

NEW HIRE ORIENTATION TOPICS

Revised: 3/28/2024

Task	Comments
Welcome	<ul style="list-style-type: none"> Welcome to the CFISD Operations Family. Give an overview of the day
DIGITAL ONBOARDING FORMS	
Employee Information	<ul style="list-style-type: none"> On this page, employee will type the following: Employee #, Last 4 of SSN#, Month and Date of birthdate. The name will populate automatically. Employee completes the following: gender, marital status and reviews home number/cell number is correct. Ask them if they want to add another number under “cell number or home number.”
Ethnicity	<ul style="list-style-type: none"> The United States Department of Education requires all school districts to collect data on ethnicity and race for students and staff. Note: If the employee selected Hispanic/Latino under “Ethnicity”, he/she will typically select “<i>American Indian or Alaska Native which includes a person from North, South America, or Central America.</i>”
Release Information	<ul style="list-style-type: none"> The Texas Public Information Act gives the public the right to request access to government information (school districts are government entities). If the employee does not want the address, phone number, emails, or family member status to be released, he/she must indicate “withhold.” If the employee checks “release”, then his/her information will appear on the employee directory and will become open record.
CFISD Relationship	<ul style="list-style-type: none"> If the employee is related to a CFISD employee by blood or marriage – he/she must type their first and last name, relationship, and position in the district.
Emergency Contact	<ul style="list-style-type: none"> Employee gives at least one emergency contact. Include: Name of contact, relationship, and phone number.
Working Agreement	<ul style="list-style-type: none"> Next, we will review the standards of conduct that employees are expected and required to follow. There are 23 points. While all the points are important, today at orientation we are going to focus on the ones we may deal with on a regular basis. You will receive a hard copy as well as an email with a signed copy for your records. A lot of these expectations/requirements can be found under the Employee Standards of Conduct Form. <p>#1 – Do not refuse to do tasks assigned by your immediate supervisor (or person in charge of assigned projects). This includes not refusing to accept an assignment to perform your regular duties at any district location dictated by the needs of the district.</p> <p style="padding-left: 40px;"><i>Example #1: As an employee of the Operations Department, you are hired for the department and not the school. If we need you at another school, we may ask you to transfer schools without refusal.</i></p> <p style="padding-left: 40px;"><i>Example #2: If a head custodian or manager asks you to do additional duties because we are temporarily short-staffed.</i></p> <p>#3 – Do not falsify job-related records such as: (1) timesheets, (2) don’t punch in for another employee, (3) don’t begin working before punching in, (4) don’t continue working after punching out.</p>

	<p>#5 – Sleeping on the job & hiding to avoid doing assigned tasks is prohibited.</p> <p><i>Example: At night, most of the teachers and students have left and other employees are working in their respective areas. You may think, “no one is watching me. I can take a nap, or I can sit down to watch novelas.” Please don’t do it. One, you are on the clock. We are paying you to work. Two, there are cameras everywhere.</i></p> <p>#6– Failing to attend work in a reliable & regular manner.</p> <p>#9 – Stealing or theft of district or personal property.</p> <p>Example #1 – <i>We have had to investigate cases where an employee takes stuff from the classrooms thinking it is trash or that the teacher is not going to use it anymore... candies that are sitting on a bookshelf during Valentine’s Day or a Nintendo Switch that was left by a student on a cafeteria table. You will be trained on how to determine when something is trash and when it is not, but even after you are trained, you are expected to use good judgment when deciding what to throw away or not. If in question, always get with the head custodian. It is better to ask than to assume.</i></p> <p>Example #2 – <i>Taking cafeteria food from the dumpsters/trashcans or accepting cafeteria food without paying for it from the cafeteria workers or leftovers from students. You can purchase cafeteria food for your own consumption if you want.</i></p> <p>#17 – Using district time or materials to perform tasks which promote personal gain for self or others.</p> <p>Example #1: <i>soliciting – selling Avon, Mary Kay, or cookies on district property.</i></p> <p>Example #2: <i>leaving campus/work to go run an errand without clocking out.</i></p> <p>#22 – Fighting or other physical /verbal altercations is prohibited.</p>
<p>Assurance Statement</p>	<ul style="list-style-type: none"> • The employee is hired as a 230-Day Custodian. (Working 11 months out of the year). This means there are certain days he/she will be off contract. <p>Example:</p> <ul style="list-style-type: none"> (A) Thanksgiving break (B) Winter Break (C) Spring Break (D) Last week of June <ul style="list-style-type: none"> • During the days you are off contract, your employment will continue, and you will not be eligible to apply for unemployment benefits during this time. • This form also talks about that the employment at-will basis. At-will employees are free to resign at any time for any reason or for no reason; or employer may terminate their employment at any time for any reason or for no reason.
<p>SS Statement – Statement Concerning Your Employment in a Job Not Covered by Social Security</p>	<ul style="list-style-type: none"> • This job is not covered by social security. You will be deducted for TRS (Teacher Retirement System). <p>Your earnings from this job are not covered under Social Security. When you retire, or if you become disabled, you may receive a pension based on earnings from this job. If you do, and you are also entitled to a benefit from Social Security based on either your own work or the work of your husband or wife, or former husband or wife, your pension may</p>

	<p>affect the amount of the Social Security benefit you receive. Your Medicare benefits, however, will not be affected. Under the Social Security law, there are two ways your Social Security benefit amount may be affected.</p> <p>Windfall Elimination Provision</p> <p>Under the Windfall Elimination Provision, your Social Security retirement or disability benefit is figured using a modified formula when you are also entitled to a pension from a job where you did not pay Social Security tax. As a result, you will receive a lower Social Security benefit than if you were not entitled to a pension from this job. For example, if you are age 62 in 2013, the maximum monthly reduction in your Social Security benefit, as a result of this provision, is \$395.50. This amount is updated annually. This provision reduces but does not eliminate your Social Security benefit. For additional information, please refer to Social Security Publication, “Windfall Elimination Provision.”</p> <p>Government Pension Offset Provision</p> <p>Under the Government Pension Offset Provision, any Social Security spouse or widow(er) benefit to which you become entitled will be offset if you also receive a Federal, State, or local government pension based on work where you did not pay Social Security tax. The offset reduces the amount of your Social Security spouse or widow(er) benefit by two-thirds of the amount of your pension.</p> <p>For example, if you get a monthly pension of \$600 based on earnings that are not covered under Social Security, two-thirds of that amount, \$400, is used to offset your Social Security spouse or widow(er) benefit. If you are eligible for a \$500 widow(er) benefit, you will receive \$100 per month from Social Security (\$500 - \$400 = \$100). Even if your pension is high enough to totally offset your spouse or widow(er) Social Security benefit, you are still eligible for Medicare at age 65. For additional information, please refer to Social Security Publication, “Government Pension Offset.”</p> <p>For More Information</p> <p>Social Security publications and additional information, including information about exceptions to each provision, are available at www.socialsecurity.gov You may also call toll free 1-800-772-1213, or for the deaf or hard of hearing, call the TTY number 1-800-325-0778, or contact your local Social Security office. I certify that I have received Form SSA-1945 that contains information about the possible effects of the Windfall Elimination Provision and the Government Pension Offset Provision on my potential future Social Security Benefits.</p>
<p>W-4 Information</p>	<ul style="list-style-type: none"> • The W-4 Form is an IRS form employees complete to let the employer know how much money to withhold from his/her paycheck for federal taxes. • Employee must complete steps 1-5.
<p>TRS Information</p>	<ul style="list-style-type: none"> • In the School District, employees get deducted a portion of the paychecks to go into the retirement system/pension with TRS. This is a requirement; it is not optional. Beginning September 1, 2023, the rate will increase to 8.25% (Member Contribution Rate) plus, TRS – Care (retiree group health benefits) Rate = \$0.75%. • TRS will send you a form for you to review and complete. On that form TRS will ask you to list a beneficiary.

	<ul style="list-style-type: none"> On this form, you select if you have been a TRS member and have/have not withdrawn your money. The last option is if they have never been a member of TRS.
Service Credit	<ul style="list-style-type: none"> To earn salary credit for one year of service, the equivalent of a minimum of 90 full-time days of employment during the school year is required. TRS also requires the equivalent of 90 full-time days of employment to earn one year of credit toward teacher retirement.
Employee Handbook	<ul style="list-style-type: none"> All employees are required to access, read, and understand the contents of the employee handbook. You can go on the district website & search for the most updated employee handbook. Also, when you get the email with all the forms you signed, you will also get a link to the employee handbook. <p>Three topics covered in the employee handbook are the following:</p> <ol style="list-style-type: none"> Tobacco and E-Cigarettes Use/Smoking – Employees should not use tobacco, tobacco products (cigarettes, cigars, etc.) electronic cigarettes, electronic vaping devices on district premises, district vehicles nor in the presence of students at school or school-related activities. In other words, <u>smoking is prohibited</u> while at work or on premises. Alcohol & Drugs – (a) The possession, use or being under the influence of alcohol, drugs or narcotics by an employee while on district property or while working in the scope of assigned duties or while attending any district-sponsored activity is prohibited. The educator shall not be under the influence of alcohol or consume alcoholic beverages on school property or during school activities when students are present (b) If your doctor prescribes you a strong medication, you need to inform your area manager immediately. The <u>use of alcohol & drugs is prohibited</u>. Leaving Work/Campus – (a) you must get prior approval from your immediate supervisor when leaving work/campus; (b) you must clock in and out when leaving/coming back to work/campus for personal business (this includes if smoking off campus); (c) you may not leave work/campus during your 15-minute paid break; (d) you must take your 15-minute breaks and lunch break as assigned by your immediate supervisor.
ALLIANCE Information - Worker's Compensation Program	<ul style="list-style-type: none"> Your safety is important to us. We want you to go home at the end of the day, the same way you came to work. Therefore, if you have an incident or accident on the job, you must notify your head custodian/manager on duty immediately. You must go to a workers' comp doctor for treatment. You are being provided with a safety manual or a link to the safety manual.
Acknowledgment of Insurance Offering	<ul style="list-style-type: none"> The school district offers insurance benefits such as medical, dental, additional life insurance, etc. New employees have 31 days from their date of employment to enroll or to deny benefits. Please refer to the benefits booklet for rates and other details.
Payroll Information (Direct Deposit/Payroll Debit Card)	<ul style="list-style-type: none"> Employee may provide a voided check or a bank authorization letter. If employee does not provide any of the above, enroll employee for a payroll debit card. Employee will need to provide their "maiden name." Complete Account Type, Account Number, Routing Number, Name of Bank.

	<ul style="list-style-type: none"> Take a picture of the document provided & upload it.
457 Enrollment	<ul style="list-style-type: none"> The district provides the option to enroll in a voluntary/optional 457 Retirement Plan to help save money for life beyond the prime working years and to help supplement his/her TRS retirement income. The employee can either select: (1) YES, enroll me; (2) NO, do not enroll me, or (3) he/she are interested to receive more information.
Job Description	<ul style="list-style-type: none"> When you apply & when you interview, you received a copy of the job description. You will get a copy of it via email for their records. Overview of the duties are: working at night, frequent lifting, bending, cleaning of floors, restrooms, furniture cafeteria, disinfect, sweep/mop, throw trash, use chemicals, operate tools & equipment. <p>You can find a copy of the job description pertinent to your position by going to: www.cfid.net, departments, operations, operations resources, and you will find it under department training.</p>
Employee Standards of Conduct	<p>The State of Texas sets certain standards of conduct for its educators, which includes all of us in the Operations Department (All Custodians, Secretaries and Management).</p> <p>Refer to the highlighted sections on your master list to read over the following #'s:</p> <ul style="list-style-type: none"> Standard 1.9 – The educator shall not make threats of violence against school district employees, school board members, students or parents of students. Standard 2.2 – The educator shall not harm others by knowingly making false statements about a colleague or the school system. Standard 2.8 – The educator shall not intentionally or knowingly subject a colleague to sexual harassment. Standard 3.5 – The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor. Standard 3.6 – The educator shall not solicit or engage in sexual conduct or romantic relationship with a student or minor. Standard 3.8 – The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard. Standards 3.9 – The educator shall refrain from inappropriate communication with a student or minor via electronic communication such as cell phone, text messaging, email instant messaging, blogging or another social network communication.
	OPERATIONS HANDBOOK
<p>OPS HANDBOOK</p> <p><u>Important</u></p> <p><u>Note!!!!</u> – please grab the Ops handbook and review all these sections in detail.</p>	<p>Please refer to the Operations Handbook to review the following topics (in detail):</p> <ol style="list-style-type: none"> Employee Conduct Dress Code Access Badge Guidelines Personal Electronic devices – plus this...” <i>In summary, we expect employees to be at work doing their daily duties; not talking on the phone. We understand that at times emergencies arise, but when an area manager goes to schools to make a visit and sees the same employee repeatedly on the phone, they will question it and address it.</i>”

5. Performance Appraisal
6. Safety Booklet & Video
7. Reporting Child Abuse & Neglect
8. Workplace Sexual Harassment Training
9. Attendance Guidelines & Tracking
10. FMLA & Medical Leave Procedures

DISTRICT COMPLIANCE TRAINING

Modules 1-16

You can find a copy of the following topics/training at: www.cfid.net, departments, operations, operations resources, and you will find it under district compliance training.

Module #1 – Bloodborne Pathogens - are microorganisms that can live in human blood and spread disease. Viruses and bacteria are the most common and can enter the body through the mouth/nose, mucous membranes, breaks in skin, and sexual contact. Workplace Controls: Proper disposal of sharps; select and wear appropriate PPE, minimize splashing, spraying, or misting of fluids, proper decontamination of the environment, eating and drinking only in designated employee areas after thorough hand washing, proper and frequent hand washing and/or sanitizing. Hand washing remains the most effective prevention against bloodborne pathogens in the workplace.

Module #2 – Child Abuse & Neglect – refer to document for summary.

Module #3 – Family Education Rights & Privacy (FERPA) – FERPA is a federal law that protects the privacy of education records. School districts follow applicable guidelines by law. School employees must not disclose student information from educational records to others; school employees must refrain from disclosing student information known by virtue of their position.

Module #4 – Records Management – Proper management of school district records, whether in paper or electronic form, is not only a necessary part of every staff person’s job, but also a legal requirement. The Texas Local Government Act, Chapter 201, states that as a public school district employee, you have an obligation to maintain the records correctly and efficiently in your possession to comply with standards for public access, parent/student access, and for legal or audit purposes.

Module #5 – Bullying Prevention – District prohibits bullying/or retaliation against anyone involved in the complaint process involving bullying. Facts about Bullying: it is higher in rural areas/small towns, the school or school grounds are where most bullying occurs, found in all socio-economic level of students, most pervasive among older students in lower grades, some bullies have positive view of self with little anxiety, bullies are often aggressive to adults, both parents and teachers, bullying can last into adulthood if no intervention is made. Possible interventions can teach impulse control and anger management strategies to increase empathy; create an atmosphere that does not tolerate bullying.

Module #6 – Youth Suicide Awareness & Prevention – suicide is the second leading cause of death among young teens (10 – 14 years). It is the second leading cause of death among older teens, college age, and young adults (15-34 years). For many children, school is the safest setting in their lives. School personnel have a responsibility to monitor the emotional & mental well-being of their students. When you are concerning a student is at risk of suicide, you must supervise the student until either help

arrives or until you bring them to someone who can help. Refer all suicidal suspicions to counselor's office immediately and in-person.

Module #7 – McKinney-Vento Homeless Assistance Act – This is a federal law that addresses the educational needs of children and youth experiencing homelessness. Administrators, teachers, counselors, and other school staff are directly involved with children and should always employ sensitivity and understanding in conversations with homeless students.

Module #8 – Dating Violence

Module #9 – Health Emergencies: Life-Threatening Allergies

Module #10 – Human Trafficking

Module #11 – Sexual Harassment – Students

Module #12 – Trauma Informed Practices

Module #13 – Student Mental Health Awareness

Module #14 & #15 - Standard Response Protocol & Standard Reunification Training - Standard Response Protocol.

- In these modules, you will learn how to promote school safety & how to respond in a crisis.
- How to respond to a threat occurring outside the school building.
- And, what you need to do to remain out of sight from an imminent threat inside the school.
- Learn the terminology (common language) of the school to promote safety.
- You will do frequent drill practices along with everyone in the school.
- You must pay attention & follow the instructions from the schools.

Standard Reunification Method

- In this module you will learn the process of student-parent reunification when something extraordinary has happened and the students are formally reunified with their parents at a different location than their school.

Module #16 – Crossing the Lines

- This video is aimed to identify and avoid staff behaviors that may lead to inappropriate relationships with students.
- The video begins with a fictional high school teacher (Jim Purvis) correcting assignments after regular school hours when an emotional student (Cindy) walks in and wants him to close the door, giving them isolation and privacy. Then Bernice enters the scene, an unknown character who initially tries to stop him from crossing the line - Bernice has the ability to transport the teacher to the past to change the behaviors that led him to cross the line with the student, then into the future where you can see first-hand where the many consequences of crossing the line with students can lead you. The video offers a satisfying ending where the teacher gets what real-life teachers might not get: a second chance.

You can find a copy of video by going to: www.cfisd.net, departments, operations, operations resources, and you will find it under yearly forms.

Cybersecurity

- This training is required by the state of Texas for all state & local government employees.
- This course focuses on information security habits and procedures that protect information resources and teach best practices for detecting, assessing, reporting and addressing information security threats.

	OTHER IMPORTANT RESOURCES
I-9 Form	<ul style="list-style-type: none"> The purpose of the I-9 form is to verify if you are able to live & work in the United States – it is a federal government requirement for all new hires.
Network and EAC Access Guideline	<ul style="list-style-type: none"> If you want to have access to your check, you must get access to the network and the employee access center. The first time you set it up, you must contact the Customer Service Center at ISC-West. The address and phone number are listed on the form. Once you are set up with both the network and employee access, you can go to any computer to view your check, W-2 change information, etc. Every 90 days you will have to reset/change your network password.
Referral Bonus And Now Hiring Flyers	<ul style="list-style-type: none"> We are always looking for talent. The best source of recruitment is YOU (the employee). Help us spread the word about our job by sharing the “Now Hiring” flyer with friends, acquaintances, via text, Facebook, Twitter, church organizations, clubs, etc. If the employee refers someone and he/she gets hired, the employee will receive \$100 bonus. The referral must stay more than 90 days for the employee to get this money. He/she also must be employed at the time the referral bonus is paid out. <p><i>“There is no limit as to how many you can refer. The sky is the limit! We thank you in advance for helping us find talent!”</i></p>
Hourly Timesheet Dates	<ul style="list-style-type: none"> You get paid twice a month. Follow pay period dates to learn when you will get paid each time.
Operations Technical Training	<ul style="list-style-type: none"> Review the booklet
Asbestos Training	<ul style="list-style-type: none"> All new hires are required by the district to attend an Asbestos Training. In your folder, you have a letter that specifies the date, time & place of training
Yearly Forms Signature Sheet	<ul style="list-style-type: none"> Sign this certifying you received training regarding all the topics mentioned above; return it to HR Admin before you leave.