

# Comal ISD New Employee FAQ

The following are frequently asked questions and answers for new Comal ISD employees:

## **Q: When is Orientation?**

A: For all new employees to the district, orientation is held two times per month from September to May, and at various times during the summer months.

## **Q: What do I need to bring to Orientation?**

A: All new employees are required to bring the following documents to New Employee Orientation:

- Driver's License
- Social Security Card
- Voided Check (Direct Deposit)
- Official College Transcript that bears highest degree (Professional)
- Copy of High School Diploma and/or copy of College Transcript (Paraprofessional)
- Original Service Records (may be secured from last Texas public school system; for records from a private school or out-of-state school system, new employees may request service record forms from HR)

## **Q: What forms will I complete at Orientation?**

A: The following items will be completed or explained during orientation:

- Tuberculosis (TB) Information and Screening form
- Open Records Release form
- Background Check form
- I-9 Employment Eligibility Verification form
- Handbook Receipt form
- Dress Code Policy and Receipt form
- Medicare Deduction information
- Social Security form
- Monthly / Bi-weekly Payroll Schedule
- Direct Deposit information and form
- W-4 form
- 403b Program information
- Teacher Retirement Membership form (regular employee)
- Teacher Retirement Membership form (retired employee)

## **Q: Is there an additional Orientation for new teachers?**

A: Yes. Brand new teachers will attend a New Teacher Orientation to be held August 10-13.

- August 10 – Human Resources orientation at the Comal ISD Support Services Building.
- August 11 – In the morning there will be a keynote speaker, Riney Jordan, at Canyon Lake High. In the afternoon

elementary teachers will attend Freiheit Elementary to experience a model classroom. All others teachers will attend breakout sessions at CLHS dealing with building relationships with students.

- August 12 – In the morning there will be a keynote speaker on Quantum Learning at CLHS. Afternoon breakout sessions will be designed around building rigor in the classroom.
- August 13 – Each new teacher will have the opportunity to work with their content areas at CLHS.

## **Q: Why do I need to be fingerprinted?**

A: Senate Bill 9 requires anyone hired by a school district after 1/1/08 to be fingerprinted prior to commencing work for the district.

Employees that have been previously fingerprinted by a school district in the state of Texas are not required to go through the fingerprinting process again.

## **Q: Where should I be fingerprinted?**

A: Employees that have not been fingerprinted previously by another Texas school district should follow these steps:

**Certified Employees** (Teachers, Counselors, Paraprofessionals):

1. Go to <http://www.sbec.state.tx.us> to set up a new SBEC account OR update an existing SBEC account with a current email address.

2. A FAST PASS will be emailed to the address on your SBEC profile. Follow the instructions on the FAST PASS to make an appointment for fingerprinting.
3. To pay for fingerprinting, either pay \$44.05 by credit card when scheduling an appointment and pay a remaining balance of \$9.95 at the fingerprinting location **OR** pay the entire fee, \$50.20, at the fingerprinting location. *The fingerprinting location only accepts personal checks or money orders as payment.*

The Comal ISD Support Services Building is a fingerprinting location for SBEC. Go to [http://www.comalisd.org/About\\_Us/Driving\\_Directions.asp](http://www.comalisd.org/About_Us/Driving_Directions.asp) for directions.

**Noncertified Employees** (auxiliary staff, bus drivers, custodians, maintenance and child nutrition employees, noncertified paraprofessionals):

Fill out the Criminal History Form, available at the Comal ISD Support Services Building. The Human Resources Department will schedule an appointment with you for fingerprinting.

**Fingerprinting must be completed before the first day of employment with Comal ISD. All employment with Comal ISD is contingent on the results of the fingerprinting report.**

## **Q: When can I sign my contract?**

A: Employees new to the district must have Board approval prior to receiving a contract. Contracts will be mailed to the home address within a couple of days after the Board meeting.

## **Q: When am I eligible for benefits?**

A: A new employee is eligible for benefits on the first day of the month following their date of hire (first official day of work). Please note that the district does take premiums for the health and the permanent life insurance a month in advance. For example, we take premium for September coverage out of the August paycheck.

## **Q: If an employee doesn't enroll in a benefit as a "new hire," when will be the next opportunity?**

A: Employees may make changes to their insurance coverage during our Open Enrollment period in the months of March and April. Any changes made during this time will go into effect on August 1 for the voluntary products and September 1 for the health insurance.

Employees may make a change to insurance coverage during the school year if a change in status occurs (marriage, birth/adoption of a child, change in dependent status, job status change for an employee, spouse, or dependent, divorce, death of a dependent, or a change in spouse's or dependent's coverage). An employee has 30 days from

the date that the change in status occurs to make the change with the Employee Benefits Office.

### **Q: When and how is my email account set up?**

A: New employees must first fill out and agree to the Acceptable Use Policy (AUP) during orientation. Then a network account and email account will be created and usable within 2 business days. An email containing instructions, including the new employee's temporary password, will be sent to an outside email account of the employee's choice. Follow the instructions in the email to make your Comal ISD email, network, and Eduphoria accounts active.

### **Q: What is Eduphoria and how do I find it?**

A: Eduphoria is CISD's professional development portfolio system. Access Eduphoria at [www.comalisd.org](http://www.comalisd.org) > Staff > Eduphoria. Eduphoria uses the same login as the Comal ISD email accounts. Login information can be obtained at orientation.

### **Q: When and how will I get my Mac Laptop?**

A: TEACHERS ONLY can register for a Mac Laptop class through Eduphoria. Classes this summer are on July 19, and August 19. Go to [www.comalisd.org](http://www.comalisd.org) > Staff > Eduphoria. Eduphoria uses the same login as the Comal ISD email accounts. Login information can be obtained at orientation. Once you have your log in, you can register for a class.

## **Q: Will there be opportunities for technology training this summer?**

A: The district is offering a variety of training sessions this summer. A list of sessions can be accessed on Eduphoria. The sessions do provide CPE credit but are not required by the district. Anyone is welcome to attend.

## **Q: What is PDAS training and who needs it?**

A: PDAS remains in place as the State's approved instrument for appraising its teachers and identifying areas that would benefit from staff development. Comal ISD utilizes this instrument for annual teacher appraisals. Cornerstones of the process include a minimum of one 45-minute observation and completion of the Teacher Self-Report form. PDAS includes 51 criteria within eight domains reflecting the Proficiencies for Learner-Centered Instruction adopted in 1997 by the State Board for Educator Certification (SBEC). The domains are:

1. Active, Successful Student Participation in the Learning Process
2. Learner-centered Instruction
3. Evaluation and feedback on Student Progress
4. Management of Student Discipline, Instructional Strategies, Time/Materials
5. Professional Communication
6. Professional Development

7. Compliance with Policies, Operating Procedures and Requirements
8. Improvement of All Students' Academic Performance

PDAS requires that new teachers and teachers new to a district receive an orientation. The PDAS Teacher Manual is available on-line at the district website to ALL teachers.

**Q: When will I have access to my classroom?**

A: Check with your campus principal to determine when you may have access to your classroom.

**Q: What are the hours (start and end time) that I report to my campus?**

A: Check with the campus principal or department supervisor to determine the hours that have been established for your campus and/or department.