



# **Temporary Employee Handbook 2022 - 2023**

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



## 2022 - 2023 School District Calendar

JULY 2022						
S	M	T	W	T	F	S
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	6

AUGUST 2022						
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	29	30	31	1	2	3
4	5	6	7	8	9	10

SEPTEMBER 2022						
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

OCTOBER 2022						
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

NOVEMBER 2022						
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

DECEMBER 2022						
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

JANUARY 2023						
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	31	1	2	3	4
5	6	7	8	9	10	11

FEBRUARY 2023						
S	M	T	W	T	F	S
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	1	2	3	4
5	6	7	8	9	10	11

MARCH 2023						
S	M	T	W	T	F	S
26	27	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

APRIL 2023						
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	1	2	3	4	5	6

MAY 2023						
S	M	T	W	T	F	S
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	10

JUNE 2023						
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

### Important Dates

September 5	Labor Day
October 10-11	Fall Break
November 21-25	Thanksgiving
Dec. 19 - Jan. 2	Winter Holiday
January 16	MLK Day
February 17	Holiday

March 6-10	Spring Break
April 7	Good Friday
May 26	Graduation Day
May 29	Memorial Day

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

### Calendar Key

<span style="background-color: #4a7ebb; color: white; padding: 2px;"> </span>	Holiday
<span style="background-color: #8ebf4a; color: white; padding: 2px;"> </span>	Staff Development / Teacher Work Day - Student Holiday
<span style="background-color: #8ebf4a; color: white; padding: 2px;">*</span>	Indicates Teacher Exchange Day
<span style="background-color: #ffcc00; color: white; padding: 2px;"> </span>	Nine Weeks Begin / End
<span style="background-color: #cc0000; color: white; padding: 2px;"> </span>	Bad Weather Day

# Elementary Schools

**Bennett Elementary**

7760 Coronado Drive  
Phone: 469-302-5400

**Lawson Early Childhood**

500 Dowell Street  
Phone: 469-302-2400

**Slaughter Elementary**

2706 Wolford Street  
Phone: 469-302-6100

**Burks Elementary**

1801 Hill Street  
Phone: 469-302-6200

**Malvern Elementary**

100 Eldorado Parkway  
Phone: 469-302-5300

**Valley Creek Elementary**

2800 Valley Creek  
Phone: 469-302-4800

**Caldwell Elementary**

601 W Louisiana  
Phone: 469-302-5500

**McClure Elementary**

1753 N Ridge Road  
Phone: 469-302-9400

**Vega Elementary**

2511 Cattleman Drive  
Phone: 469-302-5100

**Eddins Elementary**

311 Peregrine  
Phone: 469-302-6600

**McGowen Elementary**

4300 Columbus Drive  
Phone: 469-302-7500

**Walker Elementary**

4000 Cockrill  
Phone: 469-302-4600

**Finch Elementary**

1205 S Tennessee  
Phone: 469-302-5600

**McNeil Elementary**

3650 Hardin Road  
Phone: 469-302-5200

**Webb Elementary**

810 E Louisiana  
Phone: 469-302-6000

**Glen Oaks Elementary**

6100 Glen Oaks  
Phone: 469-302-6400

**Minsheu Elementary**

300 Joplin Drive  
Phone: 469-302-7300

**Wilmeth Elementary**

901 LaCima Drive  
Phone: 469-302-7400

**Johnson Elementary**

3400 Ash Lane  
Phone: 469-302-6500

**Press Elementary**

4101 Shawnee Drive  
Phone: 469-302-7600

**Wolford Elementary**

6951 Berkshire  
Phone: 469-302-4700

**Middle Schools****High Schools****Other Schools****Cockrill Middle School**

1351 N Hardin  
Phone: 469-302-7900

**McKinney Boyd High School**

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

**DAEP**

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

**Dowell Middle School**

301 Ridge Road  
Phone: 469-302-6700

**McKinney High School**

1400 Wilson Creek Parkway  
Phone: 469-302-5700

**CRC**

County Residential Center  
4700 Community Drive

**Evans Middle School**

6998 W Eldorado  
Phone: 469-302-7100

**McKinney North High School**

2550 Wilmeth Road  
Phone: 469-302-4300

**JJAEP**

Juvenile Justice Alt Ed Program  
4690 Community Drive

**Faubion Middle School**

2000 Rollins  
Phone: 469-302-6900

**Serenity High School**

2550 Wilmeth Road  
Phone: 469-302-7830/7832

**Scott Johnson Middle School**

3400 Community Drive  
Phone: 469-302-4900

**SCHOOL HOURS**

<b>Level</b>	<b>Grade</b>	<b>Student Hours</b>
Early Childhood	Pre-K	8:00 am – 4:00 pm
Elementary School	K-5	8:00 am – 3:07 pm
Middle School	6-8	8:45 am – 3:52 pm
High School	9-12	7:30 am – 2:37 pm
Alternative Schools (DAEP, JJAEP and CRC)		7:55 am – 3:00 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 employees 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/](http://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 employees, crossing guards and any other designated temporary employee will receive an email through their McKinney ISD email account to accept or reject their letter of reasonable assurance for the upcoming school year and complete annual safe school training. 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 paperwork, the temporary employee will be separated from McKinney ISD. The separated employee may reapply but is not guaranteed future employment.

## **SEPARATION PROCESS**

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](mailto:payroll@mckinneyisd.net).
- Benefits – Any questions regarding insurance coverage (including COBRA), contact Benefits at [benefits@mckinneyisd.net](mailto: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/](http://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](mailto: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 employees 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](mailto: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](mailto: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](mailto: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](mailto:hdavidson@mckinneyisd.net)

# DUTIES AND RESPONSIBILITIES

Employee understands that selected policies, practices, and procedures are set out, including those detailing employee standards of conduct, grievance process, and sexual harassment policies of the district. Employee further understands that the employee is required to abide by all McKinney ISD policies, regulations, guidelines, and directives including but not limited to the following:

- Location of the McKinney ISD Board Policy
- Location of the McKinney ISD Handbook for Substitute or Temporary employees
- Employee Welfare Freedom from Harassment Policy and Procedures
- Employee Standards of Conduct/Notification of Arrest Procedures
- Code of Ethics and Standard Practices for Texas Educators Policy and Procedures

Under no circumstances should the employee:

- Resort to the use of corporal punishment
- Touch students
- Take pictures with or of students
- Discuss or exchange personal information with students
- Contact any currently enrolled student by using Electronic Media
- Record students either through audio or video means
- Do not use electronic communication with currently enrolled students
  - An employee shall be prohibited from using electronic communications in a manner that constitutes prohibited harassment or abuse of a District student; adversely affects the student's learning, mental health, or safety; includes threats of violence against the student; reveals confidential information about the student; or constitutes an inappropriate communication with a student, as described in the Educators' Code of Ethics
- Manufacture, distribute, dispense, possess, use or be under the influence of any of the following substances during working hours while at school or at school related activities during or outside the usual working hours:
  - Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
  - Alcohol or any alcoholic beverage
  - Any of glue, aerosol paint, or any other chemical substance for inhalation

- Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug

All current policies may be accessed at <http://pol.tasb.org/Home/Index/310>. Questions may be directed to Human Resources.

All District employees are responsible for reading and complying with the most current version of all McKinney ISD policies.

**MISD BOARD POLICIES**

The MISD Board Policy Manual is available online:

<http://pol.tasb.org/Home/Index/31>

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

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

**FNC (LEGAL) and (LOCAL)  
Student Conduct**

**Student Rights and Responsibilities –**

**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 2022-2023 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 2022-2023 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](mailto:temporary@mckinneyisd.net).

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

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**Print Legal Name**

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**Employee ID**

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**Signature**

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**Date**