Katy ISD Paraprofessional Induction...Be the Legacy

2019-2020

Presented by the Departments of: Human Resources, Professional Learning, Technology, and Risk Management
Getting Started

• Restrooms/Vending Machines

• Review of Handouts/Where to find Information

• Please ask Questions!
AGENDA

• Human Resources
• Payroll
• Health Services
• Professional Learning
• Technology Q & A

-- Break --

• Risk Management/Employee Insurance
2019-2020 District Calendar

Most 187 day employees begin August 6, 2019
Where Do I Go?

• **August 6, 2019:**
  • Convocation at Merrell Center

• **August 7, 2019:**
  • Report to campus or department
Basic Hours of Operation

• Employee Work Hours:

  – High School  7:05 a.m. – 3:05 p.m.
  – Junior High   8:10 a.m. – 4:10 p.m.
  – Elementary   7:55 a.m. - 3:55 p.m. **OR**
  7:35 a.m. – 3:35 p.m.

You will be clocking in and out every day using a system called Kronos.
Service Records

• It is your responsibility to contact your previous districts to either send KISD your service record, or for you to send them a form to have filled out for your experience. HR will not contact you for your Service Records.

• Link to Katy ISD Service Record webpage: http://www.katyisd.org/dept/hr/Pages/Service%20Record%20Information-Forms.aspx

• HR Contact for Service Records: Terri Domagas
  – terriadomagas@katyisd.org
  – 281-396-2262
For Texas Public School District experience, please contact your former district’s Human Resources Department to provide you with a service record.

The following forms are used for private schools, out of state, and college/university (public or private) experience. We require a separate form for each institution and a separate line for each year of employment to be completed by a school official.

- TX School District Exp (Private)
- Out-of-State School District Exp (Public-Private)
- Out of Country Experience
- College/University Experience
  For experience outside the school system for the positions listed below, please use appropriate form. A verification letter on institution/company letterhead must accompany each form.
- Food Service Supervisor / Coordinator
- Licensed Specialist in School Psychology
- Mechanic / HVAC Tech. / Plumber / Electrician
- Nurse
- OT / PT / Audiologist
- Police
- Speech Language Pathologist
- Teacher (Non-Core Academic CTE)
- Technology

http://www.katyisd.org/dept/hr/Pages/Service%20Record%20Information-Forms.aspx
# Service Records

[Image of a Service Records form]

## TEACHER SERVICE RECORD

<table>
<thead>
<tr>
<th>LAST</th>
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**TEA ID Number**

**SIGNATURE OF TEACHER**

<table>
<thead>
<tr>
<th>School Year</th>
<th>State Or Country</th>
<th>County Or Equivalent</th>
<th>School District Or Institution (Indicate public or private)</th>
<th>Position Hold</th>
<th>Years of Exper.</th>
<th>% of Day Emp.</th>
<th>No. Days Emp.</th>
<th>Dates of Service</th>
<th>Indicate if a full semester, if less than 90 days</th>
<th>State Sick Leave Program</th>
<th>State Personal Leave Program</th>
<th>Prior Year Balance</th>
<th>Earned</th>
<th>Used</th>
<th>End-of-Year Balance</th>
<th>Authorized Signature, Title, &amp; Organization Official Stamp</th>
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[URL: http://www.katyisd.org/dept/hr/Pages/Service%20Record%20Information-Forms.aspx]
Paraprofessional Performance Appraisals

• Contacts:
  – Your immediate administrator/supervisor
  – Your HR Coordinator

• Every employee receives at least one annual evaluation that is filed in Eduphoria
  – Paraprofessional (alternate appraisal Instrument) evaluations
### II MANAGEMENT CHARACTERISTICS

<table>
<thead>
<tr>
<th>Task</th>
<th>Rating</th>
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</thead>
<tbody>
<tr>
<td>Interacts with students appropriately.</td>
<td>4</td>
</tr>
<tr>
<td>Demonstrates proper care of equipment and property.</td>
<td>3</td>
</tr>
<tr>
<td>Uses time efficiently.</td>
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</tr>
<tr>
<td>Organizes and administers routine activities effectively.</td>
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</tbody>
</table>

**Management Characteristics Comments:**

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### III PROFESSIONAL QUALITIES

<table>
<thead>
<tr>
<th>Task</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shows evidence of initiative, leadership, industry, and dedication to task.</td>
<td>4</td>
</tr>
<tr>
<td>Shows good sense of judgment - uses tact</td>
<td>3</td>
</tr>
<tr>
<td>Demonstrates ability to work cooperatively with staff and others involved in the educational process.</td>
<td></td>
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<tr>
<td>Shows interest in personal improvement - willing to accept suggestions and improve skills; receptive to constructive criticism.</td>
<td></td>
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</tbody>
</table>
• Take time and read it
• All employees electronically sign for receipt
• Available online through Eduphoria as part of the District Mandatory Trainings
• Responsible Use Policy
• Use of Social Media/Digital Tools
• Conflict of Interest/Outside Employment
FACT Clearinghouse Background Checks

• Katy ISD is in compliance with Senate Bill 9 requiring all teaching staff to be fingerprinted.

• Katy ISD receives continuous criminal information notifications (i.e.: arrests, etc.) for all Katy ISD employees from the FACT Clearinghouse.

• An employee must notify his or her principal, immediate supervisor, or the Human Resources Department within three calendar days (not exclusive to contract days/work days) of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any criminal charge.

  (The FACT Clearinghouse notifies Katy ISD about arrests that occur both in the state of Texas and nationwide.)

• HR Contact:
  – Brandy Richard  (281) 396-2258
Absences

• State Personal Leave (5)
  – Portable to other Texas school districts
  – Restricted use (see employee handbook)

• Local Sick Leave (5)
  – Used for employee or immediate family illness, death in the family or family emergency
  – Must present a doctor’s release after five consecutive days of absences

• Both
  – Accumulate from year to year
  – Although employees receive yearly allotment up front, the days have not yet been earned
Automated Absence/Substitute System

• Accessible 24 hours a day
• www.aesoponline.com
• 1-800-942-3767
• HR Contact:
  – The Sub Office 281-396-6125

Absence Management
Formerly Aesop
Using Frontline Web Navigator

**Login:** Katy ISD’s ID computer login and password

**Voice Recording:** Call and record your name and position.

**Creating an Absence:** You may report in advance. Personal Illness and Family Illness do not need prior approval. Personal Business, Staff Development and School Business all need prior administrative approval.
Absence Balance

- Listed on paycheck
- 2-week delay
- Do not rely on the balance indicated on your check
Substitutes

- Can work full day or half day (a.m./p.m.)
  - High School half days:
    - 7:05 - 11:05 and 11:05 - 3:05
  - Junior High half days:
    - 8:10 - 12:10 and 12:10 – 4:10
  - Elementary half days:
    - 7:55 - 11:55 and 11:55 - 3:55 OR
      - 7:35 - 11:35 and 11:35 – 3:35

- Can be prearranged

- Make sure you contact the substitute first to check availability and notify your campus substitute administrator of the arrangement
Employee Leave of Absence

You are responsible for notifying your campus AND contacting an Employee Leave Specialist in HR to procure the required paperwork.

Employee Leave Specialists:

Gloria Cerda
Lorraine Ponce
Ruth Sanchez-Gaud
Types of Employee Leave

- Medical Leave
- Military Leave
- Worker’s Compensation Leave
- Assault Leave
- Temporary Disability Leave – Neutral Absence Policy

*Maximum amount of disability leave = 180 days
(disability leave is for the employee only, not immediate family members)
Employee Medical Leave

• An employee who is absent for more than five (5) consecutive days for personal illness or immediate family illness may be eligible for either Katy ISD Leave (up to 6 weeks) or Family Medical Leave (up to 12 weeks).

• You are responsible for contacting your campus AND an Employee Leave Specialist in HR to procure your paperwork.

• If you are planning to have surgery or you are pregnant, you must give your employer at least 30 days advance notice.

• If you learn of your need for leave less than 30 days in advance, you must give your employer notice as soon as possible (either the day you learn of the need for a leave of absence or the next work day).

• This PROTECTS your JOB!
Katy ISD Sick Leave Bank

Katy ISD provides additional sick days to members of the Sick Leave Bank in the event of an extended absence for a major physical disability due to unexpected catastrophic illness or injury, experienced by the member of the Sick Leave Bank or his/her immediate family.

Process is 100% anonymous

Process allows for an employee to receive a maximum of 30 days per event for up to 2 events in a year for a full-time employee; and 15 days per event for up to 2 events per year for a part-time employee

To participate you:
• Must be a benefit eligible employee
• Donate one day of accrued leave to participate through ESS for semi-monthly employees,
  or submit paper application form for bi-weekly employees during enrollment period
• After first year of donating, your enrollment will be automatic unless HR is notified in writing to cancel membership
ERO
Employee Relations Office within Human Resources
“Service, Support, Solutions”

Services
- Mediation
- Communication Assistance
- Trainings
- Employment Coaching

Legal
- EEOC
- Grievances
- Investigations
- Policy/Regulations (HR)

Leaves
- FML
- Accommodations
- Return to Work Requests
- Other Leaves...
Employee Assistance Program (EAP)
1-877-694-9281

• Counseling Resources

• Resources
  – Absences, Aggression and Violence, Alcohol and Drug Abuse, Workplace Traumatic Events, Change and Transition

• Work Life Services
  – Referrals for Child Care, Adult Care, Academic Services

• Legal and Financial Guidance
  – Divorce, Domestic Violence, Estate Planning, Mortgage Issues
Teacher Retirement System (TRS)

- Contact:
  - TRS 1-800-223-8778

- All public school employees in Texas are required to contribute

- Required member contribution is 7.7% of salary

- Defined Benefit Plan
  - Retirees are paid for life, even if the total amount exceeds original amount paid into the system
403(b) & 457 Retirement Savings

• Details offered in Mandatory Trainings

• To enroll:
  – www.katyisd.org – Employment - Voluntary Retirement Plans 403(b) and 457

• Both plans:
  – Are voluntary
  – Are available to all District employees
  – Have year-round open enrollment
  – Are funded by payroll deduction
PAYROLL

281-396-2331
payroll@katyisd.org
Payroll Dates

• First Check: August 31, 2019
• Final Check: August 15, 2020
• Pay dates: 15th and last day of each month
• 24 pay periods per year
Direct Deposit

• All new hires are required to have direct deposit

• PDF version delivered via email

• All advices also found on Employee Self Service (ESS)

• Password to open advice is last four digits of your Social Security number
Salary Notification Letters

• Delivered in September
• Verify degree & years of service
Employee Self Service

[Image of Employee Self Service, KatyNET, and Eduphoria logos]
Employee Self Service

Welcome to Employee Self Service

Announcements
Welcome to Employee Self Service.

Personal information

DOE, JANE E
5864 BUCKINGHAM COURT
KATY, TX 77494

Phone
HOME PHONE: 281-237-8574
Email
JaneEJoe@KATVSD.ORG

Time off
Available time
Available
LOCAL 2.00
PERS 3.00
VACATION 10.00
VAC CF 0.00
Total
0.00
0.00
10.00
0.00
Requested
Taken

Home
Employee Self Service
Expense Reports
Pay/Tax Information
Personal Information
Time Off
Salary Notification

Date: 5/23/2013
Name: DOE, JANIE E.
Address: 5804 BUCKINGHAM COURT
KATY, TX 77494
Telephone: 281-237-0574

MUNIS NUMBER: 9530
LOCATION: KATY HIGH SCHOOL
POSITION: CAMPUS QUEEN
HIGHEST DEGREE: BACHELORS
PAY GRADE: T09
STEP: 00
FULL YEAR START DATE: 07/01/2012
FULL YEAR END DATE: 06/28/2013
YOUR DAYS/yr (current job): 238.00

CURRENT YEAR BASE PAY: $7,644.48
CURRENT YEAR TOTAL PAY: $7,644.48

**PLEASE CLICK THE VERIFY BUTTON AT THE BOTTOM OF THIS NOTIFICATION (this will allow us to continue delivery of your salary notifications through ESS in subsequent school years). Your total salary, under the current compensation plan approved by the Board of Trustees, is shown above. PLEASE NOTE THAT IF YOU STARTED YOUR CURRENT ASSIGNMENT AT ANY POINT OTHER THAN 07/01/2012, YOUR PAY RATE WILL BE REDUCED BY THE NUMBER OF DAYS WORKED IN THE PREVIOUS ASSIGNMENT. YOUR NOTIFICATION WILL BE PRORATED ACCORDINGLY. Due to programming limitations, you will not see any salary that you may have earned in a previous assignment for the current school year. You may compute your full annual salary for next year by multiplying the full number of days to be worked by your daily rate (to get your daily rate divide the "CURRENT YEAR TOTAL PAY" shown on this notice by the "DAYS PER YEAR" shown on this notice). Your notification for the subsequent school year should reflect the full annual figures, provided nothing changes in the interim. Salary tables and other information may be found on the employee section of our web site. Any questions or concerns may be directed, in writing, to Katy ISD Human Resources, Attn: Compensation, 6301 South Stadium Line, PO Box 109, Katy, TX 77492. This document is for reference purposes only.
ESS – Employee Self Service

Twenty-four hour access to your personal Human Resources and Payroll information

Select the Employee Self Service tile through MyKaty to log on

Or you can do it from any computer with internet access by visiting https://mss.katyisd.org/MSS/
Employee Self Service

• Edit address, telephone, and emergency information
• Update and change W-4 information
• Payroll check simulator provides ability to see changes to W4 (Withholding) and other deductions on take home pay
• View historic information of pay advices and W-2’s
• Keep track of your leave balances
• View Certifications
• View salary notification letters
• Enter, edit, and view the status of expense reimbursement claims
  – Instructions can be found on MyKaty
RISK MANAGEMENT

281-396-2212
Lance Nauman
Director of Risk Management
Risk Management
Hepatitis B Vaccine Eligibility

Employees with the job classifications listed below may receive the Hepatitis B vaccine at no cost:

- All clinic aides
- Life skills aides
- ECAP, YCAP, JCAP, HCAP & ASIP aides
- Campus security guards
- PPCD aides
- Plumbers
- Katy ISD police
Hepatitis B Vaccine Eligibility
Process to Follow

• Fill out the appropriate paperwork found on the New Hire Web Site
• If you decline or have previously received the vaccine, **return the paperwork to Risk Management**
• If you accept to receive the vaccine, make two copies of the form, taking one to Excel Urgent Care and sending one to Risk Management

**Hepatitis B vaccine is a series of three injections and it is important to receive all three injections.**
Katy ISD Police Department Dispatch
9-1-1   (281)-237-4000
Staff Safety Responsibilities
Professional Learning
Introduction for Paraprofessionals

Karen Lewis, Coordinator
Dr. Nicole Zwahr, Coordinator
Katy ISD is committed to ongoing professional learning that supports staff members in acquiring and maintaining skills necessary to support the teaching and learning process.
How can I find and sign up for training?

- **Aware**
  - View student test data and perform district benchmarks.

- **Forethought**
  - District wide curriculum management and lesson planner.

- **Helpdesk**
  - Request support and manage all of your requests.

- **Strive**
  - Providing educators the information needed for professional growth.

- **Facilities & Events**
  - Manage inventory, reservations, and public calendars.

- **Formspace**
  - Create and submit online forms.

- **PDAS**
  - Texas Professional Development and Appraisal System.

- **Workshop**
  - Professional development course registration and portfolio.
Prerequisites, Location, Date, and Time
Tips for Successful Professional Learning

1. Dress for learning (business casual)
2. Arrive early to park and find your room
3. Register in Eduphoria Workshop
1. Contact Previous District for a .wxe file from Eduphoria.

2. Send the .wxe file and request for transfer of hours to Candace Jorgensen. ECJorgensen@KATYISD.ORG

3. Your hours will appear in My Portfolio once your profile is ready.

*Transfer process only applies if Eduphoria was used in previous district.*
Be on the lookout...

- District Training Day
- Mandatory Training
- Specialty Area Training
# Department of Professional Learning

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Karen Lewis</td>
<td>Coordinator</td>
<td>281.396.2453</td>
</tr>
<tr>
<td>Dr. Nicole Zwahr</td>
<td>Coordinator</td>
<td>281.396.2117</td>
</tr>
<tr>
<td>Candace Jorgensen</td>
<td>Eduphoria Secretary</td>
<td>281.396-2310 (main)</td>
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Technology

Questions and Answers
BREAK TIME!

The Benefits/Insurance presentation will begin shortly.
2019 Benefits Information
Agenda

• Enrollment – when, how, what, where

• Benefits – what are your choices (hint – there’s more to it than just medical insurance!)

• Q & A
When . . .

. . . are my benefits effective?
First of the month after you start working, or become TRS eligible

When . . .

. . . can I enroll in my benefits?
Late August for August new hires

How . . .

. . . will I know when to enroll?
You will receive an e-mail to your Katy ISD e-mail account.

For example - September 1 if hired in August.
What . . .

. . . is the deadline to enroll in benefits?

31 days from your eligibility date. For example – 10/1 for most summer hires. REMEMBER – the date you enroll does NOT change the effective date of your benefits.

What . . .

. . . happens if I don’t enroll in benefits before the deadline?

You will have only the District provided Basic Life and AD&D coverage and the Employee Assistance Plan.
Do I . . .

. . . have to do anything if I don’t want the District benefits?

Yes – complete the enrollment process so that we know you didn’t just forget! Also – need to name a beneficiary for the district-funded life insurance.

Consider all your options before saying ‘No Thank You’!

Can I . . .

. . . make changes to my benefits during the year?

Generally – no! Unless you have a life event: get married, have a baby, spouse changes jobs, etc. Notify Benefits Outlook within 31 days of the event.

Call 866-222-KISD (5473) for assistance.
Is there . . .

. . . an annual enrollment period?

YES!! You will enroll in your benefits EVERY FALL!
Even this year.

And . . .

...benefits **DO NOT ROLL OVER** from year to year. If you do nothing (i.e. not enroll) you will get nothing (except the District-funded Basic Life Insurance and the EAP).
What plans can I chose?

✓ Medical plan – 4 plan options
✓ Dental – 2 plan options
✓ Vision
✓ Flexible Spending Accounts – 2 plans
✓ Life Insurance – for yourself, your spouse, your children
✓ Disability
✓ Legal Plan
✓ Identity Theft Protection
A quick look at what health care really costs.

Katy ISD paid out these averages in 2018:

Medical & pharmacy claims approximately **$134,430 PER DAY**, 365 days a year

The District contributes $385.00/month per covered employee.
Find the plan that works best for you.

You have several choices. Compare and save.
Medical plan options

**Consumer Basic**
- Lower premiums
- Higher deductibles + coinsurance

**Consumer Plus**
- Higher premiums
- Lower deductibles + coinsurance

**Limited**
- Limited
- Choice

**Limited**
- Limited
- Choice
Limited network highlights

• Choose any primary care physician in the Aetna network.

• You’re “limited” to Memorial Hermann hospitals and facilities for inpatient or outpatient hospital care.

• You must choose from specialists in 12 certain designated categories, plus oncologists and hematologists who have admitting privileges and can arrange for hospital procedures at a Memorial Hermann hospital.

• Outside of these designated specialties, you’re free to choose any physician in the Aetna network.
Choice network highlights

• Choose any primary care physician in the Aetna network.
• Choose from two tiers of hospitals and specialists in 12 designated categories.
• Tier I hospitals and specialists cost you less because they’re designated as the most efficient providers based on quality of service and cost of care.
• You choose between Tier I and Tier II when you receive care, not when you enroll.
• Outside of these designated specialties, you’re free to choose any physician in the Aetna network.
Choice network hospitals by tier levels

**Tier I hospitals - $**
- Memorial Hermann
- CHI St. Luke’s Health
- St. Joseph’s
- Texas Children’s

**Tier II hospitals - $$**
- Methodist
- MD Anderson
Prescription drugs
Affordable, convenient options, with some free generics

• All medical plans include pharmacy coverage through Express Scripts.
• Generics for high blood pressure, high cholesterol, asthma and diabetes are free.
• You can order home delivery online, by phone, using mail-order forms or through the free Express Scripts mobile app.
• You can pick up 90-day maintenance at places like Costco, HEB, Kroger, Randalls, Brookshire Brothers, and Walmart, or have them delivered to your home.
• The plan does not cover prescriptions filled at non-participating pharmacies.
RediMD provides medical care online via webcam, smart phone, or by telephone.

Available for Katy ISD medical plan participants only.
Diabetes Management, Simplified

A simple, advanced blood glucose meter, and all the supplies you need, 100% paid for by your employer.
Dental HMO

• Coverage is provided by UHC.
• A primary care dentist coordinates your care within the network only.
• Covers most preventive care, such as routine checkups and cleanings.
• Generally, there are no deductibles, you simply pay the set copays when you receive covered services.

Dental PPO

• Coverage is provided through MetLife.
• This plan allows you to visit any dentist you choose, but you save by using in-network dentists.
• Covers most preventive care, such as routine checkups and cleanings.
• You pay a deductible for basic, major and orthodontic care. After you meet your deductible, you pay a percentage of covered expenses and MetLife pays the rest.
• Maximum coverage is $1,000/patient per year.
• Both in- and out-of-network care through Davis Vision

• One eye exam and one pair of corrective lenses (glasses or contacts) per calendar year

• The plan covers in-network services and a large selection of frames and contacts at no charge within the standard selection.
Flexible Spending Accounts

Health care flexible spending account

Use tax-free money to pay for eligible expenses you can plan in advance.

• Doctor visits
• Prescriptions
• X-rays and other tests
• Vision care, including glasses and contacts
• Dental care and more

Warning: Use it or lose it. Your FSA account doesn’t roll over. You have to enroll each calendar year.

Dependent day care flexible spending account

Kids are expensive. This let’s you use tax-free money to pay for day care expenses that you know you’re going to have to pay anyway.

This account cannot be used for dependent medical expenses.
Life and Accidental Death and Dismemberment (AD&D) – at no charge to you

$20,000 life + $20,000 AD&D for most employees

Life insurance pays your beneficiary if you die while covered.

AD&D pays you or your beneficiary if you have a covered loss as a result of an accident.
Supplemental life and AD&D
You can purchase additional life insurance in increments of $10,000 up to $300,000.
As a new employee, you may elect up to $200,000 without any medical questions.

Spouse life
You can purchase insurance for $10,000, $20,000 or $35,000.
Your spouse is covered up to age 65.
Your combined basic and supplemental coverage must be greater than or equal to two times the spousal benefit.

Child life
You can purchase insurance for $5,000 or $10,000.
You can cover your child to age 26.
Is your spouse also a Katy ISD employee?

• This is a life event; If spouse is covering you currently, can make changes within 31 days.
• No dual coverage – don’t cover each other
• Medical, dental, vision – select coverage for yourself and, for children, decide who will cover.
• Life Insurance
  • Neither enroll in Spouse coverage
  • Only one parent elect Child coverage
Pays a benefit of 66.67% of your annual salary if your doctor says you can’t work due to an injury, illness or pregnancy. You can choose a waiting period of 14 or 90 days.

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<tr>
<td>14-day waiting period</td>
<td>1.26% of salary</td>
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<tr>
<td>90-day waiting period</td>
<td>.60% of salary</td>
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Personal legal plan
Consultations and help with attorney fees

- Deeds, leases, affidavits
- Wills and powers of attorney
- Legal name change
- Uncontested divorce
- Traffic defense
- Consumer disputes and more
Identity Theft Protection

Comprehensive identity theft and credit monitoring service through iLOCK360

- Daily monitoring of Experian Credit Bureau
- Full-Service Identity Restoration & Lost Wallet Protection
- $1M Identity theft insurance policy with $0 deductible, for expenses associated with your identity theft recovery
Now you’re ready to enroll.

Online enrollment, made easy.

Here’s how you get there:

1. Go to katybenefits.org and click the QUICK LINKS button in the top right-hand corner.

2. Click ENROLL IN BENEFITS and follow the prompts. If asked to log in, use your Katy ISD login and password.

3. Look for the personalized confirmation statement you receive by mail and report any changes or corrections to Benefits Outlook.

4. Check the numbers and verify that your deductions are correct on your pay stub.
If you need help enrolling, call a Benefits Outlook specialist at 866-222-KISD(5473).

English- and Spanish-speaking representatives are available weekdays (except holidays) 7 am - 7 pm, and Saturdays 7 am to 4 pm CST.
katybenefits.org

866-222-KISD(5473)

7 am - 7 pm Weekdays
7 am - 4 pm Saturdays
(except holidays)
Questions?