

Amarillo Independent School District

Amarillo, Texas

2017-2018

Name

Payroll ID





Substitute Teacher

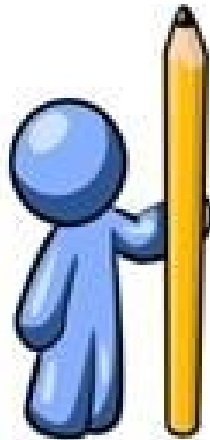
Handbook *and* Assignment Booklet

This handbook is a general guide for substitutes. The provisions of this handbook do not constitute an employment agreement/contract or a guarantee to continue employment. The provisions of this handbook may be changed at any time.

Important Numbers

AISD Human Resources Office 326-1499

AISD Substitute Office 326-1496



STAND

AISD Board of Trustees Belief Statements

We believe all students can learn given the proper motivation, time and resources.

We believe that education is the equalizer in our society and that our schools can and should provide a culture of hope for all children.

We believe students benefit when provided appropriate, distraction-free learning environments and personalized instruction.

We believe students will rise to meet high expectations and take responsibility for their own learning.

We believe all of our students should graduate from high school prepared to earn a living wage or ready to pursue a college education or additional training.

We believe decision-making should involve the use of quality data when appropriate.

We believe parents should be meaningfully involved with their child's education, and that parents and school share the responsibility to see that children have what they need to be successful in school.

We believe schools are an essential part of neighborhood communities and that the community plays a role in the education of its children.

We believe resources should be focused on the district's mission to prepare our students for life after high school.

We believe classroom lessons that authentically engage students will result in high levels of student learning.

Important Changes still in effect for 2017-2018

Substitute Limits on Days Worked per Month:

AISD subs will be limited to less than or equal to (≤) 16 days per month (*excluding Pre-Assigned Subs*). Even subs serving in a Long Term Position will be limited to ≤16 days per month. It is the responsibility of each sub to limit their work days to ≤16 days per month. If in any month a sub exceeds this limit, there may be adverse action to their employment with AISD.

Correct and Approve Timesheets

In order to be paid, each sub must correct and approve their timesheet each month, no later than the 3rd business day of the next month.

Substitute Clock-in and Clock-out:

Each sub in AISD is required to clock-in at the start of each school day and clock-out at the end of each day, using the AISD Fingerprint Reader System. **AISD subs will not be paid** unless they have successfully clocked in and clocked out each day. Upon hire, each sub will record their fingerprints in the AISD Payroll office (Room 218 in the ESC).

Long Term Subs

All subs including Long Term Subs are limited to ≤16 days per month (*excluding Pre-Assigned subs*). Therefore, campuses must have a 'sub for a sub' on any LT assignment that is more than 16 days per month. Prior to the first day of the assignment, the campus principal or secretary will meet with each LT sub individually and document work days and non-work days by calendar month; ensuring that no LT Sub will work more than 16 days per month. Once a sub has accepted a LT position, it is the responsibility of the LT Sub to cancel all future jobs that interfere with the accepted LT position.

Substitute Emails

All AISD subs are required to have an email address on file in PeopleSoft and in AESOP (Absence Management). If you need help setting up an email account, please contact the Human Resources office.

Application Requirements

Each applicant for substitute teaching must have the following items recorded in their online application profile:

- A. Completed application.
- B. Uploaded official transcript(s) showing the total semester hours and any degree conferred.
- C. Uploaded copy of any teaching certificate the applicant holds.

An email interview invitation will be sent approximately one week after the application and appropriate paperwork has been received by the Human Resources Office. Once the decision to hire has been made, the applicant moves to 'Candidate' status and is invited to attend a Sub Orientation meeting.

Onboarding Requirements

Upon hire each Substitute candidate must complete the onboarding process, which includes:

- A. All new hire candidates will receive a series of emails within 48-72 hours after the New Sub Orientation.
 - 1. Completed W-4.
 - 2. Signed At-Will letter (Letter or Reasonable Assurance).
 - 3. Completed I-9 (Authorization to work).
 - 4. All other appropriate onboarding paperwork.
- B. Copy of 2 forms of ID (typically Driver's License and Social Security Card).
- C. New Sub Orientation Information Sheet.
- D. New hire candidates must complete all portions of the online onboarding process within 2 weeks or the offer of employment will be rescinded.

Assignment Procedures

Amarillo ISD uses the *ABSENCE MANAGEMENT* (Formally AESOP) automated system for assignment of substitutes to various campuses.

- A. All teachers are required to call in and report an absence indicating their name, campus, assignment, and time of workday.
- B. Every substitute eligible for assignments may select schools where they wish to work prior to accessing the system. The substitute office can be called for instructions at 806-326-1496.

The *ABSENCE MANAGEMENT* system will call substitutes based on personal selection.

- A. The calling times for the *ABSENCE MANAGEMENT* system are: 5:30 PM and ending at 9:30 PM Sunday through Thursday. Calling resumes at 5:30 AM; ending at 12:30 PM. Monday through Friday morning.
- B. Substitutes may call in to hear an absence and have the option of accepting or rejecting that absence. Substitutes should record the job number, teacher's name, school, and if the job was half or full day.
- C. Substitutes must clock-in and clock out at each campus using the AISD Fingerprint system.
- D. Assignments at the campus level may be changed due to campus need and/or principal discretion.

If, after the substitute has accepted an assignment and an emergency arises, the substitute must call the campus before 7:30 a.m. and cancel the job. After 7:30 a.m. substitutes cannot cancel the job. They will need to call the Substitute Office at 326-1496 or the campus to cancel the job for them.

All subs are required to work at least 6 full days (12 half days) per semester in order to stay active in the AISD *ABSENCE MANAGEMENT* (AESOP) system.

Duty Hours

Beginning in the 2017-2018 school year, all high school campuses will begin their day at 8:20 and end at 4:00. Middle School campuses will begin at 8:00 and end at 3:40. Elementary campuses are divided into A-campuses

and B campuses. A campuses will begin at 7:55 and end at 3:15 and B campuses will begin at 7:50 and end at 3:10. **Each schools start and end times are listed at the end of this handbook.** The substitute teacher is expected to serve the same hours as the regular teacher unless called late or excused by the principal. In addition, you will be expected to stand in if the teacher has before and/or after school duty assignments. All Subs are required to take a 30 minute duty free lunch each day. A typical Full Day assignment is from 7:45 AM to 4:00 PM. Typical half day AM—7:45 AM to 12:00-ish. Typical half Day PM—12:00-ish to 4:00 PM.

Tutorials

Subs are required to attend tutorial time, if tutorials are within the sub's duty hours, and if requested by the campus or in the lesson plans. Subs are not required to attend tutorials if the time falls outside the sub's duty hours.

Substitute Exclusions

On occasion, a principal may request that a substitute be excluded from their campus. Each principal, or designee, is required to meet with the sub that is being excluded. If the outcome of the meeting is to exclude the sub, an online Substitute Exclusion Request must be completed by the principal or designee. At that time, a meeting with the excluded substitute will be scheduled with Mrs. Johnston in the HR office.

Pay Procedures

The daily rate of pay and long-term pay are established each year by the Board of School Trustees. Substitutes will be paid for days worked in the prior month. All pay is deposited to the substitute's bank account on the 15th of each month.

The following guidelines will be used to determine the appropriate rate of pay for substitutes:

- A. A substitute teacher who works more than four hours of a teacher’s assigned duties MAY be allowed pay for a full day.
- B. A substitute who works four hours or less of a teacher’s assigned duties will be allowed pay for a half day.
- C. If the campus secretary asks a sub to work a Full Day job with only a 30 minute lunch break (worked all conference/PLC periods/off periods) the sub will earn \$11 extra.
- D. No deduction will be made for teacher retirement system (TRS). However, if a substitute has worked 90 days in a school year, the substitute may purchase a year of teacher retirement credit.
- E. A deduction will be made for federal income taxes.
- F. Substitutes will pay into TIAA-CREF (457). For questions about withdrawal of these funds, please call 1-800-842-2250.
- G. Substitutes who fail to clock-in or clock-out, or correct and approve their timesheets may experience adverse action to their employment with AISD.
- H. For rates of pay, please see the Substitute Teacher Pay Scale on the next page.

SUBSTITUTE TEACHER PAY SCALE

	Days 1-13	Day 14	Day 15	Day 16	Day 17+	Friday Pay
Minimum of 45 College hours	\$77.00/day	+\$25.00	+\$25.00	+\$50.00	Not Available	+\$5.00
Minimum Bachelor’s Degree	\$82.00/day	+\$25.00	+\$25.00	+\$50.00	Not Available	+\$5.00

	Days 1-16	Day 17+ <i>Day(s) 17+ must be in the following calendar month</i>	Friday Pay
Minimum of 45 college hours	See Above	\$112.00	+\$5.00
Minimum Bachelor's Degree	See Above	\$127.00	+\$5.00
Degreed <i>and</i> Certified	See Above	\$152.00	+\$5.00

	Days 1-16
Counselor	\$117.00
Diagnostician	\$167.00
Nurse (RN)	\$117.00
Music Therapist	\$197.00
Speech Therapist	-----
Certified	\$192.00
Fully Licensed	\$217.00
Fully Licensed with CCC	\$242.00

Responsibilities of the Substitute

To keep students productively engaged in learning during the absence of the classroom teacher, substitutes must thoroughly understand and execute not only emergency lesson plans, but also effective management techniques and strategies.

Listed below are some general guidelines that you, as a substitute teacher, will want to consider as you provide a positive classroom climate in which students can learn to interact and have fun in the process. Under no circumstances are you to discuss any topic not related to the teacher's lesson plans or the district curriculum.

Before Class

Arrive Early

Check in with the secretary or principal to receive your instructions for the day. **You must clock-in as you begin work for the day.** Check the teacher's mailbox.

Review information left by the teacher

Review the teacher's lesson plans, materials, duty schedule, and sub folder roster. Deviation from the teacher's lesson plans is strongly discouraged. All teachers in our district should have a substitute folder which includes many of these important bits of information. Make sure you know of any adjustments to the normal routine, i.e., is there an assembly, field trip?

Ask Questions

Ask questions of the administrative staff, teachers, and support staff. It is better to ask before you act if you are unsure.

Be Prepared

An effective substitute teacher knows the importance of pre-class preparation. Know the lesson plans and be ready to teach. If plans are sketchy, look to your own resources or a neighboring teacher.

Have Materials Ready

Have seating charts, books, equipment, materials, and supplies available and accessible. Avoid wasting time after class begins searching for materials.

As Class Begins

Stand near or at the classroom door

As students are entering the room, position yourself at or near the door so that you can be visible from both the hallway and the classroom.

Be Visible, Accessible, Friendly, Calm, Courteous, and Consistent

Acknowledge students with a smile and a friendly greeting as they enter the room. Remember, you are a caring substitute teacher and not a drill sergeant with a group of recruits. Some students seeing a substitute may begin making requests or demands to leave for a variety of reasons. Calmly, courteously, yet firmly say 'No'.

Walk purposefully into the room

Don't linger at the door. Walk into the classroom and begin class immediately.

If students are standing after the bell rings, stand in the front of the room and ask students to be seated. Don't yell. After you have asked everyone to be seated, stand quietly for a few seconds to allow students the time to follow through with your request. Greet the entire class with a friendly good morning. Don't forget to smile. Write your name on the board and introduce yourself. If your name is hard to pronounce, say it twice. This is now the time to communicate your expectations of student behavior.

Give the lesson objective

Look excited. Show students that you are happy to be with them. Take a few minutes to give students the lesson objectives. It is best to write these on the board. As you review the objectives, be clear and concise. Make sure students know what they are

expected to do, and how to complete the tasks assigned to them. Clearly communicate what students are expected to do when they are finished with the objective for the day.

Keeping Students on Task

Assist students as they work

As the students work individually or in small groups go from student-to-student or from group-to-group to assist. Don't sit behind the teacher's desk and read or use your phone. Constant movement throughout the classroom consistently prevents discipline problems from occurring.

The acceptable noise level varies with the type of class. Physical Education, Language Arts, Math, and Band all have differing levels of noise which are appropriate.

As the Lesson Ends

Summarize

Summarize the key points of the lesson

Give homework assigned by the teacher

Give the homework assignment, if any, and review instructions. Make sure students know the due date of the assignment.

Have students do minor housekeeping

In an orderly fashion have all students return materials to the proper place. Be specific when giving directions to students to accomplish these tasks.

At the End of the Day

Write a quick note

Jot down a brief summary of your work. In your summary, comment on how well the students worked and cooperated with you and each other. Please list lesson activities that you did or didn't finish. Always end your summary with a positive note. Neatly leave all materials and activities on the teacher's desk.

Check-out through the office

Always end the day by checking-out through the office. See if the secretary needs your help with anything before you leave for the day. Make sure you leave feedback. You may leave feedback in writing in the classroom or in AESOP (only principals see this feedback, the teacher does not see feedback left in AESOP).

You must clock-out as you finish the day.

Miscellaneous Responsibilities

Release of Students—Students should never be released from class during school hours without office permission.

Injury or Illness—Personal injury to pupil or teacher should be reported to the principal's office immediately. Students appearing to be ill should be sent to the school nurse or the front office. The substitute must never give students medicine of any kind. Students taking medication will be handled through the school nurse or the principal. Check the lesson plans carefully for information regarding students with medical needs and how to handle them appropriately.

Collection of Money—Money and/or documentation collected should be deposited with the school secretary before leaving for the day.

Hall Passes—Students are expected to be in class at all times. Hall passes should be used whenever it is necessary to send students to any other area. Please indicate date, time, reason, and location.

Classroom Management Tips

It is essential that the substitute teacher maintains a classroom environment that is conducive to learning. Any student who is unwilling to cooperate and who repeatedly infringes on the rights of others by disturbing the class should be disciplined according to the AISD Student Code of Conduct. If assistance is needed, the substitute should feel free to consult the administration. **Hands off is the only policy...it is never permitted to restrain or physically touch students for disciplinary purposes.**

Here are some basic tips taken from Madeline Hunter

Use the student's name in a productive way.

'The Look'—Use eye contact and hand gestures to indicate disapproval of a behavior.

Proximity control—the closer students are to an authority figure, the more obedient they are.

Private reminders—Move toward the disruptive student and signal them of the improper behavior.

Remember, an unknown consequence can create more fear than the known. It is okay to say that you will handle this later because the student will know something will happen. The other students will know it will happen, and this gives time for the student to re-focus on the current task. Plus, you have time to think about the proper response. It is always most appropriate to give a thoughtful response instead of an emotional one.

Record a private note of the behavior and the student's name. This gives you and the regular teacher a record of the disruptive behavior.

Private conference—Ask the disruptive student to step outside the door, while still being able to monitor the classroom fully. Be very cautious about leaving the classroom unattended while visiting with students in the hallway. Talk with the student about the disruption. Work on only one behavior. Be ready to state what the appropriate behavior should be. A "critical sandwich" format can be used here. State something positive that you have noted about the student. After that, address the negative behavior and follow this with positive reinforcement.

Be consistent—Follow through and be fair

Set limits—explain to students why they cannot do something. The students need to know right away that they must follow the rules.

Give praise—When a student does something well, let them know.

Be kind, but firm—Make allowances for mistakes and use these teaching tools to improve behavior.

Give respect—you'll almost always get it back.

Important Professional Information

Professional Ethics

At all times maintain a professional attitude about your work. As substitute teacher is expected to observe the same ethical codes as a regular teacher. Substitutes are professional educators. Your attitude and professionalism will have a great deal to do with your acceptance by the faculty and more importantly the students. You should use extreme caution in expressing personal views or opinions about what you see in the classrooms and the schools in which you teach. Under no circumstances should a substitute criticize a regular teacher in the presence of other teachers or students. A substitute should not compare one school, staff, or staff member to another. Adaptability to each unique situation is a necessary characteristic of the substitute. Any information about the students must be treated as confidential.

Drug-free, Weapon-Free School

Amarillo ISD supports a drug-free, weapon-free environment for both employees and students. Drugs or weapons of any kind are not allowed at any campus. This includes the buildings, grounds, and parking lots.

Emergency Procedures

Building principals and supervisors should instruct their staff on emergency procedures. First-aid instructions are posted in each school's office or health room. In case of an emergency, the principal or supervisor should be notified immediately. Emergency drills occur regularly at all campuses.

Sexual Harassment

Employees are prohibited from engaging in conduct which constitutes sexual harassment. Board policy DHC (LOCAL) defines sexual harassment and explains situations in which certain conduct constitutes sexual harassment. Any employee who feels they are being subjected to any form of sexual harassment should immediately bring the matter to the attention of the principal or immediate supervisor, in accordance with the District's grievance policy.

Smoking

Amarillo ISD is a smoke-free district. Board policy states that, "Smoking or the use of any tobacco product is prohibited at all times within all district buildings, on district property, and at all school functions."

Dress

There is no specific attire that is required other than the general guidelines that one should maintain a well-groomed and appropriate appearance. Look professional...we are the only professionals some of our students will ever see.

Contacting the Regular Teacher

It is in the best interest of the students and the substitute for the substitute to keep in close contact with the regular teacher. If the assignment is for more than one day, the substitute may contact the principal concerning the advisability of calling the regular teacher.

Long-term Assignments

When the assignment is for a long-term period, the substitute will take the responsibility for instructional planning, making appropriate assignments, grading papers, keeping records, and taking over all special duties of the regular teacher. The substitute should attend all faculty meetings and assume other extra duties of the regular teacher. With these added duties and responsibilities, comes an increase in pay.

Staff Development/Orientation

All substitute teachers are required to attend at least one orientation session each year. AISD offers up to 6 Substitute Staff Development sessions each year. It is highly encouraged to attend at least one.

CPS Reporting

Every substitute in AISD is required to watch a video over how to identify signs of abuse and/or neglect and how to appropriately report these behaviors. This link is sent in the new hire email chain.

Activating your AISD Computer Account

1. Go to any AISD computer and log on using the following credentials.
 - a. Your username is your LEGAL First name followed by your employee ID# with no leading zeros.
 - i. Example (Kameron12345)
 - b. Your password is your date of birth in the format YYYYMMDD
 - i. Example (19650125)

2. You will be prompted to change your password the first time you log in. Please do so at that time. Your new password must be at least 6 characters long
3. Once logged in you must approve two policies before proceeding.
 - a. AISD's Acceptable use policy
 - b. AISD's Acknowledgement of Employment policies
 - c. After you have read all of the information please enter your last name and the last 4 digits of your Social Security Number. Your Employee ID number will be auto-filled in for you. Click on the 'I Agree' button.
4. You must agree to both of these policies in order for you to have access to the AISD network or any AISD computer. Failure to do so will inactivate your computer privileges.

How to Approve and/or Correct your Timesheet

Approval is REQUIRED each month. You must approve your time before the 3rd work day of the next month. (i.e. approve January's time no later than the 3rd work day of February)

1. From the AISD website, click STAFF (upper right hand side)>click on Peoplesoft>then log in.



2. Once logged into Peoplesoft, click Main Menu



3. Click on AISD – For Employees>Self Service Home>Current Timesheet. (you may also view your paycheck from here)



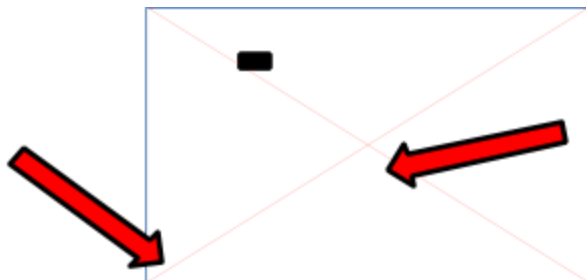
4. You will then see your monthly timesheet. You must take action on this page.
 - a. If all days and hours are correct, click on [Approve](#) at the bottom of the page. You are done!
 - b. If there is an error (too many or too few hours) or a Check Mark in any column, you must correct your time.

5. To correct your time, click on Clock Ins/Outs
6. The date you are correcting will open in a Detail Timesheet.



7. To add a clock in or clock out, click on the **+** in the last column.

8. Enter the date and time in the following format—
 - a. MM/DD/YY 8:00AM (*i.e. 12/15/14 3:45PM...please note the space between the date and time*)



9. Click on Save.
10. Repeat for each error and/or mismatched date.

If you have any questions, please visit with a campus secretary, then contact Payroll, Angie or me at 806-326-1496.

TRS and Substitute Teaching Acknowledgement

TRS rules concerning retirees and subbing changed substantially in 2012. This change affects anyone who retired from TRS after August 31, 2005. In order to protect TRS retirees from the possibility of losing their annuity payment, please be advised of the following TRS rules.

Please remember that even though TRS states a retiree/sub may work an unlimited number of days AISD has limited all subs to 16 days or less each month.

1. A TRS retiree may work:
 - a. As a substitute* without any limit on the number of days.
 - b. as much as ½ time, each month
 - c. in a combination of substitute and ½ time, provided the total number of days worked in each calendar month does not exceed ½ the number of work days in that calendar month
 - d. In full-time employment after a 12 full, consecutive calendar month break from service after the date of retirement.

*a retiree cannot be considered as a substitute when serving in a vacant position.

Remember-when combining ½ time and substitute work in the same calendar month, the number of hours you work does not matter; you are limited only by the number of days you can work when you combine the two. (1 minute of work is the same as 8 hours of work)

TRS retirees who combine substituting and any other type of employment with any TRS covered employer (i.e. consulting, tutoring, refereeing, proctoring tests, working athletic contests) are at risk of losing their annuity payment. As well as the TRS covered employer would be subject to substantial surcharges (on average \$1200).

For clarification on TRS Rules regarding employment after retirement, please visit the TRS website and read the Employment after Retirement document. This document is available at the following website:

http://www.trs.state.tx.us/benefits/documents/employment_after_retirement.pdf

August 2017

August 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Correct and Approve August Timesheet	2 Correct and Approve Timesheet	3	4	5
6	7	8	9	10	11 Sub Orientation 10:00 AM Boardroom	12
13	14	15	16	17	18	19
20	21	22 Sub Orientation 3:00 PM	23	24 Sub Orientation 3:00PM	25	26
27	28	29	30	31	Notes:	

September 2017

September 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				31 Correct and Approve August Timesheet	1 Correct and Approve August Timesheet Sub Orientation 9:00 AM Boardroom	2
3	4 Holiday School Closed	5	6 Mega Sub Interviews Boardroom	7	8	9
10	11	12	13	14	15 Sub Orientation 9:00 AM Boardroom	16
17	18	19	20	21	23 ²	23
24	25	26 Sub Interviews 4:00 Boardroom	27	28	29 Sub Orientation 9:00 AM Boardroom	30

October 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Correct and Approve September Timesheet	3 Correct and Approve September Timesheet	4	5	6	7
8	9 Holiday School Closed	10	11 Sub. Interviews 4:00 PM Boardroom	12	13	14
15	16	17	18	19	20	21
22	23	24	25 Sub Interviews 4:00 Boardroom	26	27 Sub Orientation 9:00 AM Room 312	28
29	30	31				

Notes:

November 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31 Correct and Approve October Timesheet	1 Correct and Approve October Timesheet	2	3	4
5	6	7	8 Sub Interviews 4:00 Boardroom	9	10	11
12	13	14	15 Sub Interviews 4:00 Boardroom	16	17 Sub Orientation 9:00 AM Boardroom	18
19	20	21	22 Holiday School Closed	23 Holiday School Closed	24 Holiday School Closed	25
26	27	28	29	30	Notes:	

December 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				30 Correct and Approve November Timesheet	1 Correct and Approve November Timesheet	2
3	4	5 Sub Interviews 4:00 Boardroom	6	7	8	9
10	11	12	13 Sub Interviews 4:00 Boardroom	14	15 Sub Orientation 9:00 AM Boardroom	16
17	18	19	20	21 Correct and Approve December Timesheet	22 Correct and Approve December Timesheet Student Early Release All subs AM jobs ONLY	23
24	25 Christmas Holiday School Closed	26 Christmas Holiday School Closed	27 Christmas Holiday School Closed	28 Christmas Holiday School Closed	29 Christmas Holiday School Closed	30

January 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1 Christmas Holiday School Closed	2 Christmas Holiday School Closed	3 Christmas Holiday School Closed	4 Christmas Holiday School Closed	5 Christmas Holiday School Closed	6
7	8	9	10	11	12	13
14	15 Holiday School Closed	16	17	18	19	20
21	22	23	24 Sub Interviews 4:00 Boardroom	25	26 Sub Orientation 9:00 AM Boardroom	27
28	29	30	31	Notes:		

February 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			31 Correct and Approve January Timesheet	1 Correct and Approve January Timesheet	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21 Sub Interviews 4:00 Boardroom	22	23 Sub Orientation 9:00 AM Boardroom	24
25	26	27	28	Notes:		
March 2018						

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			28 Correct and Approve February Timesheet	1 Correct and Approve February Timesheet	2	3
4	5	6	7	8	9	10
11	12 Spring Break School Closed	13 Spring Break School Closed	14 Spring Break School Closed	15 Spring Break School Closed	16 Spring Break School Closed	17
18	19	20	21 Sub Interviews 4:00 PM Boardroom	22	23 Sub Orientation 9:00 AM Boardroom	24
25	26	27	28	29	30 Holiday	31

April 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Correct and Approve March Timesheet	3 Correct and Approve March Timesheet	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27 Sub Orientation 9:00 AM Boardroom	28
29	30	Notes:				
May 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat

		1 Correct and Approve April Timesheet	2 Correct and Approve April Timesheet	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 Correct and Approve April Timesheet	31 Correct and Approve April Timesheet Snow Day If no snow day is used No School	Notes:	
June 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat

					1 Snow Day If no snow day is used No School	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	18	20	21	22	23
24	25	26	27	28	20	30

Important Contact Information

Substitute Office

Angie Sandoval: 806-326-1496
angie.sandoval@amaisd.org

Camillia Johnston: 806-326-1496
camillia.johnston@amaisd.org

Office Hours: 7:30 am – 4:30 pm

If you cannot get through and need immediate assistance call:

AISD HR Department: 806-326-1499

Office Hours: 8:00 am – 5:00 pm



Alternative Plan to Social Security

This new mandatory plan is for employees not actively participating in the TRS contribution such as substitute teachers, non-TRS eligible employees, and part-time employees. This new mandatory plan *does not apply* to Full-Time employees who are actively participating in the TRS contribution.

As a substitute teacher, non-TRS eligible employee, or part-time employee of Amarillo Independent School District, we'd like to let you know that a 457(b) contract with TIAA-CREF has been established for you through our Alternative Plan to Social Security. Under the Social Security Alternative Plan, about the same amount that was previously taken out of your paycheck to pay your Social Security taxes will be contributed to a 457(b) plan with TIAA-CREF. A 457(b) is a tax-deferred way to invest for retirement using both fixed and variable annuities. We think the following information will be very helpful in addressing the questions you may have about the Alternative Plan to Social Security and TIAA-CREF. If you have questions please call David Joza at 326-1304 or e-mail him at david.joza@amaisd.org.

How does the Alternative Plan work?

As a participant, 7.5% of your pretax salary is contributed to the Alternative Plan. Your plan contributions are invested in the 457(b), offering fixed and variable annuity options. Your contributions are tax-deferred from your paycheck through AISD's payroll system before they show up in your salary. That lets you save on taxes now, while putting aside additional money for your future. Your contributions and earnings grow untaxed until your benefits begin.

What legal requirements must be met to offer the Alternative Plan?

The Alternative Plan is a tax-deferred annuity plan that conforms to the requirements of Internal Revenue Code Section 3121(b)(7)(F) and is funded with a 457(b) contract. According to Section 3121(b)(7)(F) of the Internal Revenue Code, the full Social Security tax applies to state and local employees unless they are members of a government retirement system providing benefits comparable to Social Security retirement benefits. That's

What happens if I'm already receiving Social Security benefits?

Contributing to the Alternative Plan will not affect the monthly Social Security benefit you are already receiving.

How will my take-home pay be affected?

As the example below illustrates, there will be little difference in your take-home pay.

	Social Security	SS Alternative Plan
Gross Earnings	\$1,000.00	\$1,000.00
7.5% contribution (Alternative Plan)	0.00	75.00
Taxable Income	1,000.00	925.00
Less 15% income tax*	150.00	138.75
Less 6.2% Social Security withholding	62.00	0.00
Less 1.45% Medicare withholding	14.50	14.50
Net Take-Home Pay	\$773.50	\$771.75
*Assumes 15% federal income tax bracket.		

Income taxes are not withheld from my paycheck, so how does the plan benefit me?

Even though you may not be subject to federal income tax withholding, you are subject to Social Security withholding on all amounts you earn unless you participate in the Alternative Plan.

How many earnings credits do I receive for Social Security purposes?

Although you don't receive earnings credits while you're in the Alternative Plan, you retain all of the earnings credits (and Social Security benefits) you accumulated prior to joining the Alternative Plan.

How are my contributions invested?

Your plan contributions are automatically allocated to the TIAA Traditional Account unless you change this allocation. **You can easily change this allocation by calling TIAA-CREF's Automated Telephone Service (ATS) toll free at 800 842-2252.** And you can use ATS to transfer your 457(b) accumulation among the guaranteed TIAA Traditional Annuity, the TIAA Real Estate variable annuity account, and the other eight CREF accounts. (Transfers out of the Real Estate Account are limited to once per calendar quarter.) ATS is available 24 hours a day, 7 days a week. There are no charges for allocation changes or transfers. If you call from a rotary phone or if you need personal assistance, TIAA-CREF representatives are available weekdays from 8:00 a.m. to 11 p.m. and weekends from 9:00 a.m. to 6:00 p.m. ET.

Your contributions are also immediately vested – that is, your benefits belong to you from the first day you participate in the Alternative Plan.

Are there any sales charges?

No. There are no expense or sales charges deducted from contributions, so that more of each participant's dollars are working to build retirement savings.

What happens if I become a full-time employee?

You will be reinstated in the Teacher Retirement System Plan. Other retirement plan options also apply depending on your eligible employee class.

What happens when I stop working?

Your benefits are yours to keep even if you leave your current employer. If you change jobs, you take your benefits with you. If you go to another employer where 457(b)s are not available, you can leave your accumulations where they are until your benefits begin. Your accumulation will continue to grow based on your investment selection among the TIAA and CREF accounts.

Are there any restrictions on withdrawals?

Your plan imposes a few restrictions on withdrawal of accumulations that you should be aware of. If you want to take a cash withdrawal or start receiving income, you may do so only under the following conditions: separation from service, disability, or death. Federal and state income taxes will be payable on amounts withdrawn from your account.

What benefits will my beneficiaries receive?

Participants' TIAA-CREF accumulations provide a death benefit. The full accumulation of a participant who dies before beginning to receive annuity benefits is payable to the participant's named beneficiary.

This full accumulation represents all contributions and investment earnings. Your estate will receive the accumulation if you do not complete a beneficiary designation form.

Who is TIAA-CREF?

TIAA-CREF is a nonprofit organization providing a pension system for people in education and research. The TIAA-CREF system offers the diversification, earnings potential, and balance that most people need and want from their retirement savings. They fund retirement benefits for more than 2 million people currently working at colleges, universities, and research institutions. And they are paying lifetime annuity income to more than

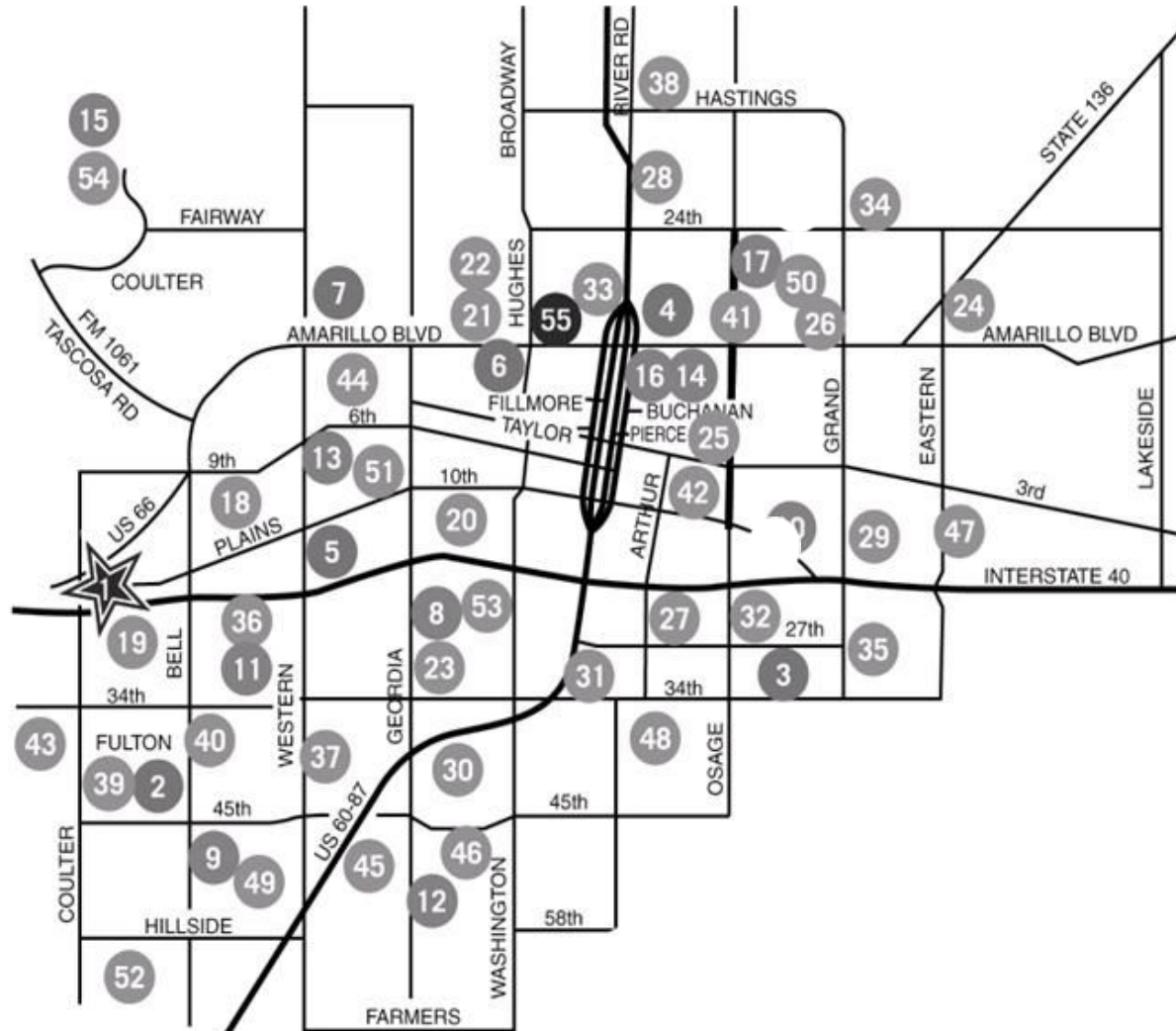
300,000 retired persons. To learn more about TIAA-CREF and how you may access your account online, visit their website at www.tiaa-cref.org. TIAA-CREF offers an array of special services throughout each phase of your career – as well as during your retirement. Consultants are available to answer your questions about the 457(b) and other savings possibilities.

- Each quarter you will receive a report providing you with an update on your accumulations.
- Periodically you will receive publications providing you with information on various issues.
- A toll-free telephone network.

Automated Telephone Service	800 842-2252
Telephone Counseling Center	800 842-2776
Life Insurance Planning Unit	800 223-1200
Text Telephone (TTY)	800 842-2755

(for hearing or speech-impaired participants)

TIAA-CREF INDIVIDUAL AND INSTITUTIONAL SERVICES, INC. AND TEACHERS PERSONAL INVESTORS SERVICES DISTRIBUTE SECURITIES PRODUCTS. FOR MORE COMPLETE INFORMATION PLEASE CALL 800-842-2733, EXT 5509 FOR PROSPECTUSES. READ THEM CAREFULLY BEFORE YOU INVEST. TIAA (TEACHERS INSURANCE AND ANNUITY ASSOCIATION) NEW YORK, NY AND TIAA-CREF LIFE INSURANCE CO. NEWYORK, NY ISSUE INSURANCE AND ANNUITIES. TIAA TRUST COMPANY, FSB PROVIDES TRUST SERVICES. INVESTMENT PRODUCTS ARE NOT FDIC INSURED AND MAY LOSE VALUE AND ARE NOT BANK GUARANTEED. TEACHERS INSURANCE AND ANNUITY ASSOCIATION - COLLEGE RETIREMENT EQUITIES FUND (TIAA-CREF) NEW YORK, NY.



#	Campus	Address	Phone	Hours	#	Campus	Address	Phone	Hours
1	Education Support Center	7200 I-40 West	326-1001	7:30-5:00	29	Humphrey's Highland	1301 S. Dallas	326-4551	7:50-3:10
2	Amarillo High School	4225 Danbury	326-2001	8:20-4:00	30	Lamar ES	3800 S. Lipscomb	326-4601	7:50-3:10
3	Caprock High School	3001 E. 34 th	326-2201	8:20-4:00	31	Landergin ES	3209 S. Taylor	326-4651	7:50-3:10
4	Palo Duro High School	1400 N. Grant	326-2401	8:20-4:00	32	Lawndale ES	2215 S. Bivins	326-4701	7:50-3:10
5	Tascosa High School	3921 Westlawn	326-2601	8:20-4:00	33	Lee ES	119 NE 15 th	326-4751	7:55-3:15
6	North Heights Alternative	607 N. Hughes	326-2851	8:20-4:00	34	Mesa Verde ES	4011 Beaver	326-4801	7:55-3:15
7	AACAL	1100 N. Forest	326-2801	8:20-4:00	35	Oak Dale ES	2711 S. Hill	326-4851	7:55-3:15
8	Austin MS	1808 Wimberly	326-3001	8:00-3:40	36	Olsen Park ES	2409 Anna	326-4901	7:50-3:10
9	Bonham MS	5600 SW 49 th	326-3101	8:00-3:40	37	Paramount Terrace ES	3906 Cougar Dr.	326-4951	7:55-3:15
10	Bowie MS	2901 Tee Anchor Blvd	326-3201	8:00-3:40	38	Pleasant Valley ES	4413 River Dr	326-5001	7:50-3:10
11	Crockett MS	4720 Floyd	326-3301	8:00-3:40	39	Puckett ES	6700 Oakhurst	326-5051	7:55-3:15
12	Fannin MS	4623 S. Rusk	326-3501	8:00-3:40	40	Ridgecrest ES	5306 W. 37 th	326-5101	7:50-3:10
13	Houston MS	815 Independence	326-3601	8:00-3:40	41	Rogers ES	920 N. Mirror	326-5151	7:50-3:10
14	Johnny Allen 6 th Grade	700 N. Lincoln	326-3771	8:00-3:40	42	Sanborn ES	700 S. Roberts	326-5251	7:50-3:10
15	Lorenzo De Zavala MS	2801 N. Coulter	326-3401	8:00-3:40	43	Sleepy Hollow ES	3435 Reeder	326-5301	7:50-3:10
16	Mann MS	610 N. Buchanan	326-3701	8:00-3:40	44	San Jacinto ES	3400 W. 4 th	326-5201	7:50-3:10
17	Travis MS	2815 Martin Road	326-3801	8:00-3:40	45	South Georgia ES	5018 Susan	326-5351	7:55-3:15
18	Avondale ES	1500 Avondale	326-4001	7:55-3:15	46	South Lawn ES	4719 S. Bowie	326-5401	7:55-3:15
19	Belmar ES	6342 Adirondack	326-4051	7:55-3:15	47	Sunrise ES	5123 E. 14 th	326-5451	7:55-3:15
20	Bivins ES	1500 S. Fannin	326-4101	7:50-3:10	48	Tradewind ES	4300 S. Williams	326-5501	7:55-3:15
21	Carver ES	1950 NW 12 th	326-4151	7:55-3:15	49	Western Plateau ES	4927 Shawnee	326-5551	7:55-3:15
22	Carver ECA	1800 N. Travis	326-4201	7:50-3:10	50	Whittier ES	2004 N. Marrs	326-5601	7:55-3:15
23	Coronado ES	3210 Wimberly	326-4251	7:50-3:10	51	Wills ES	3500 W. 11 th	326-5651	7:50-3:10
24	Eastridge ES	1314 Evergreen	326-4301	7:50-3:10	52	Windsor ES	6700 Hyde Pkwy	326-5701	7:50-3:10
25	Emerson ES	600 N. Cleveland	326-4351	7:50-3:10	53	Wolflin ES	2026 S. Hughes	326-5751	7:50-3:10
26	Forest Hill	3515 Amarillo Blvd.	326-4401	7:50-3:10	54	Woodlands ES	2501 N. Coulter	326-5801	7:50-3:10
27	Glenwood ES	2407 S. Houston	326-4451	7:50-3:10	55	Plant Maintenance	905 East St.	326-1501	7:30-5:00
28	Hamlet ES	705 Sycamore	326-4501	7:55-3:15	56	Travis 6 th Grade	2801 E. 24 th	326-3870	8:00-3:40
					57	Bowie 6 th Grade	2905 Tee Anchor	326-3270	8:00-3:40

High Schools-Grey

Middle Schools-Yellow

Elementary "A" Campuses-Blue / Elementary "B" Campuses-Green

Amarillo Independent
and as such does not
race, color and



School District is an equal opportunity employer
discriminate on the basis of sex, age, handicap,
national origin.