

Temporary Employee Handbook 2023 - 2024

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

SCHOOL HOURS

Level	Grade	Student Hours
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:

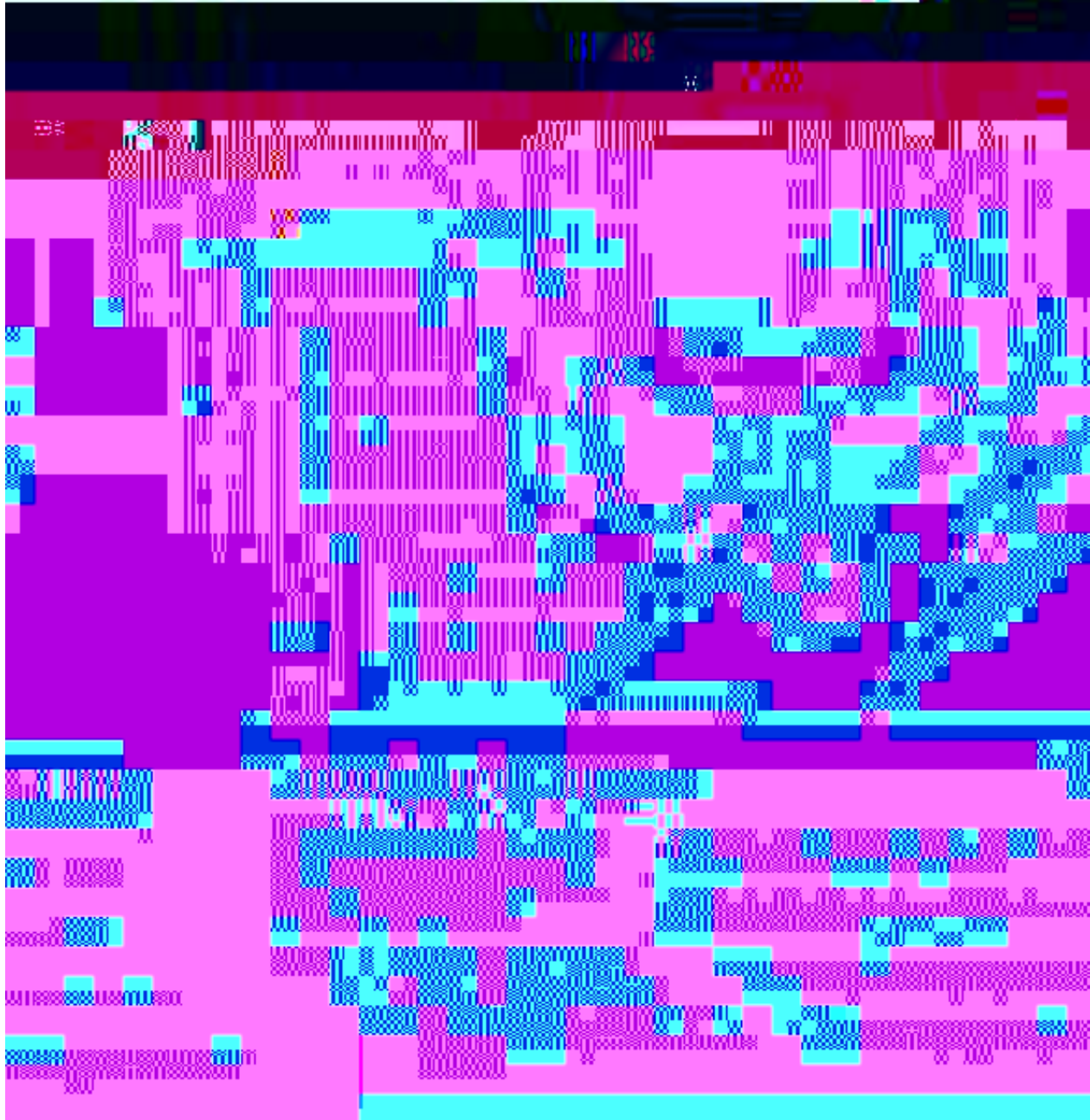
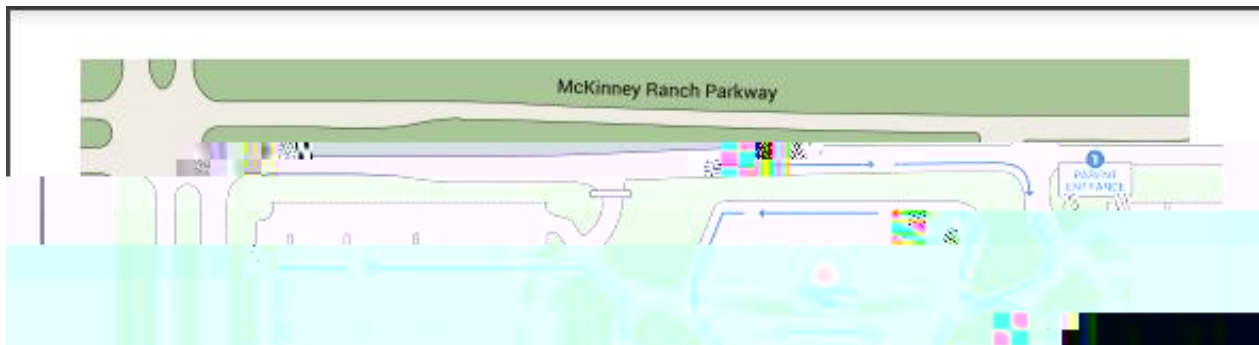
MISD Website: <https://www.mckinneyisd.net/>

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 -



EMPLOYMENT

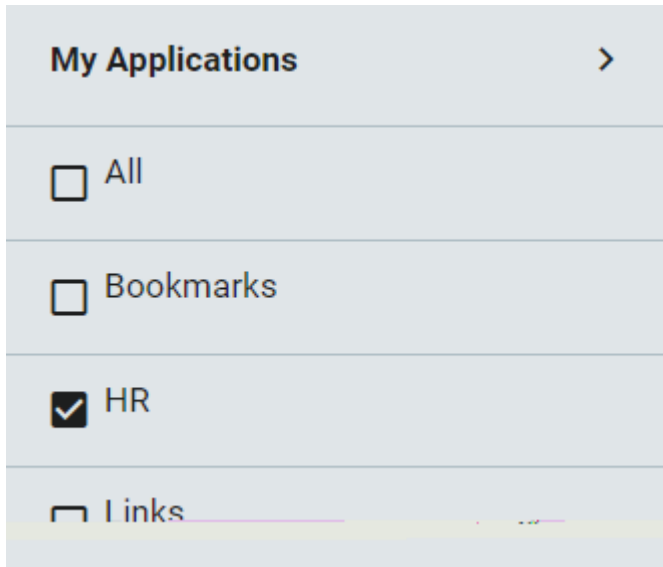
Temporary Employees are at-will employees. As an at-will employee, your employment may be terminated at any time, for any reason or for no reason as long as it is not for an unlawful reason.

EMPLOYMENT REQUIREMENTS

Temporary employment occurs according to the needs of McKinney ISD. For

TRS retirement income may be affected by becoming a temporary employee. The

- Once you have signed in choose the HR tab on the left-hand side.



- Place a check mark in the employee resignation.

4 Results



- Click on Launch



- Complete the required fields and submit.

RESIGNATION REQUEST EMPLOYEE INFORMATION

Employee
 Supervisor

Name *
 Location
 PCN
 Position Title *

Last Day to work*
 Personal email*

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 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

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).

DUTIES AND RESPONSIBILITIES

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

FNC (LEGAL) and (LOCAL)

SCHOOL SAFETY

VISITORS

All visitors are expected to enter the district facility through the

Temporary Handbook