Huntsville ISD Substitute Handbook

2022 - 2023
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FORWARD

Welcome to the educational team of the Huntsville Independent School District. As a substitute you are now part of a large team made up of administrators, teachers, staff, volunteers, and parents working together to help students learn. We sincerely hope you will find substituting in the district a rewarding and enjoyable experience.

Classroom instruction is no less important because of the absence of the regular teacher. Therefore, it is necessary for the substitute to recognize the vital part he/she must play in continuing the classroom work in the interest of every child in the school district. We realize that the work of the substitute is difficult, and we want to give assistance in simplifying the perplexing issues that confront the substitute.

Duties of the classroom teacher cannot be defined by rules and regulations. Thus, this booklet does not encompass the entire scope of duty of the substitute, nor does it address every question that will confront the substitute. Success is dependent upon responsible, professional decision making that is governed by good judgment. It is important to remember that the welfare of all students should be of utmost importance at all times.

This guide will provide assistance in defining areas of responsibility and shall serve as a valuable reference. It is our desire that an understanding of the topics addressed herein will lend itself toward a more efficient operation of the district.

Your contribution to the educational program of the Huntsville Independent School District is greatly appreciated.
Board of Trustees

Trey Wharton ................. President
Rissie Owens ................. Vice President
Tracy Stoudt ................. Secretary
Ken Holland ................. Trustee
J.T. Langley ................. Trustee
Cathy Schweitzer ............ Trustee
Karen Olson Wilson ......... Trustee

Administration

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Marcus Forney .............. Chief Academic Officer
Paul Brown .................. Chief Financial Officer
William Roberts ............ Assistant Superintendent of Student Services and Operations
Leroy Morales ............... Assistant Superintendent of Human Resources
Shannon Duncan ............ Director of Communication
Matt Lahey ................... Director of Media
Ashley Kimich .............. Director of Special Education
Nadine Pharries ............ Chief Technology Officer
Jason Bright ................ Director of Technology
Angee Andrus .............. Director of Accountability & School Improvement
Dr. Jamey Johnson ......... Director of Secondary Education
Amy Turner ................. Director of Elementary Education
Leigh Kovalcik ............. Director of Federal Programs
John Green .................. Director of Music
TBD ......................... Director of PEIMS/TOPS
Henry Tapia ................. Director of Child Nutrition Services
Larry Brown ............... Director of Maintenance & Operation
Charles McGowen ........... Director of Transportation
Rodney Southern .......... Director of Athletics
Earl Flowers ............... Director of Finance
# 2022-2023 Huntsville ISD Instructional Calendar

## Huntsville ISD Calendar Highlights

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 1-2</td>
<td>New Teacher In-Service</td>
</tr>
<tr>
<td>Aug 3-10</td>
<td>PL Day/Staff Workday</td>
</tr>
<tr>
<td>Aug 11</td>
<td>First Day of School for Students</td>
</tr>
<tr>
<td>Sept 5</td>
<td>Labor Day (Student/Staff Holiday)</td>
</tr>
<tr>
<td>Oct 7</td>
<td>PL Day (Student Holiday)</td>
</tr>
<tr>
<td>Oct 10</td>
<td>Columbus Day (Student/Staff Holiday)</td>
</tr>
<tr>
<td>Nov 21-25</td>
<td>Thanksgiving Break (Student/Staff Holiday)</td>
</tr>
<tr>
<td>Dec 16</td>
<td>Early Release</td>
</tr>
<tr>
<td>Dec 19 - Jan 2</td>
<td>Winter Break (Student/Staff Holiday)</td>
</tr>
<tr>
<td>Jan 3-4</td>
<td>PL Day/Staff Workday/Workday</td>
</tr>
<tr>
<td>Jan 5</td>
<td>First Day of Second Semester</td>
</tr>
<tr>
<td>Jan 18</td>
<td>MLK, Jr. Day (Student/Staff Holiday)</td>
</tr>
<tr>
<td>Feb 17</td>
<td>PL Day (Student Holiday)</td>
</tr>
<tr>
<td>Feb 20</td>
<td>President’s Day (Student/Staff Holiday)</td>
</tr>
<tr>
<td>Mar 13-17</td>
<td>Spring Break (Student/Staff Holiday)</td>
</tr>
<tr>
<td>Apr 7</td>
<td>Good Friday (Student/Staff Holiday)</td>
</tr>
<tr>
<td>Apr 10</td>
<td>PL Day (Student Holiday)</td>
</tr>
<tr>
<td>May 25</td>
<td>Last Day of School/Early Release</td>
</tr>
<tr>
<td>May 26</td>
<td>Staff Workday</td>
</tr>
<tr>
<td>May 27</td>
<td>High School Graduation</td>
</tr>
<tr>
<td>May 29</td>
<td>Memorial Day (Staff Holiday)</td>
</tr>
</tbody>
</table>

## TEST DATES

<table>
<thead>
<tr>
<th>Date</th>
<th>Test</th>
</tr>
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<tbody>
<tr>
<td>Dec 6-9</td>
<td>STAAR EOC Retest</td>
</tr>
<tr>
<td>Feb 20-Mar 31</td>
<td>TEL PAS</td>
</tr>
<tr>
<td>Mar 13-Apr 28</td>
<td>STAAR Alternate 2</td>
</tr>
<tr>
<td>Apr 18-28</td>
<td>STAAR RLA 3-8, Eng I &amp; Eng II</td>
</tr>
<tr>
<td>May 2-May 12</td>
<td>STAAR Math 3-8, Alg I</td>
</tr>
<tr>
<td>Jun 20-23</td>
<td>STAAR EOC Retest</td>
</tr>
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## Important Calendar Information

<table>
<thead>
<tr>
<th>Category</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Teacher Calendar Days</td>
<td>187</td>
</tr>
<tr>
<td>Student Calendar Days</td>
<td>175</td>
</tr>
<tr>
<td>Elementary Calendar Minutes</td>
<td>81,205</td>
</tr>
<tr>
<td>HIS Calendar Minutes</td>
<td>82,995</td>
</tr>
<tr>
<td>MPMS Calendar Minutes</td>
<td>84,785</td>
</tr>
<tr>
<td>HHS Calendar Minutes</td>
<td>85,680</td>
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## Semesters

<table>
<thead>
<tr>
<th>Semester</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 11-Dec 16</td>
<td>First Semester</td>
<td></td>
</tr>
<tr>
<td>84</td>
<td>Student Days</td>
<td></td>
</tr>
<tr>
<td>91</td>
<td>Teacher Days</td>
<td></td>
</tr>
<tr>
<td>Jan 5-May 25</td>
<td>Second Semester</td>
<td></td>
</tr>
<tr>
<td>91</td>
<td>Student Days</td>
<td></td>
</tr>
<tr>
<td>96</td>
<td>Teacher Days</td>
<td></td>
</tr>
</tbody>
</table>

## School Closures

- Early Release: New Teacher Inservice

## 9-Week Grading Periods

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 11-Oct 14</td>
<td>1st 9 Weeks</td>
<td></td>
</tr>
<tr>
<td>Oct 17-Dec 16</td>
<td>2nd 9 Weeks</td>
<td></td>
</tr>
<tr>
<td>Jan 5-March 10</td>
<td>3rd 9 Weeks</td>
<td></td>
</tr>
<tr>
<td>March 20-May 25</td>
<td>4th 9 Weeks</td>
<td></td>
</tr>
</tbody>
</table>

## 6-Week Grading Periods

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 11-Sept 23</td>
<td>1st 6 Weeks</td>
<td></td>
</tr>
<tr>
<td>Sept 28-Oct 26</td>
<td>2nd 6 Weeks</td>
<td></td>
</tr>
<tr>
<td>Oct 31-Dec 16</td>
<td>3rd 6 Weeks</td>
<td></td>
</tr>
<tr>
<td>Jan 5-Feb 16</td>
<td>4th 6 Weeks</td>
<td></td>
</tr>
<tr>
<td>Feb 21-April 6</td>
<td>5th 6 Weeks</td>
<td></td>
</tr>
<tr>
<td>April 11-May 25</td>
<td>6th 6 Weeks</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Calendar is always subject to change.

Updated July 2022
# HUNTSVILLE ISD
## 2022-2023 PAYROLL SCHEDULE

<table>
<thead>
<tr>
<th>MONTH &amp; YEAR</th>
<th>ATTENDANCE REPORTING DATES</th>
<th>PAY DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEPTEMBER 2022</td>
<td>07/30/2022 - 08/26/2022</td>
<td>9/20/2022</td>
</tr>
<tr>
<td>OCTOBER 2022</td>
<td>08/27/2022 - 09/30/2022</td>
<td>10/20/2022</td>
</tr>
<tr>
<td>NOVEMBER 2022</td>
<td>10/01/2022 - 10/28/2022</td>
<td>11/18/2022</td>
</tr>
<tr>
<td>JANUARY 2023</td>
<td>11/26/2022 - 12/30/2022</td>
<td>1/20/2023</td>
</tr>
<tr>
<td>FEBRUARY 2023</td>
<td>12/31/2022 - 01/27/2023</td>
<td>2/17/2023</td>
</tr>
<tr>
<td>MARCH 2023</td>
<td>01/28/2023 - 02/24/2023</td>
<td>3/10/2023</td>
</tr>
<tr>
<td>APRIL 2023</td>
<td>02/25/2023 - 03/31/2023</td>
<td>4/20/2023</td>
</tr>
<tr>
<td>MAY 2023</td>
<td>04/01/2023 - 04/28/2023</td>
<td>5/19/2023</td>
</tr>
<tr>
<td>JUNE 2023</td>
<td>04/29/2023 - 05/26/2023</td>
<td>6/20/2023</td>
</tr>
<tr>
<td>JULY 2023</td>
<td>05/27/2023 - 06/30/2023</td>
<td>7/20/2023</td>
</tr>
<tr>
<td>AUGUST 2023</td>
<td>07/01/2023 - 07/28/2023</td>
<td>8/18/2023</td>
</tr>
<tr>
<td>SEPTEMBER 2023</td>
<td>07/29/2023 - 08/25/2023</td>
<td>9/20/2023</td>
</tr>
</tbody>
</table>
MARY MCASHAN GIBBS PRE-K CENTER
1800 19th St
Huntsville, Texas 77340
(936) 435-6550

Jesse Anderson, Principal
Toxie Oliphant, Assistant Principal
Donna Jenkins, Campus Administrative Assistant  (936) 435-6552

- **What age group are the students at Gibbs?**
  Gibbs Pre K Center is for 3 and 4 year-old students only.

- **What time do I report for work?**
  Arrive early and be in your place of assignment ready to begin work at 7:30 am.

- **Where do I sign in?**
  Enter through the front entrance of the building and report to the reception desk to sign in and get your name badge. Be prepared to show your driver’s license.

- **Where do I get the attendance sheets for my class?**
  You will pick up your attendance sheets in the front office when you sign in. Do not take attendance before 10:00 am.

- **Where do I park?**
  Parking is available in the church parking lot across the street from the school.

- **Which restrooms are for teachers?**
  Use only the adult restrooms on the main hall of the building.

- **Where is the nurse’s office?**
  The nurse is located in Room 1.
• **Where do I sign in?** Enter through the front entrance of the building and report to the reception desk to sign in and get your name badge. Be prepared to show your driver’s license.

• **Where do I park?** Parking is available in the east parking lot beside the school on Avenue P.

• **What time do I report for work?** Arrive early and be in your place of assignment ready to begin work at 7:30 am.
• **What time should I report for duty?** Substitutes should arrive before 7:30 am (after 7:30 am you will have to wait in the line of traffic until it clears the street and then safely go around the line to enter the parking lot).

• **Where do I park?** Parking is available in the front parking lot of the school.

• **Where do I sign in?** Enter through the front entrance of the building and report to the reception desk to sign in and get your name badge. Be prepared to show your driver’s license.
• **What time do I report for work?** Arrive before 7:30 am to avoid sitting in the student drop offline.

• **Where do I sign in?** Enter through the front entrance of the building and report to the reception desk to sign in and get your name badge. Be prepared to show your driver’s license.

• **Where do I park?** Parking is available in the parking lot in front of the school only. Do not park in the bus area or along Boettcher Drive.
What time do I report for work?
Arrive early and plan to be at your place of assignment ready to begin work at 7:30 am.

Where do I sign in?
Enter through the front entrance of the building and report to the reception desk to sign in and get your name badge. Be prepared to show your driver’s license.

Where do I park?
Parking is available in the parking lot in front of the school.
• **What time should I report for duty?** Substitutes should report on campus no later than 7:20 a.m.

• **Where do I sign in?** Enter through the front entrance of the building and report to the reception desk to sign in and get your name badge. Be prepared to show your driver’s license.

• **Is cell phone use allowed on campus at HIS?** Cell phone use is NOT allowed in the classrooms. If you are on break, and in a designated area, such as the teacher’s lounge, you may use your phone.

• **How long is my lunch break?** If you are working a full day assignment, you will be allowed a thirty (30) minute lunch break. Lunch breaks are taken according to your assigned teacher’s normal schedule unless directed otherwise by the campus substitute office.

• **Do substitutes get conference periods off?** Not always. Please be prepared to cover another class or duty station during your teacher’s conference period. Substitutes are expected to report to the campus administrative assistant when not actively in the classroom teaching. If not needed to cover another area, substitutes are expected to report to the library or lounge.

• **Are substitutes allowed to leave campus?** The expectation is that substitutes will remain on campus for the duration of the assignment. If you have an emergency and must leave campus, please make sure you notify the campus administrative assistant and sign out in the front office.
MANCE PARK MIDDLE SCHOOL
828 9th St
Huntsville, Texas 77320
(936) 435-6400

Joshua Campbell, Principal
Kerri Thorp, Dean of Instruction
William Woods, Assistant Principal
Jaime Lorenz, Assistant Principal
Melinda McVey, Campus Administrative Assistant (936) 435-6402

- **What time should I report for duty?**
  Substitutes should report on campus by 7:20 a.m.

- **Where do I park?**
  Parking is available in the lot in front of the gym.

- **Where do I sign in?**
  Enter through the front entrance of the building and report to the reception desk to sign in and get your name badge. Be prepared to show your driver’s license.

- **How do I know if I have extra duty assignments?**
  Many teachers have extra duty assignments. It is a good idea to ask when you check in so you will know how to plan your day.

- **How long is my lunch break?**
  If you are working a full day assignment, you will be allowed a thirty (30) minute lunch break. Lunch breaks are taken according to your assigned teacher’s normal schedule unless directed otherwise by the campus substitute office.

- **Do substitutes get conference periods off?**
  Not always. Please be prepared to cover another class or duty station during your teacher’s conference period. (This applies to long term substitutes as well.) Substitutes are expected to report to the campus administrative assistant when not actively in the classroom teaching. If not needed to cover another area, substitutes are expected to report to the library or lounge.

- **Are substitutes allowed to leave campus during breaks?**
  The expectation is that substitutes will remain on campus for the duration of the assignment. If you have an emergency and must leave campus, please make sure you notify the campus administrative assistant and sign out in the front office.
WESTMORELAND ACADEMY
DAEP PROGRAM
1010 7th St
Huntsville, Texas 77320
(936) 435-6942

Chris White, Director of Programs for DAEP
Deborah Cantu, Administrative Assistant (936) 435-6941

- **Where do I park?**
  In the front of the building on the Westmoreland side.

- **Do substitutes get conference periods off?**
  Not always. Please be prepared to cover another class or duty station during your teacher’s conference period. (This applies to long term substitutes as well.) Substitutes are expected to report to Mrs. Cantu when not actively in classroom teaching.

- **How long is my lunch break?**
  If you are working a full day assignment, you will be allowed a thirty (30) minute lunch break. Lunch breaks are taken according to your assigned teacher’s normal schedule unless directed otherwise by the campus substitute office.

- **What time should I arrive?**
  Substitutes are expected to arrive at 8:15 am.
- **Where do I park?**  In any space designated as STAFF parking. Parking in a visitor or handicapped space without proper documentation will result in HPD Citation.

- **Where do I get my parking permit?**  Room 1015

- **Where do I sign in?**  Mrs. Johnson’s office/Room 1015

- **Where do I get class schedule and attendance sheets?**  Mrs. Johnson will have them printed and ready for pick up when you sign in.

- **Do substitutes get conference periods off?**  Not always. Please be prepared to cover another class or duty station during your teacher’s conference period. (This applies to long term substitutes as well.) Substitutes are expected to report to Mrs. Johnson when not actively in classroom teaching. If not needed to cover another area, substitutes are expected to report to the library or lounge when not actively in the classroom.

- **How long is my lunch break?**  If you are working a full day assignment, you will be allowed a thirty (30) minute lunch break. Lunch breaks are taken according to your assigned teacher’s normal schedule unless directed otherwise by the campus substitute office.
HORNET SUCCESS ACADEMY
515 FM 2821 Rd E
Huntsville, Texas 77320
(936) 435-6122

Sharonda Johnson, Director of Programs for AEP
Artriaunna Slaughter, Administrative Asst./Substitute Coordinator (936) 435-6121

* Hornet Success Academy is located within the High School building. Please report to Ms. Tonya Johnson in room 1015 for HAS substitute assistance.

- **Where do I park?**
  In any space designated as STAFF parking. Parking in a visitor or handicapped space without proper documentation will result in HPD Citation.

- **Where do I get my parking permit?**
  Room 1015 *

- **Where do I sign in?**
  Mrs. Johnson’s office/Room 1015 *

- **Where do I get class schedule and attendance sheets?**
  Mrs. Johnson will have them printed and ready for pick up when you sign in.

- **Do substitutes get conference periods off?**
  Not always. Please be prepared to cover another class or duty station during your teacher’s conference period. (This applies to long term substitutes as well.) Substitutes are expected to report to Mrs. Johnson when not actively in classroom teaching. If not needed to cover another area, substitutes are expected to report to the library or lounge when not actively in the classroom.

- **How long is my lunch break?**
  If you are working a full day assignment, you will be allowed a thirty (30) minute lunch break. Lunch breaks are taken according to your assigned teacher’s normal schedule unless directed otherwise by the campus substitute office.
AESOP Information

Website Address:  [https://www.aesoponline.com/login2.asp](https://www.aesoponline.com/login2.asp)
Phone Number:  1-800-942-3767
Please refer to your email from Frontline to set up username and password

Time and Attendance Information

Use the link below to access a time and attendance video for assistance.

(copy link and paste in a new browser for tutorial)

Time & Attendance Access

Make sure the T&A portal is available on the Frontline drop down menu for all EEs
How It Works

Huntsville Independent School District looks for people who can relate well to children and adults. Former teachers, registered nurses, licensed vocational nurses, business people and others who enjoy working with students and have the school hours free are invited to apply.

Applicants for substitute teaching must have a minimum of 15 college hours with a grade point average of 2.5 to substitute as a teacher in our district.

To substitute in a clerical/secretarial or instructional assistant capacity, applicants must show proof of a high school diploma or G.E.D. Substitute Nurses (RN or LVN) must have current licensure through State Board of Nursing.

In accordance with **SB 9 Fingerprinting for Substitutes**, all substitute applicants will be required to submit to fingerprinting before being allowed substitute privileges with H.I.S.D. The cost is approximately $50 and will be the responsibility of the applicant. H.I.S.D. will not reimburse applicant for this fee.

Minimum Requirements for Substituting:

Applicants must meet one of the following conditions to be eligible for initial consideration:

- Texas teaching certificate and bachelor’s degree
- Bachelor’s degree, but no Texas teaching certificate
- Minimum of 15 college credit hours with at least a **2.5 GPA**
- Current Nursing License verifiable through State Board of Nursing
- High School diploma or GED (to substitute for support personnel)

How is a substitute classified as an employee?

Substitute teachers are employed on an at-will and as needed basis. (At-will means that an employer can terminate an employee at any time for any reason, except an illegal one, or for no reason without incurring legal liability. Likewise, an employee is free to leave a job at any time for any or no reason with no adverse legal consequences). Substitutes are not considered contractual employees.

In what areas may substitutes work?

Substitutes may elect to work in any or all of the following areas: the elementary or secondary classrooms; fine arts, physical education program, or in any campus clerical position or clinic.

Procedure for Calling the Substitute

The Assistant Superintendent of Human Resources is responsible for the Official Substitute List. Principals may recommend substitutes from the list, but employment is **only** through the Human Resources Office. A designated person from the Human Resources Office monitors AESOP (automated calling system). **Substitutes should not accept any positions from teachers.** Substitutes will only be paid for employment approved through the substitute office.
AESOP generally makes calls to the substitute as soon as the principal is notified of an impending absence. Attempts are made to call the substitute with a minimum of one day advance notice. However, in the case of illness or other emergency, it may become necessary to call the substitute on the morning of the teacher’s absence.

Substitutes should be available to receive calls from 5:30 a.m. to 10:30 a.m. and again from 3:00 p.m. to 9:00 p.m. Monday thru Friday. You may be called during the middle of the day if a teacher becomes ill or is called away from the school for an emergency. These latter instances are few, but they do arise. No specific amount of work or hours are guaranteed.

When AESOP or the Human Resources Specialist calls, it is important that the substitute promptly accept or decline the assignment. The substitute may ascertain the name of the school, the subject, and the name of the employee being replaced.

It is difficult to give substitutes any estimate of how often they will be called. It will depend a great deal on such factors as the substitute’s preparation and qualifications compared to the district’s daily need, general overall need of the District, time of year and success of each substitute when assigned.

The Human Resources Office is reluctant to call substitutes who have been called and have refused for reasons other than illness, death, or disaster. The Human Resources Office is charged with the responsibility of providing responsible substitutes; consequently, we cannot rely on substitutes who work only when it is convenient.

AESOP has a “non-workday schedule” feature that should be utilized by all substitutes to clearly designate availability. Substitutes are expected to closely monitor this schedule. Failure to maintain the non-workday schedule will result in the substitute being removed from the active substitute roster. After the third removal for not maintaining the non-workday schedule, a substitute will not be put back on the active roster for the current school year.

Excessive absences or tardiness will result in disciplinary action. When a substitute must be late or cancel a job, they should do so as soon as possible so that another substitute can be called to fill the vacancy. Absences and cancellations are tracked. Substitutes with 5 or more cancellations in a 30-day period may be subject to suspension of substitute privileges for a period of two weeks.

In order to remain on the active substitute roster, it is expected that a substitute will work a minimum of 4 days each month. The only exception is if there are no available assignments posted. Failure to comply with this requirement will result in the substitute being suspended from the active substitute roster for the remainder of the school year.
AESOP Substitute Feedback Feature

After completing an assignment, AESOP will automatically generate a request for substitute feedback. This is a brief questionnaire that will provide “feedback” for a substitute’s experience for that assignment. This information reports directly back to Human Resources and is monitored on a district level.

While it is not mandatory, we do request that substitutes complete the questionnaire. The information is primarily used for training purposes.

Cancellation of an assignment

If, after the substitute has accepted an assignment, and an emergency arises and the substitute cannot work, the substitute shall login to AESOP and cancel the assignment as soon as possible. The substitute can cancel the assignment up until 5:00 a.m. the morning of the assignment. After that time the substitute has a responsibility to call the Human Resources Office at (936) 435-6321 between the hours of 8:00 am - 5:00 pm.

Hours of Duty

The substitute is expected to be on duty for the duration of the school day and to perform all duties of the regular teacher or instructional assistant or nurse. The school day schedule is 7:30 a.m. until 4 p.m. A half day afternoon assignment begins at 11:31 a.m. to 4:00 p.m. Please eat lunch before going to an afternoon assignment. Be prepared to cover another class during your teacher’s conference period.

Please be flexible! Substitutes are subject to reassignment during the day.

Always check in with the campus substitute coordinator during any off periods as you may be needed to help in another area during that time. If you are not asked to work an alternate assignment, please report to the library or lounge to wait until your next assignment begins.
Salary Pay Rates and Paycheck Information

All substitutes are paid on a monthly basis. Salary is contingent upon number of days worked during any particular payroll period. Substitutes are paid at varying daily rates. Long term positions will begin receiving the applicable long-term pay after 15 consecutive days in the same assignment/confirmation number.

Long term pay stops at the end of each long-term assignment. Additionally, if a substitute requests to take a day off for personal reasons during a long-term assignment long-term pay will stop until they have resumed the assignment and worked an additional 15 consecutive days.

Substitutes will be paid according to the following categories and rates as approved by the Board of Trustees:

Support Personnel (Paraprofessionals):

Instructional assistants $67.00 per day
Secretarial/Clerical $67.00 per day

Long-Term Sub (after 15 consecutive days in same assignment) Rate + $10 per day

Professionals:

Non-degreed with 15 college hours and a min 2.5 GPA $85.00 per day
Bachelor’s Degree (without Texas teaching certification) $95.00 per day
Bachelor’s Degree with a valid Texas certification $105.00 per day
Registered Nurse (RN) $95.00 per day
Licensed Vocational Nurse (LVN) $85.00 per day

Long-Term Sub (after 15 consecutive days in the same assignment) Rate + $20 per day
Permanant Sub (assigned to specific campus as daily floater) Rate + $10 per day

Bachelor’s degree in critical needs content but lacks teacher certification include:
Bilingual, Foreign Language, Math, and Science $125.00 per day

Long-Term sub (after 15 consecutive days in the same assignment) Rate + $25 per day

Paycheck Stubs

There are two methods available to view/print paycheck stubs:

1. Email with payroll voucher is sent to personal email address from HISD payroll department.
2. Login to the Employee Access Center through the HISD website (www.huntsville-isd.org)
   Click on Staff, click on Employee Access Center-Payroll, and answer 3 specific questions
   Enter User ID (HISD employee number) and Password (last 4 digits of SSN)
   (HISD Employee number will be assigned through the onboarding process)
Substitute Training Requirements and Continuing Education

Substitute Training Requirements:

All new substitute applicants will be required to complete state compliance trainings as part of the onboarding process. Returning substitutes and substitute applicants are required to complete the following trainings before beginning employment:

- Substitute Handbook/Acknowledgement
- Blood Borne Pathogens
- FERPA and PPRA
- Child Management Responsibilities
- Managing Students with Food Allergies
- Substitute Essentials
- The Standard Response Protocol (SRP)
- Child Find
- De-escalation Training
- Google meet training is available for remote learning substitutes

These trainings are required to meet current compliance guidelines and are subject to change and could possibly result in additional trainings. Currently, these substitute training modules are conducted through the Eduhero platform and will require that a substitute provide a working email to the HR Specialist to set up the training.

Substitute Continuing Education

All substitutes will be expected to complete state compliance trainings on an annual basis before being added to the active substitute roster. It is important to understand that State compliance training requirements are subject to change and could possibly result in additional trainings throughout the school year as well.

These trainings are viewed as continuing education opportunities for substitutes and there will not be additional compensation for completing the trainings.
Dress and Grooming – Administrative Regulation 454.1

ADMINISTRATIVE REGULATION
RE: Dress and Grooming

Appropriate dress is an important requirement in every profession. The following dress code guidelines shall apply to district employees:

1. District employees are expected to dress in a manner that projects a professional image to students, the District, and community that reflects pride, dignity, and discipline.

2. Cleanliness and neatness are expected of all staff at all times.

3. Style of clothing should always reflect a professional and business-like atmosphere and should not attract unfavorable attention.

4. The campus principal and/or immediate supervisor shall have discretionary authority to exempt employees from compliance with the rules due to unusual requirements of the job, activities planned for that day, or medical reasons.

5. Support staff (custodial, grounds, food service, maintenance, and transportation employees) shall be neat, clean, and dressed appropriately as described in their respective handbooks.

6. District employees’ hair shall be clean, neat, and should not attract unfavorable attention.

7. The following are not considered appropriate attire:
   a. Jeans of any kind *(unless permitted under #4)*
   b. Shorts (of any type or length)
   c. Clothing with advertisements
   d. Revealing or provocative shirts (no halters, bare midriffs, or bare backs shall be permitted)
   e. Spandex or similar tight outfits (leggings)
   f. Slippers or thongs
   g. T-shirts (without collars)
   h. Undershirts or tank tops
   i. Warm-ups, sweat suits, or wind suits
   j. Overalls

8. All nurses and substitute nurses are expected to wear scrubs and closed toe shoes, such as tennis shoes.

9. All pants must be mid calf in length.

10. Tattoos must be covered at all times.

11. Earrings are allowed for women only. All other “piercings” are inappropriate.

12. The campus site based decision-making committee shall serve in an advisory capacity to the principal regarding dress code guidelines.

NOTE: Official district workdays do not count in the five days for exemptions.

Revised: 7/2002
Reviewed: 3/2004
Revised: 6/2012
Revised: 11/2014
Substitute Duties and Expectations

Be punctual and remain on the campus the entire day. The expectation is that substitutes will arrive and be in their place of assignment, ready to begin working, no later than 7:30 a.m. The substitute teacher or aide must not leave the building during the day without specific permission from the principal.

Always sign in and out of the building. Substitutes are required to sign in and out in the office when entering or leaving the campus. Be prepared to show your Driver’s License or State Issued Photo ID. The campus will issue a temporary ID badge for the day.

STUDENTS MUST NEVER BE LEFT UNSUPERVISED REGARDLESS OF AGE.

Carry out all plans and duties. The substitute teacher should strive to preserve the normal routine of the class and to perform all the duties assigned, such as hall, cafeteria, or bus duty. The Substitute is expected to follow the plans left by the teacher of record. Do not feel that you are merely “babysitting”.

Check attendance. Substitutes should receive the class attendance roster upon arrival for the assignment. Attendance should be checked at the time and in the manner designated by the building principal. Names, dates of absence, and tardies should be listed as instructed.

Students are not to leave the classroom unless it is absolutely necessary. The expectation is that students are not to leave the classroom for restroom breaks, etc. However, on occasion, there may be cause to allow a student to leave for a restroom break if it is an emergency. Substitutes are expected to use their best judgment in limiting and making such decisions.

Let the school nurse know if a student needs medication. Only authorized district employees may administer medication.

Leave a note for the teacher regarding the activities of the day. It is very helpful to the teacher and to the continuity of the instructional program for the substitute to leave a note relating the activities of the day. It is helpful to include information about which lessons or assignments were completed and student behavior—both positive and negative. The AESOP Feedback questionnaire is a great tool but you should not rely on the feedback system to communicate with the teacher. Hand-written notes are the preferred manner of communication.

Notify the school office of any serious problems experienced during the day. This is a precautionary practice that provides protection for the substitute, the school and the district.

Be professional. Circulate in the classroom and assist the students. Activities such as reading, eating in the classroom, doing crafts, talking and/or texting on a cell phone, working on personal projects, etc. are not acceptable. Keep all information regarding students confidential.
Personal iPads, iPods and other such devices are allowed on campus.

Rules for Appropriate Use: The internet is to be used primarily for educational purposes, but some limited personal use is permitted during breaks, conference periods, etc. You will be held responsible at all times for proper use of the internet.

Inappropriate Uses: Using the internet for any illegal purpose. Allowing students to use your personal electronic device. Messaging or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, violent, or illegal. Intentionally viewing inappropriate material that originates from any source. Accessing the HISD wired network with personal computer equipment or devices.

Consequences for Inappropriate Use: Suspension of access to the internet. Other disciplinary or legal action, in accordance with the District policies and applicable laws.
Exercising Professional Judgment

Always respond to a request for substitute. Remember it is always better to politely refuse an assignment than to not respond or hang up on the caller.

The ability to work successfully with others is essential. Substitute are expected to treat students, parents, secretaries, teachers, administrators, and all others with whom they come into contact in a friendly, courteous, and respectful manner. Negativity, absence of a sense of humor, or an unwillingness to be flexible, cooperative or helpful may result in not being invited back as a substitute.

Substitutes are expected to avoid speaking negatively about students, other teachers or about the class or school while on campus or in the community. Negativity is never productive. The result is often damaging and frequently results in the substitute developing a negative reputation.

Substitutes are expected to dress in a manner that projects a professional image to students. Cleanliness and neatness are expected at all times. Tattoos, regardless of size or meaning, MUST be covered while on campus. Earrings are allowed for females only. All other piercings are considered inappropriate and must be removed while on campus. See Administrative Reg, 454.1 for a complete description of dress and grooming.

Substitutes should identify emergency exits, routes, and procedures for emergency evacuations and drills.

Confidentiality is not only a legal responsibility; it is essential for the protection of the students and their families. Discussing school “matters” outside of school should be avoided. A substitute should never, under any circumstances, initiate contact with a student’s parent.

What about lesson plans?

All teachers in Huntsville ISD are required to develop weekly lesson plans and have them available for substitutes. These are found in the substitute folder and include essential information such as schedules, class list, etc. Never hesitate to ask for assistance in locating or understanding these materials. Feel free to call upon other teachers, department chairs, principals, and assistant principals in regard to any question or problem that may arise.

Do not grade written assignments unless otherwise directed by the teacher of record. Assignments should be left for the teacher of record to review and record. Homework should be assigned only if the teacher of record requests it as part of the lesson plans. Do not use the teacher’s classroom computer unless you are specifically directed to do so as part of the instruction for the class.

Occasionally, you may not have lesson plans if the teacher had to leave unexpectedly. There is a possibility of being in this situation. Contact the campus administrator or team leaders for assistance if this situation arises.
What about discipline?

The substitute must never administer corporal punishment to any student. The substitute is expected to maintain a level of discipline in the classroom which is conducive to good learning environment. When individual students cause behavior problems which are disruptive to the learning environment and the substitute cannot handle the situation after several attempts, the substitute should send those students to the office with a note explaining the circumstances. Firm, fair, and consistent treatment of all students, combined with engaging learning activities will avoid many disciplinary problems. Classroom rules should be posted in all elementary classrooms. Document information on any student who fails to follow classroom rules of conduct or fails to complete work assignments. The key to assertive discipline is catching students being good and letting them know that you like it.

How are substitutes evaluated?

Although our substitutes are not formally evaluated, principals frequently recommend that certain substitutes be called for their campus based on outstanding performance. Therefore, it is imperative that substitutes perform at their best at all times. Some areas in which principals informally evaluate substitutes are as follows:

- Punctuality
- Flexibility
- Ability to work with students
- Ability to work with other faculty members
- Ability to follow lesson plans and schedules
- Ability to maintain good classroom control

If there is a negative evaluation by a campus, the substitute may be blocked from accepting any future assignments on the reporting campus. The campus administrator has the authority to suspend substitute privileges for the campus.

Depending on the level and degree of the negative evaluation, substitute privileges may be suspended district wide. District-wide suspension is left to the authority of the Assistant Superintendent of Human Resources.

When in doubt

Substitutes should feel free to contact Human Resources whenever questions arise in regards to an assignment. Quality substitutes are very important to the educational program of this district.
How to Gain Control in the Classroom

Until there is control in the classroom, there is nothing else. Control is not meant to be conformity to a rigid authoritarian discipline, but rather a social adjustment to group living. No doubt, there has been sharing, some give and take at home, but more self-discipline will be expected at school.

The master teacher maintains order, not by demanding it, but by letting the student know what is expected. Clear directions are given rather than long explanations. **The teacher is friendly, fair, firm, and consistent.**

**THE WELL MODULATED VOICE**

It is easy for the inexperienced teacher to assume that it is necessary to talk louder to a group of students. Actually, the reverse is true. If the teacher’s voice is low, it not only makes a contribution to a calm, positive environment, it will convince students that they must listen when the teacher talks.

**ASSERTIVE DISCIPLINE**

**Preventive Measures:**
- Stand at the classroom door and greet students as they enter the room.
- At the beginning of the school day, learn the names of the students quickly.
- Study the seating of the students.
- Keep your eyes open.
- Learn to involve the students whose attention is wandering from the activity.
- Make every effort to avoid all suggestions of criticism, disorganization or anger before the group.
- If a member of the group obstructs the work, the treatment of the class should be calm, dignified, and firm.
- Use special occasions to convey to students that you are interested in them as human beings.
- Do not draw an issue so closely that somebody has to give in.

**AVOIDING TROUBLE**

- Isolate a child from the group when he/she is losing self-control.
- Do not try to talk with the child until both of you have “cooled off” enough to talk rationally.
- Be truthful and honest with the children.
- When a matter is settled, do not bring it up again.
- Do not publicize offenses and their treatment before the other children.
- Ask for help from your principal and others in the school, but do not wait until the situation becomes extreme.
- Do not make an issue of something that is trivial.
- When alone with a student always leave the door open.
- Never use sarcasm in the classroom.

Discipline management can be one of the greatest challenges you will face in the classroom. Effective discipline depends more on your non-verbal communication skills than any other control mechanism. If a group of students misbehaves, you should remember that your objective is to calm the students and get them back on task.
Verbally respond to the student’s argument with a statement beginning with the phrase – “I understand, however” - this phrase defuses almost every argument a student will try with you. The most important non-verbal message you can convey is, I am calm, confident, and in control. Set your limits and never argue, you will lose. When dealing with students the only person you can actually control in the classroom is yourself. Most students will accept your leadership but there will be some who will question your plans or authority.

Use proximity control – stand next to disruptive students. Generally, an adult’s presence will diffuse the inappropriate behavior.

Use discipline referrals if necessary-sometimes just having one out will calm troublemakers, if it does not-use the referral.
Standard Response Protocol (SRP)

The District has developed specific procedures for handling and responding to various types of emergencies and/or threats. It is very important to know what to do if any of these situations arise while you are on campus. Please take the time to familiarize yourself with the following procedures as well as campus specific information such as emergency exits, evacuation routes, etc. upon arrival for your assignment. The information below is intended to provide a basic outline for the types of emergencies that could occur on campus.
Substitute Eligibility for Health Insurance Coverage

Huntsville ISD provides health coverage to employees through TRS-ActiveCare. A district substitute is eligible to enroll in TRS-ActiveCare if the district reasonably expects the substitute to work at least 10 hours per week. Hours worked for other school districts are not considered in determining whether a substitute is eligible for benefits through Huntsville ISD.

Although the district reasonably expects substitutes to work at least 10 hours per week, the district does not guarantee that you will receive 10 hours every week. The district’s need for substitutes varies from week to week. In some weeks, you may not receive any assignments. Similarly, the district understands that some weeks you may not be able to accept assignments due to illness or other personal reasons.

If you are a new substitute, you must enroll in or decline medical coverage within 30 days from date of hire. If you are a returning substitute, you must enroll in or decline coverage during the annual open enrollment. If you decline coverage, you cannot enroll again until the next plan year unless you experience a special enrollment event.

If you elect to enroll, you will be responsible for the full month’s premium payment immediately. The premiums for subsequent months are due to the district by the 15th day of each month. If the 15th day falls on a weekend or a day the district is closed, the payment is due on the last working day prior to the 15th. If you fail to timely pay the monthly premiums, the district will proceed with the coverage cancellation process. Your coverage may also be cancelled if you lose eligibility for TRSActiveCare.

You may be removed from the district’s substitute roster for poor performance or misconduct. In addition, you may be removed from the substitute roster if:

- you repeatedly turn down assignments, are repeatedly unavailable for calls, or frequently cancel assigned positions
- you do not accept at least 4 assignments per month
- you do not timely return a letter of reasonable assurance

A substitute who is enrolled in TRS-ActiveCare and who is then removed from the substitute roster becomes ineligible for health coverage and will be provided notice regarding continuation of coverage under COBRA (if eligible). Cancellation due to non-payment is considered a voluntary drop: Therefore you would not be eligible for COBRA.
### Medical Plans

#### Blue Cross and Blue Shield of Texas (BCBSTX) Medical Insurance Provider
**September 1, 2022 - August 31, 2023**

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These rates and additional benefits information may be found on the District’s HR webpage:
Retirement Plans

About FICA Alternative

The FICA Alternative Plan was created to help government agencies save the cost of matching FICA (Social Security) tax on part-time, seasonal, and temporary employees who do not qualify for a state or government pension.

This comprehensive program features no conflict-of-interest, low fees (with no surrender charges or vendor penalties), competitive investments, turn-key administration, guaranteed compliance with applicable state laws, and fiduciary protection.

MORE IMPORTANT POINTS ABOUT YOUR 457(b) FICA ALTERNATIVE PLAN AND TRUST

Designating a Beneficiary: If the employee dies while a participant in the Plan, the account balance will be distributed to the employee’s beneficiary. If the employee is married at the time of death, the spouse is automatically the beneficiary. If the employee wishes to designate someone other than the spouse as beneficiary, the employee must do so in writing and the spouse must sign a spousal consent form. If the employee is unmarried at the time of death, the account balance will be paid to the employee’s estate unless another beneficiary has been designated. To designate a beneficiary, please login to your account at www.region10rams.org using the instructions under “Account Access” below.

Company Offering Services: The company chosen to provide the 457(b) FICA Alternative Plan is TCG Administrators, a company with many years of proven expertise in administering retirement plans to public sector employees.

Protection from Liability: The District as a 457(b) plan sponsor is responsible for the types of investments offered to participants. Most 457(b) plans do not protect the District from fiduciary liability. The ESC Region 10 457(b) FICA Alternative Retirement Plan offers fiduciary protection for the District through an Investment Advisory Agreement with TCG Investment Advisory Services, LP.

Fees: TCG Administrators receives 1.15% of the plan assets and $.50 per participant per month paid by the participant, TCG Advisors receives .35% of assets as the investment advisory fee, Region 10 receives $.10 per participant per month (normally deducted from participant accounts) as its fee for running the RAMS program and the individual investments have fees that vary by type of investment. The investment fees are shown on the Region 10 RAMS website at www.region10rams.org.

Account Access: To review your account balance or request a distribution, you can access your account on the Region 10 RAMS website at www.region10rams.org. Please follow the steps below to access your account online.

1. Click the green Login box in the upper right-hand corner
2. Click the yellow Retirement Login box
3. User Name will be your Social Security Number (no spaces or dashes): ********
4. Password will be your date of birth (MMDDYYYY): ********
Substituting after Retirement

Retirees who plan to work in Texas public education after retirement should carefully review all requirements that apply to such work. If the retiree does not effectively terminate employment, or if the retiree’s work is not in compliance with the requirements, the retiree could:

- revoke his or her retirement entirely, or
- lose monthly annuity payments for work that exceeds the allowable amount.

To work after retirement without revocation of retirement or loss of benefits, a retiree must:

- Terminate all employment with a TRS-covered employer;
- Wait to negotiate a return to employment as permitted under law;
- Not be employed or otherwise work for a TRS-covered employer during the required break in service after the retirement effective date;
- Work only the amount of time permitted under one of the employment-after-retirement exceptions.

The exceptions permit certain kinds of employment without losing the annuity for the month in which the employment is performed.

These requirements apply to all retirees, service and disability and both normal age and early age. However, there are some differences in how the requirements are applied, depending on the retirement circumstances.

Please contact TRS at 1-800-223-8778 (or 1-512-542-6400) or http://www.trs.state.tx.us/ if you are considering returning to employment in Texas public education after retirement and are unsure whether your employment will affect your retirement or your monthly annuity payment.

Persons receiving retirement benefits from the Teacher Retirement System of Texas may be employed in the public schools of Texas under the following conditions:

1. Service retirees are allowed to substitute an unlimited number of days per school year.*
2. Disability retirees are limited to 90 days of substitute service per school year.*

*Service in a position that is vacant is NOT allowable substitute service for TRS purposes.

Employment under provisions as stated above will not affect the substitute’s right to benefits under the retirement system, and a person so employed shall not be required to make contributions to the system.

Persons, who report for duty as a substitute on a temporary day to day basis, must be reported to the Teacher Retirement System as having worked a full day. The statutory
provisions of the retirement system do not permit reporting half-day assignments. Even though a retired employee works only a half-day and receives half-day pay, they must be reported as working a full day.

Persons receiving service retirement benefits from the retirement system and employed as a substitute teacher in the public schools of Texas, except under the provisions as stated above, shall forfeit benefits for any month in which such employment occurs.

Employment begun as temporary, day-to-day basis, which becomes permanent employment, shall be considered to have been permanent employment since the first day of the assignment. In such cases the substitute shall forfeit retirement benefits for all months of employment in that position.
Substitute Handbook Acknowledgement

Dear Substitute:

The 2022-2023 Substitute Handbook will be available online at www.huntsville-isd.org. Any updates and/or revisions will be posted accordingly. If you prefer a printed copy of the handbook, please notify Human Resources by email dmdickie@huntsville-isd.org and one will be printed for you.

Sincerely,
Leroy Morales
Assistant Superintendent of Human Resources

By signing below, you acknowledge that you have received, understand and consent to the responsibilities outlined therein.

________________________________________
Substitute Printed Name

________________________________________
Substitute Signature

________________________________________
Date