

## Frequently Asked Questions

### **I have previous teaching experience. What will Cypress-Fairbanks need to assure that my salary reflects this experience?**

\* If an individual has previous experience in an accredited public or private school, an original, official service record will be required. An employee who has taught outside of Texas may obtain the proper service record forms in the Human Resources Office. Salary credit for experience earned in out-of-state institutions will not be granted until the original service records are received and verified.

### **I have attended more than one College/University. Must I provide copies of transcripts from each institution?**

\*Official transcripts from each institution attended bearing the seal of the college, signature of the registrar and showing degree conferred, if applicable, are required.

### **Do I have to have my official service records and official transcripts at the time I sign my contract?**

\*No, but you have 45 days after your first date of employment to submit these documents to the Human Resources Office. It is suggested that if you have them that you bring them. Remember, salary credit for experience earned in out-of-state institutions will not be granted until original service records are received and verified.

### **How often will I get paid?**

\*Contract employees are paid on a semi-monthly basis. Pay dates for these employees are on the 15<sup>th</sup> and the last working day of the month. Exceptions to these dates are made for holidays and weekends, which require checks to be dated early.

### **Will I be paid on a 9-month or 12-month basis?**

\*Contract employees are paid on a 12-month basis.

### **I am interested in the district's insurance plan. How do I get information?**

\* You can go to the district web site, [www.cfid.net](http://www.cfid.net) to get insurance information. This information will also be given to you at your contract signing session.

### **Is there an enrollment deadline for the insurance plan?**

All insurance enrollment must be processed through *benefitConnect* online system within **30 days of the first day of paid employment**.

### **When do my insurance benefits begin?**

\*The effective date of health coverage for employees is the first of the month following the first paid day of employment. If benefit election is not done through *benefitConnect* within the enrollment deadline period, employees will be denied a plan selection.

## **Certification – Out of State Teachers**

### **What do I need to do to become Texas Teacher Certified?**

\*There is a two-part process that needs to be completed. 1) Application 2) Fingerprinting. You will need to go onto the State web site, [www.sbec.state.tx.us](http://www.sbec.state.tx.us), and open an account. Follow the instructions for “Applications”. At the end of your application for “One Year Certificate”, you will need to request a fingerprint card or live scan authorization. If you have any questions, please call Patti Mendez at 281-897-4048.

## **Certification – Recent College Graduates**

### **What do I need to complete with my University in order to become Texas Teacher Certified?**

\*You will need to be recommended for a Standard Certificate by your University. You also need to complete the fingerprinting process with the state. Please go to State web site, [www.sbec.state.tx.us](http://www.sbec.state.tx.us) to do this.

## WHO CAN HELP YOU

<u>QUESTIONS ABOUT</u>	<u>CONTACT</u>	<u>PHONE</u>
SALARY	TIMOTHY ROCKA, Ph.D. PAM STELZER MONICA HAMLIN	281-897-4099 281-897-4058 281-897-4039
CERTIFICATIONS	PATTI MENDEZ	281-897-4048
SERVICE RECORDS TRANSCRIPTS PERSONNEL RECORDS	SUSAN GREER	281-897-4083
FAMILY MEDICAL LEAVE (FML) TEMPORARY DISABILITY	KAREN WEISER	281-897-4038
INSURANCE/ BENEFITS	JUDY DURHAM	281-897-4339
COMPUTER ACCESS LOG-IN INFORMATION E-MAIL INFORMATION	HELP DESK	281-897-HELP
STAFF DEVELOPMENT	JOANNA ORLANDO	281-517-2118