

BIG SPRING INDEPENDENT SCHOOL DISTRICT



2016-2017 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.

Created 08/22/16

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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 2016-2017 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. 11th 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	Erin White	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	Michelle Schreiner	432-264-4111
Kentwood ECC	Kelli Wigington	432-264-4130
Marcy Elementary School	Alecia Hancock	432-264-4144
Moss Elementary School	Rosie Lain	432-264-4148
Washington Elementary School	Kari Eggleston	432-264-4126
DAEP	Bert Otto	432-264-4115
ATC	Clint Finley	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

2016-2017

708 East 11th Place

432-264-3600 (Fax) 432-264-3646

Big Spring, Texas 79720

August 2016				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

January 2017				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

September 2016				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

February 2017				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

Instructional Days	
8/22/16-9/23/16	24 days (11,040 minutes)
9/26/16-11/3/16	28 days (12,880 minutes)
11/7/16-12/21/16	28 days (12,880 minutes)
1st Semester	80 days (36,800 minutes)
1/9/17-2/17/17	29 days (13,340 minutes)
2/21/17-4/6/17	27 days (12,420 minutes)
4/10/17-5/25/17	30 days (13,800 minutes)
2nd Semester	86 days (39,560 minutes)
Total	166 days (76,360 minutes)

October 2016				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

March 2017				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Dates at a Glance:	
Aug 8-9	New Teacher Academy
Aug 10-19	Staff Development
August 22	First Day of Classes
Sept. 5	Labor Day Holiday
Oct. 3	Staff Dev / Student Holiday
Nov. 4	Staff Dev / Student Holiday
Nov. 21-23	Comp Days/Student Holiday
Nov. 24-25	Thanksgiving Holiday
Dec. 22-January 5	Christmas Holiday
Jan. 6	Staff Dev/Student Holiday
Jan. 16	Martin Luther King Day
Feb. 20	Staff Dev/Student Holiday
March 13-17	Spring Break
March 24	Flex Day
April 7, 21, 27	Flex Days
April 14, 17	Bad Weather Days/PD
May 25	Last Day of School
May 26	Staff Dev. / Student Holiday
May 26	Graduation

November 2016				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

April 2017				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

December 2016				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

May 2017				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Testing Days
Early Release 12:00
Flex Days
New Teacher Academy

Prof. Development/Student Holiday
Staff/Student Holiday
Bad Weather Days
Staff Comp Days/Student Holiday

2017-18 Prof Development
Bad Weather/PD