



Temporary Employee Handbook 2020 - 2021

The purpose of the McKinney Independent School District Temporary Employee Handbook is to provide vital information that will help pave the way for a successful year. The information in the Temporary Employee handbook is an overview and is not intended to supersede district policy and/or federal or state law.



VISION:

We are a cohesive, diverse community providing engaging learning experiences for all.

MISSION:

We will provide engaging learning experiences so students can become effective communicators, quality contributors, and socially responsible citizens.

BELIEFS:

- Partnerships between students, parents, community members, and staff are foundational to educational success.
- Positive school culture and a safe environment foster growth.
- Everyone has inherent value and deserves to be treated with dignity and respect.
- Learning is an active process requiring engaging tasks and engaging minds.
- Relevant and authentic experiences ignite continuous, deeper learning.
- Meaningful relationships enrich learning.
- Confidence fuels risk taking and higher achievement.
- Financial stewardship ensures a tomorrow of education.

McKinney ISD Temporary Handbook

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GENERAL INFORMATION



2020 - 2021 School District Calendar

JULY 2020						
S	M	T	W	T	F	S
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

AUGUST 2020						
S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

SEPTEMBER 2020						
S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

OCTOBER 2020						
S	M	T	W	T	F	S
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

NOVEMBER 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

DECEMBER 2020						
S	M	T	W	T	F	S
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

JANUARY 2021						
S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

FEBRUARY 2021						
S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	1	2	3	4	5	6
7	8	9	10	11	12	13

MARCH 2021						
S	M	T	W	T	F	S
28	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

APRIL 2021						
S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

MAY 2021						
S	M	T	W	T	F	S
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

JUNE 2021						
S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Holidays

September 7	Labor Day
November 23 - 27	Thanksgiving
Dec. 21 - Jan. 1	Winter Holiday
January 18	MLK Day
March 8 - 12	Spring Break
May 24	Graduation Day

Campus Hours

Elementary	8:00 am - 3:07 pm
Middle School	8:45 am - 3:52 pm
High School	7:30 am - 2:37 pm

173 Instructional Days: 83 days in the 1st semester and 90 days in the 2nd semester.

Calendar Key

	Holiday
	Staff Development / Teacher Work Day - Student Holiday
	Nine Weeks Begin / End
	Bad Weather Day

Main District Phone Number: 469-302-4000

Elementary Schools

Bennett Elem

7760 Coronado Drive
Phone: 469-302-5400

Lawson Early Childhood

500 Dowell Street
Phone: 469-302-2400

Slaughter Elem

2706 Wolford Street
Phone: 469-302-6100

Burks Elem

1801 Hill Street
Phone: 469-302-6200

Malvern Elem

1100 Eldorado Parkway
Phone: 469-302-5300

Valley Creek Elem

2800 Valley Creek
Phone: 469-302-4800

Caldwell Elem

601 W Louisiana
Phone: 469-302-5500

McClure Elem

1753 N Ridge Road
Phone: 469-302-9400

Vega Elem

2511 Cattleman Drive
Phone: 469-302-5100

Eddins Elem

311 Peregrine
Phone: 469-302-6600

McGowen Elem

4300 Columbus Drive
Phone: 469-302-7500

Walker Elem

4000 Cockrill
Phone: 469-302-4600

Finch Elem

1205 S Tennessee
Phone: 469-302-5600

McNeil Elem

3650 Hardin Road
Phone: 469-302-5200

Webb Elem

810 E Louisiana
Phone: 469-302-6000

Glen Oaks Elem

6100 Glen Oaks
Phone: 469-302-6400

Minshew Elem

300 Joplin Drive
Phone: 469-302-7300

Wilmeth Elem

901 LaCima Drive
Phone: 469-302-7400

Johnson Elem

3400 Ash Lane
Phone: 469-302-6500

Press Elem

4101 Shawnee Drive
Phone: 469-302-7600

Wolford Elem

6951 Berkshire
Phone: 469-302-4700

Middle Schools

Cockrill Middle

1351 N Hardin
Phone: 469-302-7900

Dowell Middle

301 Ridge Road
Phone: 469-302-6700

Evans Middle

6998 W Eldorado
Phone: 469-302-7100

Faubion Middle

2000 Rollins
Phone: 469-302-6900

Scott Johnson Middle

3400 Community Drive
Phone: 469-302-4900

High Schools

McKinney Boyd High

600 N Lake Forest Drive
Phone: 469-302-3400

McKinney High

1400 Wilson Creek Parkway
Phone: 469-302-5700

McKinney North High

2550 Wilmeth Road
Phone: 469-302-4300

Other Schools

DAEP

Discipline Alternative Ed
2100 White Avenue
Phone: 469-302-7800

CRC

County Residential Center
4700 Community Drive

JJAEP

Juvenile Justice Alt Ed Program
4690 Community Drive

Serenity High

2100 White Avenue
Phone: 469-302-7830/7832

SCHOOL HOURS

Level	Grade	Student Hours
Early Childhood	Pre-K	7:45 am – 2:00 pm
Elementary School	K-5	8:00 am – 3:00 pm
Middle School	6-8	8:45 am – 3:45 pm
High School	9-12	7:30 am – 2:30 pm
Alternative Schools (DAEP, JJAEP and CRC)		7:30 am – 3:30 pm

INCLEMENT WEATHER

The following information is provided to help Temporary Employees understand how the district determines whether or not to hold school or delay opening school on bad weather days and the notification procedures which are in place. Please note student and staff safety is our first priority. The decision to call off school is a very important one and is made only after thorough consideration. Assume school will open as usual.

Check with one of the following sources to obtain accurate information:

MISD Website: <https://www.mckinneyisd.net/>

MISD Facebook page: <https://www.facebook.com/mckinneyschools/>

MISD Twitter page: <https://twitter.com/mckinneyisd>

Major television stations including:

KDFW - Channel 4; KXAS – Channel 5; WFAA - Channel 8; KTVT – Channel 11, UPN 21;
KDAF –WB 33

Major radio stations including:

KERA (90.1); KRLD (1080 AM); KVIL (103.7 FM); and WBAP (820 AM)

Inclement weather that may exist in this area includes:

- Tornados
- Thunderstorms and high winds
- Flash floods
- Heavy snow or ice storms
- Heat wave, ozone alert, and drought

EMPLOYMENT

Temporary Employees are at-will employees. As an at-will employee, your employment may be terminated at any time, for any reason or for no reason as long as it is not for an unlawful reason.

EMPLOYMENT REQUIREMENTS

Temporary employment occurs according to the needs of McKinney ISD. For employment consideration as a temporary candidate, an application must be completed and submitted through the McKinney ISD online application system.

A temporary application is complete when the following is on file:

- Resume
- Teaching certificate, if applicable
- Three current references, including at least one from a current or most recent employer
- Proof of education (Official college transcript or high school diploma/GED)
College transcripts does not have to be in a sealed envelope, but it must be official. Online secure transcripts are acceptable if they are emailed directly from the university to temporary@mckinneyisd.net

Applicants selected to work as a temporary employee will be fingerprinted per Texas education code(TEC), chapter 22, Subchapter C. All temporary employees must complete employment documents and attend a district in-house orientation. The orientation is designed to familiarize temporary employee with district policies, procedures, expectations and responsibilities.

BACKGROUND CHECKS

All temporary applicants must be at least 16 years of age. The district retains the right to run a criminal history background check on a yearly basis.

All volunteers and applicants for employment with McKinney ISD agree to a background check prior to beginning volunteer duties and/or employment. Volunteer and employment applicants who are minors, 17 or younger, must submit the Parent / Legal Guardian Authorization for Criminal Background Check form.

TRS RETIREES

TRS retirement income may be affected by becoming a temporary employee. The temporary employee's responsibility is to contact TRS at www.trs.state.tx.us/ or 1-800-223-8778 to identify any ramifications, such as loss of benefits that may occur due to employment as a temporary employee.

TRS retirees are responsible for paying any pension surcharges triggered by working as a temporary employee. This includes surcharges triggered by working multiple assignments in different districts.

TRS retirees will not be allowed to be a temporary employee and a substitute teacher at the same time.

TEMPORARY EMPLOYEE REACTIVATION

At the end of each school year, tutors, athletic event workers, lifeguards, administration building temporary employee, temporary parking lot attendants and any other designated temporary employee will receive an email through their McKinney ISD email account to complete and submit their annual paperwork if employment will be extended to the next school year. If the temporary employee completes and submits the required paperwork and the temporary employee is in good standing with the district, the temporary employee's employment will be extended to the next school year to continue working for McKinney ISD.

If the temporary employee's employment is not extended to the next school year or does not complete and submit their annual paper work, the temporary employee will be separated from McKinney ISD at the end of June of the current year and may reapply, but is not guaranteed future employment.

SEPARATION PROCESS

In order to separate from McKinney ISD, you must submit a letter of resignation to Human Resources. The letter must be dated, include the effective date of separation and a signature. An email will be accepted as well.

ID badge – If you were issued a badge it must be turned into Human Resources by the last day of employment.

Paycheck – Any questions regarding last paycheck, contact Payroll at payroll@mckinneyisd.net .

Benefits – Any questions regarding insurance coverage (including COBRA), contact Benefits at benefits@mckinneyisd.net or 469-302-4029.

FICA Alternative – Any questions regarding plan options, contact TCG Administrators at 800-943-9179 or www.tcgservices.com/

COMPENSATION AND BENEFITS

PAYROLL INFORMATION

Temporary employees

The MISD pay schedule is bimonthly, on the 15th of the month and the last day of the month (with the exception of the winter break). Temporary employees may choose to direct deposit into a checking or savings account. Any changes to direct deposit accounts and/or bank information should be reported to payroll at payroll@mckinneyisd.net or 469-302-4214.

It is the responsibility of the temporary employee to keep a personal record of their hours worked. If there are discrepancies, the temporary employee should contact their coordinator to ensure the days and hours are correctly reflected.

Temporary employee will refer to the current substitute/temporary verification calendar to determine what days will fall under in each pay period. Click on link for the current school year verification calendar <https://www.mckinneyisd.net/business-finance/>

Each new school year the Business and Finance Department will issue a Sub/ Temp verification calendar. It can be found in the McKinney ISD website under Department & Services heading. Click on Business & Finance then scroll down to payroll Calendars & Forms.

If you have any questions or concerns regarding payroll services, please do not hesitate to contact a member of the Payroll Department Staff.

Email: payroll@mckinneyisd.net

Phone: 469-302-4033

HEALTH INSURANCE

McKinney ISD provides health coverage to employees through TRS-ActiveCare. A district temporary employee is eligible to enroll in TRS-ActiveCare if the district reasonably expects the temporary employee to work at least 10 hours per week.

Although the district reasonably expects temporary employees to work at least 10 hours per week, the district does not guarantee that temporary employees will receive 10 hours every week.

New temporary employees must enroll in or decline medical coverage within 30 days from date of hire (day after your in-house orientation).

TRS Active Care detailed information is available at: <https://www.mckinneyisd.net/human-resources/benefits/>. If coverage is declined, enrollment cannot be offered again until the next plan year unless the temporary employee experiences a special enrollment event.

If a temporary employee elects to enroll, the temporary employee is responsible for the full premium. The full premium payment must be submitted for one month at the time of enrollment. Premium payments for subsequent months are due by the 15th (or previous business day) of the month prior to the next desired covered month. Late premium payment is considered a voluntary drop resulting in coverage cancellation (effective the end of the last paid month) with no eligibility for COBRA. Loss of TRS Active Care eligibility (working less than 10 or more hours per week, poor performance, misconduct or any other reason for removal from substitute or temporary employee roster) will result in coverage cancellation (effective the end of the last paid month) with notification of potential COBRA eligibility.

A temporary employee will receive an email in their district account with directions on how to accept or decline coverage. It will arrive 5-7 working days after your email account has been set up.

Questions regarding medical coverage should be directed to Benefits department at benefits@mckinneyisd.net.

WORKERS' COMPENSATION

McKinney ISD employees, including temporary employees, who are injured while working, should report the injury to the campus nurse before leaving for the day. If the campus nurse is not available, reach out directly to Heather Davidson, HR Specialist – Leave/Workers' Compensation at 469-302-4102 or hdavidson@mckinneyisd.net. Even if medical treatment is not required, report the injury. If medical treatment is needed, a

Verification of Reported WC Claim form will need to be completed by a district representative to take with the employee to the authorized clinic or emergency room.

If seeking treatment, employees must be seen by an Alliance Provider; a full list of alliance providers can be found at <https://www.pswca.org/> under the Find a Doctor link. Additional information can be found on the district Benefits website: <https://www.mckinneyisd.net/human-resources/benefits/>

Any questions relating to workers' compensation, or for assistance regarding an on the job injury, reach out to Heather Davidson, HR Specialist – Leave/Workers' Compensation at 469-302-4102 or hdavidson@mckinneyisd.net

DUTIES AND RESPONSIBILITIES

MISD BOARD POLICIES

The MISD Board Policy Manual is available on line: <http://pol.tasb.org/Home/Index/310>

All MISD Board policies and standards of conduct apply to MISD Temporary Employees. Special attention should be paid to the following policies:

DAA (LEGAL) and (LOCAL)	Equal Employment Opportunity
DBAA (LEGAL)	Criminal History and Credit Reports
DC (LEGAL), (LOCAL), and (EXHIBIT)	Employment Practices
DGBA (LEGAL), (LOCAL), and (EXHIBIT)	Employee Complaints / Grievances
DH (LEGAL), (LOCAL), and (EXHIBIT)	Employee Standards of Conduct
DHE (LEGAL), (LOCAL), and (EXHIBIT)	Searches and Drug/Alcohol Testing
DI (LEGAL), (LOCAL), and (EXHIBIT)	Employee Welfare
DIA (LEGAL) and (LOCAL)	Freedom from Harassment
FFG (LEGAL) and (EXHIBIT)	Student Welfare – Child Abuse and Neglect
FFI (LOCAL)	Student Welfare – Freedom from Bullying
FNC (LEGAL) and (LOCAL)	Student Rights and Responsibilities – Student Conduct
GRA (LEGAL), (LOCAL), and (EXHIBIT)	Local Government Authorities

Note: Policy DBAA gives the district authority to obtain criminal history information on all Temporaries.

DRESS CODE

Temporary employees are required to dress in a manner that reflects a professional appearance while appropriate for the specific job assignment.

1. Temporary employees may not wear clothing items prohibited by the student handbook. (<https://www.mckinneyisd.net/about-misd/rules-regulations/>)
2. Any clothing, paraphernalia, grooming, jewelry, accessories, or body adornments that are disruptive or potentially disruptive to the educational environment as determined by the principal or supervisor are not permitted.
3. Tube tops, spaghetti straps, tank tops, muscle shirts, exposed midriff or cleavage, halter type blouses or mesh/see through shirts are not permitted.
4. Plastic or rubbers flip-flops are not permissible.
5. Jeans are only permitted on days approved by the principal or supervisor.
6. Hair styles/color must not be disruptive to the educational environment.
7. No visible pierced jewelry other than earrings are allowed unless for cultural or religious reasons.

PROHIBITED ITEMS

The following are prohibited on school district property: tobacco products of any type, or electronic cigarettes, illegal drugs, alcoholic beverages, firearms, knives or weapons as defined in district board policy (DH).

SCHOOL SAFETY

VISITORS

All visitors are expected to enter the district facility through the main entrance and present a form of picture identification. An office staff member will then issue a picture identification badge to the visitor. Employees who observe an unauthorized individual (without a staff or visitor badge) on district premises should immediately direct him/her to the front office or contact the administrator in charge. Remember, If you are issued a badge you must always wear it.

RELEASE OF STUDENTS

Any outsider who comes to the classroom for information about a child or who comes to the classroom asking that a child be released from school must be directed to the front office. Contact the front office to report an inquiry. In any event, students are **not** to be released from the classroom without official notice from the front office.

ACCIDENTS IN / ON SCHOOL PROPERTY

Should an accident occur, the temporary employee should not attempt to move a student who is unable to move on his/her own. In such cases, the temporary employee should send a reliable student to the office for help and stay with the injured student. In a case where there is a risk of exposure to blood or other material potentially containing blood borne pathogens, avoid exposure. The nurse or principal/administrator should be notified immediately.

STUDENT ILLNESS

If a student becomes ill while at school, the student should be sent to the nurse's office. In a case where there is a risk of exposure to blood or other material potentially containing blood borne pathogens, avoid exposure. Under no circumstances should a temporary employee administer medicine to a student. Regarding the treatment of students, all temporary employees must comply with district board policy (FFAC).

FIRE, EMERGENCY DRILLS AND LOCKDOWN PROCEDURES

Fire, tornado and lockdown procedures are posted near the doorway of each classroom. Become familiar with these procedures before classes begin.

Temporary Handbook Statement of Receipt

I understand that the purpose of the McKinney Independent School District Temporary Employee Handbook is to provide vital information that will help answer questions and pave the way for a successful year. The District Temporary Employee handbook is an overview and I understand that nothing in the handbook is intended to supersede district policy and/or federal or state law. I further understand that I am not guaranteed employment or continued employment with the McKinney ISD.

I understand that I am responsible for reading and abiding by all McKinney ISD policies, procedures, and guidelines including those contained in the 2020-2021 District Temporary Employee Handbook. Further, I understand that failure to do so may result in adverse employment action against me; up to and including, termination and permanent removal from the McKinney ISD system and may also impact future employment opportunities with the McKinney ISD.

By signing this statement of receipt, I acknowledge that I have received the 2020-2021 McKinney ISD District Temporary Employee Handbook and/or have been informed how to access it on-line at <http://www.mckinneyisd.net/employment/temporary/>. I understand that I may direct questions or comments to the Temporary office at temporary@mckinneyisd.net.

I have read, understand, and accept the contents of this document as a condition of my employment.

Print Legal Name

Employee ID

Signature

Date