

?? FREQUENTLY ASKED QUESTIONS??

2019-2020

1. When will I get my first paycheck?

Our employees are paid twice a month (15th and the last day of the month). Teachers, Elementary Counselors (10 months), Librarians, and Nurses receive their 1st paycheck on August 30, 2019. Please note, only employees hired and processed through GPISD Human Resource Services by August 15, 2019 can expect their 1st paycheck as scheduled. **Employees hired and processed after September 13th payroll will be paid according to the payroll schedule.**

2. When will my insurance go into effect?

Employees hired for the 2019-2020 school year will be eligible for TRS-ActiveCare health benefits September 1, 2019 or you may choose your actively-at-work date (the date you start work). If you choose the actively-at-work date, the full premium will be due; as premiums are not pro-rated.

For details about health plan options please view the GPISD website. Go to Departments and then click on Employee Benefits.

It is **MANDATORY** to enroll or decline coverage no later than 31 days after you begin employment. If you have any questions please contact Employee Benefits at (832) 386-1245 or (832) 386-1276.

3. When do I receive my contract?

Professional staff will receive a contract when their names are submitted for Board approval. Names are submitted for Board approval once each month beginning in April. Be assured that you do have a job and commitment from the District even if you have not initially received a contract.

Administrative Business, Clerical, Technology, Aides and Manual Trade employees do not receive contracts. You will receive a Letter of Reasonable Assurance (LORA).

4. When is my first day of work? For new teachers only:

New teachers for the 2019-2020 school years will be required to attend staff development. This includes the new teacher orientation as indicated on the appropriate Content Calendar. This is included under the Part B Information. Attendance records will be kept for all sessions as all days are mandatory. **Attending staff development on July 31st, August 1st, and 2nd are designated as mandatory days that are a “condition of employment.”** Your attendance is required as you will receive information needed for all new employees in our District.

August 5st is the first official work day for all campus teachers. Teachers’ official date of hire will be **August 5th.**

If hired after school begins, please discuss your reporting date with Human Resource Services.

5. Will I be paid for previous school district service?

Yes, you will be paid for prior **approved** school district service but you must provide your **original service** records as soon as possible. Please see forms under Part C of the hiring paper work process. You will find regular service record request forms for local district experience as well as out of state and out of country forms. Use the appropriate forms for your situation. **Until original service records are received, your salary will be calculated at the minimum salary or zero years of experience.** All out of state and country teaching experience must be evaluated by Texas Education Agency (TEA) to determine years of creditable service.

New teachers who have worked in a district as an **Instructional Aide beginning the 2004-2005 school year** under an instructional aide certificate issued by the state **may** be eligible for up to two years of service credit. Be sure to discuss this with HRS Salary Department. Bring a copy of your state issued certificate and service record.

6. Who attends Sheltered Instruction Observation Protocol (SIOP) training?

- New secondary teachers in all content areas
- All new elementary teachers
- LSSP, Diagnosticians

Do not attend:

- Librarians
- Speech Pathologists
- Counselors
- Administrators
- Clerical and Instructional Aides
- Manual Trades

Call Staff Development for questions at 832-386-1417.