

# **BIG SPRING INDEPENDENT SCHOOL DISTRICT**



## **2017-2018 HR HANDBOOK**

This handbook is a living document and subject to frequent modifications. If you have questions about a policy or procedure after reading the information relative to your inquiry, please contact the human resources department at 432-264-3600 extension 1003.

**\*Many personnel questions can be addressed in the employee handbook. Please contact Human Resources, if you need assistance locating a specific policy or procedure.**

Updated 10/02/2017

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This letter is sent to all new hires.

Welcome to Big Spring ISD. You have been recommended for employment for the 2017-2018 school year.

I have released several personnel forms in Searchsoft (our application system) which you can retrieve using the same user name and password that you created when you generated your application. You can see these forms on the "My HR Docs" tab. Your electronic signature is your password that you used to logon to the system.

You will need to come to central office at 708 E. 11<sup>th</sup> Place (across from the high school) and visit with Rhonda Lefever, in insurance, and Dawn Sneed, in payroll. Make sure you bring your SS and DL so we can make a copy for your file (unless you've already done so). While you are here, you will also need to have your photo taken for your name badge. If we learn something else is needed for your file, we will take care of it during this time.

If you have any questions, please feel free to contact me.

Thank you,

## **HIRING PROCESS**

1. Application submitted by potential employee.
2. References checked by principal or department head.
3. Request for Hire recommended by principal or department head.
4. HR contacts potential employee to bring in DL and SS to make copies for employee file.
5. HR submits background check and TXDPS fingerprinting submitted (takes 24 hours).  
Once background check has been passed, we move on to #6.
6. HR will request from potential employee certified copies of transcripts, certified teacher service record, and go over Search Soft System with employee.
7. HR walks employee around to speak with Payroll and Insurance.

**Dawn Sneed, Payroll Specialist**

**Rhonda Lefever, Insurance**

8. Folder Made – HR
9. Fast Pass issued (from TXDPS) to set up fingerprint appointment- HR
10. Assign required documents - HR
  - A. I-9
  - B. Statement Concerning Your Employment
  - C. Information Sheet
  - D. W-4
  - E. Direct Deposit
  - F. AUP
  - G. Relocation Incentive (if approved)
  - H. Catastrophic Sick Leave Bank letter and application forms
11. Employees are issued laptop - Technology
  - a. Contact Technology to set up a time to pick-up computer this usually takes 20-30 minutes to complete.
12. Employees are issued keys - Campus Principal
13. Employee issued alarm code – Pedro Sorola
14. Obtain New Teacher Instructional Resources - Raemi Thompson
15. Process and copy completed documents as provided by employee - HR
16. File required documents in employee folder and place in vault - HR

## BSISD SCHOOL CONTACT LIST

<u>School Name</u>	<u>Principal or Director</u>	<u>Phone Number</u>
Big Spring High School	Mike Ritchey	432-264-3641
Big Spring Jr. High School	Rebecca Otto	432-264-4135
Big Spring Intermediate School	Patsy Sanchez	432-264-4121
Goliad Elementary School	Rosie Lain	432-264-4111
Kentwood ECC	Kelli Wigington	432-264-4130
Marcy Elementary School	Alecia Hancock	432-264-4144
Moss Elementary School	Kaitlin Jeffery	432-264-4148
Washington Elementary School	Kari Eggleston	432-264-4126
DAEP/Anderson Accelerated Prin.	Heidi Wagner	432-264-4115
ATC	Mitch McLemore	432-264-3662
Records & Registration	Dana Rodriguez	432-264-3622
Special Education	Carol Walston	432-264-4106
Maintenance/Transportation	John Sparks	432-264-4115
Administration	Front Office	432-264-3600
Business Office	Susan Bryan	432-264-3620
Curriculum	Raemi Thompson	432-264-3633
Food Service	Judy Rodriguez	432-264-3635
Technology	Corey Wood	432-264-4155

# Big Spring ISD

2017-2018

August 2017					Instructional Days		January 2018				
	1	2	3	4	8/21/17-9/29/17	29 days (13,170 minutes)	1	2	3	4	5
7	8	9	10	11	10/3/17-11/3/17	23 days (10,380 minutes)	8	9	10	11	12
14	15	16	17	18	11/7/17-12/22/17	29 days (13,065 minutes)	15	16	17	18	19
21	22	23	24	25	1st Semester	81 days (36,615 minutes)	22	23	24	25	26
28	29	30	31		1/9/18-2/15/18	27 days (12,240 minutes)	29	30	31		
					2/20/18-4/6/18	29 days (13,380 minutes)	February 2018				
September 2017					4/10/18-5/24/18	31 days (14,205 minutes)				1	2
				1	2nd Semester	87 days (39,825 minutes)	5	6	7	8	9
4	5	6	7	8	Total	168 days (76,440 minutes)	12	13	14	15	16
11	12	13	14	15	Dates at a Glance:		19	20	21	22	23
18	19	20	21	22	Aug 3-4	New Teacher Academy	26	27	28		
25	26	27	28	29	Aug 7-18	Staff Development					
					August 21	First Day of Classes	March 2018				
October 2017					Sept. 4	Labor Day Holiday				1	2
2	3	4	5	6	Oct. 2	Staff Dev/Student Holiday	5	6	7	8	9
9	10	11	12	13	Oct. 9	Columbus Day/ Holiday	12	13	14	15	16
16	17	18	19	20	Nov. 6	Staff Dev/Student Holiday	19	20	21	22	23
23	24	25	26	27	Nov. 20-22	Comp Days/Student Holiday	26	27	28	29	30
30	31				Nov. 23-24	Thanksgiving Holiday					
					Dec. 22-Jan. 5	Christmas Holiday	April 2018				
November 2017					Jan. 8	Staff Dev/Student Holiday	2	3	4	5	6
		1	2	3	Jan. 15	Martin Luther King Day	9	10	11	12	13
6	7	8	9	10	Feb. 16	Staff Dev/Student Holiday	16	17	18	19	20
13	14	15	16	17	Feb. 19	Presidents Day/Holiday	23	24	25	26	27
20	21	22	23	24	March 12-16	Spring Break	30				
27	28	29	30		April 3-5	STAAR Testing					
					April 9	Staff Dev/Student Holiday	May 2018				
December 2017					May 7-11	STAAR Testing		1	2	3	4
				1	May 14, 21	Bad Weather Days/PD	7	8	9	10	11
4	5	6	7	8	May 24	Last Day of School	14	15	16	17	18
11	12	13	14	15	May 25	Staff Dev. / Student Holiday	21	22	23	24	25
18	19	20	21	22	Aug 3-4	Graduation	28	29	30	31	
25	26	27	28	29							

- New Teacher Academy
- Staff PD / Student Holiday
- Staff / Student Holiday
- Early dismissal @ 2:00
- Staff Comp / Student Holiday

- Bad Weather Day
- Early Release 12:45
- Testing Days