



Plano Independent School District Human Resources Division

Welcome to the Plano Independent School District. We hope the following information will be helpful to you.

Your personnel file will be located in Human Resources at the Administration Building located at 2700 West 15th Street Plano, TX, 75075. If you need to view your personnel file or need copies of documents from your file, please contact Human Resources at 469-752-8135. We will be glad to retrieve your file or make copies of documents in your file. However, we require a 48-hour advance notice. Our normal office hours are from 8:00 a.m. to 5:00 p.m. Monday through Friday. Our summer hours, June 15 through July 24, 2009 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 at 469-752-8767. 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 HR Employee Records Department in the Administration Building to complete the form. You must first change your name with the Social Security Administration before we can make a name change.

Teacher paychecks will be calculated on an accrual basis based on your start date. Payroll will calculate the paycheck amounts based on a 12-month pay cycle beginning with the first check September 25th 2009 and ending August 25th 2010 if your start date was the beginning of the contract year and you did not elect the 13-month pay option (see 13 month pay option form for check information). Paychecks for teachers who start after the beginning of the contract year will be calculated on an accrual of number of work days and remaining checks in the pay cycle. If you start after the beginning of the contract year, the Human Resource secretary will inform you of the date of your first check. 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 pay check will be issued to you at your school or department. 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. Professionals, other than teachers, pay cycle will be determined by number of duty days and start date. You may contact Janice Crane at 469-752-8065 or Janice.crane@pisd.edu for this information.

Contracts and salary letters for new employees will be issued soon after you are employed. They will be sent to your school principal or supervisor and issued to you. Please check the salary for accuracy. If you have questions regarding your contract or salary letter, please contact Janice Crane in the HR 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 Plano ISD with the following items:

VALID TEXAS TEACHER'S CERTIFICATE: We will be able to copy your Texas Teacher's Certificate from the Internet. If you do not hold a valid Texas Certificate or you are not certified in your assigned field, you will be referred to Karon Williams, Certification Officer. Karon's contact information is 469-752-8234 or karon.williams@pisd.edu.

OFFICIAL TRANSCRIPTS: Official transcripts showing the degree conferred and the date of the degree should be turned in at your new hire meeting. The official transcripts must bear the school seal and the registrar's signature. Xerox copies are not official and they cannot be accepted. You have thirty (30) days from your hire date to provide us with your official transcripts or your contract may be voided.

SERVICE RECORDS: Please request your last public school employer in Texas to send Plano ISD 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 turned in by October 10, 2009. If your last employment was in an out-of-state school, we will provide forms for you at your new hire meeting to mail to those schools. Texas requires your years of service to be recorded on the Texas Service Record form. Original service records are required. Xerox or faxed service records are not acceptable. You have sixty (60) days from your date of hire to provide us with your service records. If not received within the allotted time, your salary will be adjusted based on the number of years of experience listed on service records received by Human Resources.

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, Plano ISD, HR 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 HR Benefits and Risk Management Department. If you have any questions regarding benefits, please contact 469-752-8138 or e-mail 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 469-752-8138 or e-mail 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 receive seven (7) local days; Eleven-month employees receive six (6) local days; and ten-month employees 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 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 have any questions or need to apply for medical leave due to personal or family illness, maternity or adoption leave, military leave, or leave pool days, please contact 469-752-8138 or benefits@pisd.edu.

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 HR Benefits and Risk Management Department by calling 469-752-6391.