

Welcome to the Plano Independent School District. We hope the following information will help you become better acquainted with the Plano Independent School District.

Your Personnel file will be located in the Employee Records Vault at the Administration Building located at 2700 West 15th Street, Plano, TX, 75075. To view your personnel file, we require a 48-hour advance notice. If you need documents from your file, please come to the Administration Building to retrieve them. We will make copies if needed. Our normal office hours are from 8:00 a.m. to 5:00 p.m. Monday through Friday. Our summer hours, June 16th through July 25th are from 7:00 a.m. to 5:30 p.m. Monday through Thursday.

To make an address change and/or name change, after you have access to a PISD computer, go to www.inside.pisd/hr/records/employeeforms.shtml. Click on "employee name and address change" and follow the instructions or you may call the technology help desk, 469-752-8767 to complete the online application. If you need to make an address/name change before you have access to a PISD computer you must complete an address/name change form at your new hire meeting or you may also come to the Employee Records Department in the Administration Building to complete the form. You must first change your name with the Social Security office before we can make a name change.

Your paycheck will be calculated on an accrual basis. Payroll will calculate the paycheck amounts through the remaining pay cycle. You will be paid once a month on the 25th of each month. If the 25th of the month falls on a Saturday or Sunday, you will be paid on the Friday before. Your check will be issued to you at your school. Payroll direct deposit is available and a form has been included in your new hire packet. If selecting this option you may turn the form in at your new hire meeting or mail it directly to the Payroll Department after the meeting.

Contracts and salary letters for new employees will be issued soon after you are employed. They will be sent to your school principal and issued to you. Please check the salary for accuracy. If correct please sign and return one copy. The other copy is for your records. If you have questions regarding your contract please contact Janice Crane in the Employee Records Office at 469-752-8065 or e-mail Janice.Crane@pisd.edu.

In order to complete your employee file, you will need to provide us with the following items:

PARAPROFESSIONAL CERTIFICATE. All instructional assistants will be required to apply for an Educational Aide Certificate and Fingerprints. Instructions for applying over the internet will be given at the new hire meeting. The cost of the certificate is \$32 and the fingerprinting is \$42.25. Assistants who have a Texas Paraprofessional Certificate or a valid Texas Teaching Certificate will not need to apply for the certificate.

ORIGINAL COLLEGE TRANSCRIPT OR COPY OF YOUR HIGH SCHOOL DIPLOMA OR G.E.D. If you are to be compensated for your Associate or Bachelor degree, we will need an official transcript. An official transcript must show the degree conferred, the date of the degree, bear the school seal and the registrar's signature. Xerox copies are not official and can not be accepted. Otherwise, a copy of your high school diploma or G.E.D. will be acceptable. Please make sure your transcript or diploma has your social security number on it. If your name has changed since the document was issued, write your current name on it. The transcript or diploma should be turned in at your new hire meeting or mailed after the meeting to Maria Salas, Employee Records. You have thirty (30) days from your hire date to provide us with your official transcripts.

SERVICE RECORD. Please request your last public school employer in Texas to send us your original service records showing the school experience listed on your application or resume. These should be turned in at your new hire meeting. State leave balances from Texas public schools will be transferred and will appear on your October pay stub. If you have out-of state school experience or Texas private school experience, we will provide forms for you at your new hire meeting to mail to your former employer(s). Texas requires your school years of service to be recorded on the Texas Service Record form. If you have any non-school district work related experience you will be provided with an Experience Verification Form at the new hire meeting to forward to those employers. You have sixty (60) days from your date of hire to provide us with your service records.

At your new hire meeting you will be informed of what is needed to complete your personnel file. Your personnel file is your responsibility and you will need to inquire about it occasionally if you have outstanding credentials. Your credentials should be forwarded to Maria Salas, Employee Records 2700 West 15th Street, Plano, TX 75075. If you have questions regarding your personnel file, please contact Maria Salas at 469-752-8024 or e-mail Maria.Salas@pisd.edu.

EMPLOYEE BENEFITS

Benefits are managed through the Benefits and Risk Management Department. Should you have any questions regarding benefits, please contact 469-752-8138 or email benefits@pisd.edu.

HEALTH CARE: The district offers three medical options, one non-medical alternate option, two dental options, a vision plan, optional life insurance and optional disability insurance to each full-time employee. Premium charts for these options are available on our website (www.pisd.edu/benefits). Benefits are in effect the first of the month following 30 calendar days of employment. In addition, employees may contribute to a medical reimbursement or dependent care assistance flexible spending account. Long term disability or income protection insurance is also offered through payroll deduction. You will be mailed a packet of information about medical options. Please read your benefit packet carefully and refer to our website for additional information. The benefit packet will include forms that must be signed and returned as well as instructions for making your final benefit selections using our online enrollment program. If you have questions please call our benefits staff member at 469-752-8138 or e-mail us at benefits@pisd.edu.

LEAVE: All leave is prorated and based on days actually worked. Each year employees receive five (5) state personal days, which may be used for any reason. In addition each year, employees who work twenty-five hours per week receive local leave days, which may be used for personal or family illness. Twelve-month employees could receive seven (7) local days; Eleven-month employees could receive six (6) local days; and ten-month employees could receive five (5) local days. Any state personal days not used during the contract year are carried forward as state sick leave and will accumulate with no limit. Should you leave PISD and work for another Texas Public School District, your state days will be transferred. Local, days however, accumulate to a maximum of fifty (50) and are not transferable. After one year of service, twelve month employees could receive ten (10) vacation days. The maximum vacation days can accumulate up to forty (40) days. PISD board policies DEC (legal) and DEC (local) explain the leave provisions offered to employees.

Should you need to apply for family medical leave due to personal or family illness, or have questions regarding the Family Medical Leave Act, please contact the number or e-mail address listed above.

WORKERS' COMPENSATION: The district assists employees who may be injured on the job according to the Texas Workers' Compensation Act. Any work-related injury or illness must be reported immediately to the Benefits and Risk Management Department by calling 469-752-6391.