I live outside the service area?**

If you believe you live outside of the service area, you may request a service area review by calling your adjuster.

- **How do I change treating doctors?**

If you become dissatisfied with your first choice of a treating doctor, you can select an alternate treating doctor from the list of direct contract treating doctors in the service area where you live. The Fund will not deny a choice of an alternate treating doctor. **Before you can change treating doctors a second time, you must obtain permission from your adjuster.**

- **How are treating doctor referrals handled?**

Referrals for health care services that you or your doctor request will be made available on a timely basis as required by your medical condition. Referrals will be made **no later than 21 days** after the request. Your doctor should refer you to another Alliance provider unless it becomes medically necessary to make a referral outside of the Alliance. You do not have to get a referral if you are in need of emergency care.

- **Who pays for the healthcare?**

Alliance providers have agreed to seek payment from the Fund for your health care. They should not request payment from you. If you obtain health care from a doctor who is not in the Alliance without prior approval from your adjuster, you may have to pay for the cost of that care. You may treat with medical providers that are **not contracted** with the Alliance only if one of the following situations occurs:

- o Emergencies: You should go to the nearest hospital or emergency care facility.
- o You do not live within an Alliance service area.
- o Your treating doctor refer you to a provider or facility outside of the Alliance. This referral must be approved by your adjuster.

EMPLOYEE NOTICE OF ALLIANCE REQUIREMENTS - PAGE 2

How to File a Complaint

You have the right to file a complaint with the Alliance. You may do this if you are dissatisfied with any aspect of direct contract program operations. This includes a complaint about the program and/or your Alliance doctor. It may also be a general complaint about the Alliance. A complainant can notify the Alliance Grievance Coordinator of a complaint by phone, from the Alliance website www.pswca.org or in writing via mail or fax. Complaints should be forwarded to:

PSWCA (The Alliance)
Attention: Grievance Coordinator
P.O. Box 763
Austin, TX 78767-0763
866-997-7322

A complaint must be filed with the program grievance coordinator **no later than 90 days from the date the Issue occurred**. Texas law does not permit the Alliance to retaliate against you if you file a complaint against the program. Nor can the Alliance retaliate if you appeal the decision of the program. The law does not permit the Alliance to retaliate against your treating doctor if he or she files a complaint against the program or appeals the decision of the program on your behalf.

What to do when you are injured on the job

If you are injured while on the job, tell your supervisor or Workers' Comp Coordinator as soon as possible. A list of Alliance treating doctors in your service area may be available from your employer. A complete list of Alliance treating doctors is also available online at www.pswca.org. Or, you may contact us directly at the following address and/or toll-free telephone number:

TAS Risk Management Fund
P.O. Box 2010
Austin, TX 78768
(800) 482-7276

In case of an emergency...

If you are hurt at work and it is a life-threatening emergency, you should go to the nearest emergency room. If you are injured at work after normal business hours or while working outside your service area, you should go to the nearest care facility. After you receive emergency care, you may need ongoing care. You will need to select a treating doctor from the Alliance provider list. This list is available online at www.pswca.org. If you do not have internet access call (800) 482-7276 or contact your Workers' Comp Coordinator for a list. The doctor you choose will oversee the care you receive for your work-related injury. Except for emergency care you must obtain all health care and specialist referrals through your treating doctor.

Emergency care does not need to be approved in advance. "Medical emergency" is defined in Texas laws. It is a medical condition that comes up suddenly with acute symptoms that are severe enough that a reasonable person would believe that you need immediate care or you would be harmed. That harm would include your health or bodily functions being in danger or a loss of function of any body organ or part.

EMPLOYEE NOTICE OF ALLIANCE REQUIREMENTS - PAGE 3

Non-emergency care..

Report your Injury to your supervisor or Workers' Comp Coordinator as soon as you can. Select a treating doctor from the Alliance provider list. This list is available online at www.pswca.org. If you do not have internet access, call 800- 482-7276 or contact your Workers' Comp Coordinator for a list.

Treatments Requiring Advance Approval

Certain treatments or services prescribed by your doctor need to be approved in advance. Your doctor is required to request approval from the TASA Risk Management Fund before the specific treatment or service is provided. For example, you may need to stay more days in the hospital than what was first approved. If so, the added treatment must be approved in advance.

The following non-emergency healthcare treatment requests must be approved in advance:

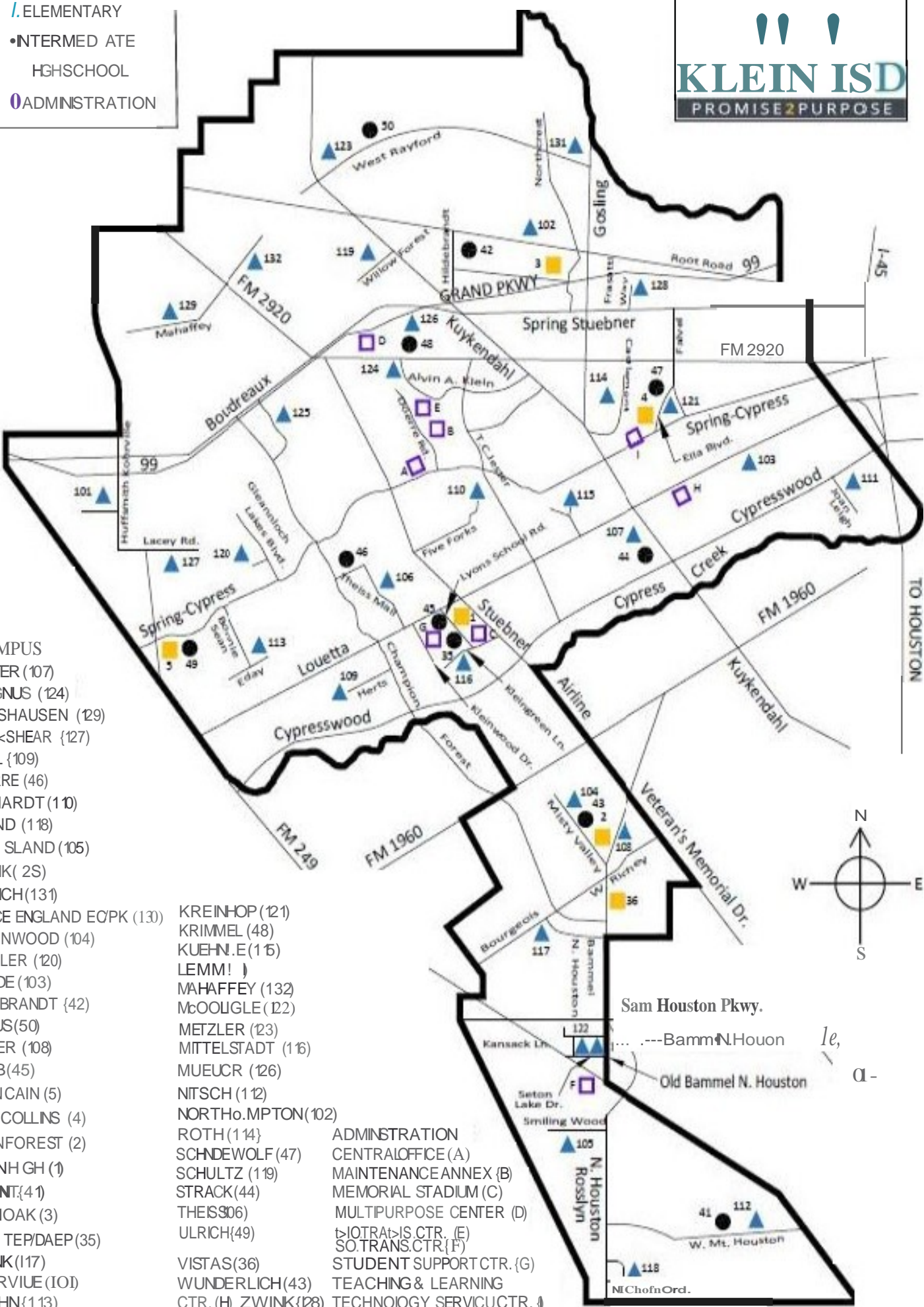
Inpatient hospital admissions
Outpatient Surgical or ambulatory surgical services
Spinal Surgery
All non-exempted work hardening
All non-exempted work conditioning
Physical or occupational therapy except for the first six (6) visits if those six visits were done within the first 2 weeks immediately following date of injury or date of surgery
Any investigational or experimental service
All psychological testing and psychotherapy
Repeat diagnostic studies greater than \$350.
All durable medical equipment (DME) in excess of \$500
Chronic pain management and interdisciplinary Pain rehabilitation
Drugs not included in the TOI Division of Workers' Compensation Formulary
All narcotic medications dispensed greater than 60 days
Any treatment or service that exceeds the Official Disability Guidelines.

The number your doctor must call to request one of these treatments is 800-482-7276, ext. 6654. If a treatment or service request is denied, we will tell you in writing. This written notice will have information about your right to request a reconsideration or appeal of the denied treatment. It will also tell you about your right to request review by an Independent Review Organization through the Texas Department of Insurance.

KLEIN SCHOOLS

MAPKEY

- / ELEMENTARY
- INTERMEDIATE
- HIGH SCHOOL
- ADMINISTRATION



- CAMPUS
- BENFER (107)
- BENIGNUS (124)
- BERNSHAUSEN (129)
- BLOOM-SHEAR (127)
- BRILL (109)
- BOERRE (46)
- BRHARDT (110)
- EILAND (118)
- EPPS SLAND (105)
- FRANK (2S)
- FRENCH (131)
- GRACE ENGLAND EOPK (13)
- GREENWOOD (104)
- HASSLER (120)
- HAUDE (103)
- HILDEBRANDT (42)
- HOFIUS (50)
- KAISER (108)
- KLEB (45)
- KLEINCAIN (5)
- KLEINCOLLINS (4)
- KLEINFORST (2)
- KLEINHOFF (1)
- KLEINHOFF (41)
- KLENOAK (3)
- KLEINTEP/DAEP (35)
- KLENN (117)
- KOHRVIE (101)
- KRAHN (113)

- KREINHOP (121)
- KRIMMEL (48)
- KUEHNLE (15)
- LEMMING (1)
- MAHAFFEY (132)
- MCOLIGLE (122)
- METZLER (23)
- MITTELSTADT (16)
- MUEUR (126)
- NITSCH (112)
- NORTHMPTON (102)
- ROTH (114)
- SCHNEWOLF (47)
- SCHULTZ (119)
- STRACK (44)
- THEISS (106)
- ULRICH (49)
- VISTAS (36)
- WUNDERLICH (43)
- ZWINK (28)
- ADMINISTRATION
- CENTRAL OFFICE (A)
- MAINTENANCE ANNEX (B)
- MEMORIAL STADIUM (C)
- MULTIPURPOSE CENTER (D)
- SPORTS CENTER (E)
- SOUTH TRANSPORT CENTER (F)
- STUDENT SUPPORT CENTER (G)
- TEACHING & LEARNING
- TECHNOLOGY SERVICE CENTER (H)



Policy Number C-10

INQUIRIES, COMPLAINTS, AND APPEALS BY EMPLOYEES

Description:

This policy provided employees an orderly process for the prompt and equitable resolution of grievances when a concern has not been resolved. The Board intends that, whenever -feasible, grievances be resolved at the lowest possible administrative level. This policy shall not be construed to create new or additional rights beyond those granted by Board policy or law.

An employee, or a group of employees, may be represented in a grievance presentation at any level through an attorney or through any other person or organization that does not claim the right to strike.

For purposes of this policy, "days" means working days.

I. Scope of Policy

A. A grievance under this policy may include, but shall not be limited to, any of the following:

1. Grievances concerning an employee's wages, hours, or conditions of work.
2. Allegations of unlawful discrimination in employment on the basis of sex (including allegations of sexual harassment), race, religion, national origin, age, or disability.
3. Allegations of unlawful discrimination or retaliation on the basis of the employee's exercise of constitutional rights.
4. "Whistleblower" complaints.

8. This policy does not apply to:

1. Termination of a contractual employee;
2. Suspension without pay of a contractual employee: or
3. Complaints against Klein 15D peace officers.

II. General requirements

A grievance must specify the individual harm alleged. An employee may not bring separate or serial grievances regarding the same event or action. The time limits established in this policy shall be observed unless modified by mutual consent. Costs of any grievance shall be paid by the party incurring them.

When the Superintendent determines that two or more individual grievances are sufficiently similar in nature

and remedy to permit their resolution through one proceeding he or she may consolidate the grievances.

Grievances shall be heard in informal administrative conferences. An employee may choose to present a matter individually or through a representative of his or her choice.

III. Whistleblower complaints

Employees who allege adverse employment action in retaliation for reporting a violation of law to an appropriate authority shall initiate a grievance under this policy within 15 days after the date the alleged adverse employment action occurred or the employee first knew of the event or series of events about which the employee is complaining. The complaint shall first be filed in accordance with the superintendent. Time lines set out in this policy may be shortened to allow the board to make a final decision within 60 days of the initial complaint.

IV. Procedure and timelines

A. Initial grievance (or Step One)

An employee who has a grievance shall request a conference with the principal or immediate supervisor by submitting the grievance in writing. The written grievance must be filed within 10 days of the time the employee first knew or should have known of the event or series of events about which the employee is complaining. The principal or supervisor shall hold the conference within 10 days after receipt of the written request. The principal or supervisor shall have 10 days following the conference within which to respond.

8. Appeal to the director (or Step Two)

If the outcome of the conference with the principal or supervisor is not to the employee's satisfaction or if the time for a response has expired, the employee may appeal.

1. Non-teaching personnel who are assigned at locations other than a school building will appeal from their supervisor to the director.
2. Custodial and food service employees will appeal to the appropriate departmental director.
3. School building level employees other than custodial and food service employees, after discussing the matter with the school principal, will appeal to the director of school administration. In cases where the nature of the grievance could be heard by two or more departments, the associate/assistant superintendents will jointly decide the proper department.

An employee appeals by giving written notice of appeal within 10 days after receiving the initial response. If any relief has been granted, the employee must state on the form why such relief is inadequate. The appropriate administrator shall hold the conference within 10 days after receipt of the written request and shall have 10 days following the conference within which to respond.

C. Appeal to the associate/assistant superintendent (or Step Three)

If the matter is not resolved after the appeal to the director, the employee may appeal to the

appropriate associate/assistant superintendent by giving written notice of appeal within 10 days. If any relief has been granted, the employee must state on the form why such relief is inadequate. The associate/assistant superintendent shall hold the conference within ten days after receipt of the written request and shall have 10 days following the conference within which to respond.

D. Appeal to the superintendent (or Step Four)

The employee may appeal the assistant superintendent's decision to the superintendent by giving written notice of appeal within 10 days. If any relief has been granted, the employee must state on the form why such relief is inadequate. The superintendent shall hold the conference within ten days after receipt of the written request and shall have 10 days following the conference within which to respond.

E. Appeal to the Board of Trustees (or Step Five)

If the outcome is still not to the employee's satisfaction or the time for a response has expired, the employee may appeal by submitting a written notice of appeal within 10 days following receipt of a written response by the superintendent.

1. Hearing officer

All appeals of the superintendent's decision shall be heard by a hearing officer within fifteen (15) days after receipt, who shall issue a written recommendation to the Board within ten (10) days following the hearing. Hearing officers will not be Klein ISD employees.

2. Proceedings before the hearing officer

a . The superintendent or designee shall, in advance of any hearing, provide the designated hearing officer with copies of the employee's original grievance, all responses, and any written documentation previously submitted by the employee and the administration. The designated hearing officer is not required to consider documentation not previously submitted or issues not previously presented.

b The form of presentation of the grievance shall be determined by the designated hearing officer, and all proceedings before the hearing officer shall be recorded by audiotape. Generally, no witnesses shall be presented and no cross-examination of witnesses shall occur, unless due process so requires. In each case, the grievant shall be permitted to make a presentation to the hearing officer within the time allotted and shall be able to offer such written evidence as the designated hearing officer may deem relevant. The administration shall, in turn, be entitled to respond to the grievant with its own presentation and written evidence.

3. Consideration by the Board

The Board shall review the hearing officer's written recommendation at its first regular meeting following receipt of same. The timeframe could be adjusted, however, as practicable. The employee and the administration shall be provided a copy of the recommendation prior

to the Board meeting. The Board may decide to accept, reject, or modify the recommendation of the hearing officer and shall then make and communicate its decision.

Approved Adopted: January 10, 1972

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Revised: June 11, 1979
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Revised: January 13, 2003

Cross Reference
A-22 School Board Procedures
8-49 Public/Patron Inquiries, Complaints, and Appeals
C-11 Compensation/Classification-Related Inquiries, Complaints, and Appeals
C-30.1 Code of Ethics and Standards of Conduct
C-30.2 Financial Management Goals and Objectives
C-48.2 Term Contracts: Non-renewal
C-61 Dismissal and Suspension
1-1.3 Administrators' Conferences
1-8 Resolution of Complaints Arising Under Certain Federal Anti-Discrimination Laws
11-14 Vehicle Accident Review Board (VARB)
111-2 Instructional Program Implementation and Development

Areas Personnel