



DID YOU KNOW?



A Human Resources Update for Wharton ISD

April 2017

Information in this publication is designed to be a starting point for questions employees may have. Please refer to Board Policy for more information.

HR Department News

SUMMER SCHOOL POSITIONS

Wharton ISD utilizes an online application system for all positions. If you are applying for a Summer School position, please complete an online application. No transcripts or letters of recommendations needed since your information is currently on file and these positions are posted internally.

District Policy News

REMINDER...

Wharton ISD now reimburses employees who have accumulated twenty (20) or more days of unused local sick leave. All local sick leave days earned and unused beyond (20) will be reimbursed at a rate of \$50 per day. The District will automatically reimburse unused local sick leave days above (20) in the final paycheck for this fiscal year (typically August).

All other unused local sick leave days will roll forward and continue to accumulate each year.

If you are retiring from Wharton ISD, all remaining unused local sick leave days will be reimbursed at a rate of \$50 per day. The District will automatically reimburse all remaining unused local sick leave in the retiree's final paycheck.

Welcome New Tigers!

We are pleased to announce the following additions to our Wharton ISD family:

Laura Perez—ELA Teacher @ WJH

Sarah Hale—ELA Teacher @ WJH

Shaniqua Dogins—Instructional Aide @ WJH

LaToya Bruno—Instructional Aide @ WES

Keisha Sanders—Instructional Aide @ WJH

Lisa Castillo—Food Service

Deborah Lange—Food Service

Franklin Scarlett—Maintenance

Employee Transfer Request Period Information

Employees who would like to be considered for a transfer to an equivalent position on another campus may complete a transfer request form.

Forms are available at the HR Department.

Transfer Request Period runs from April 1—30th.

Q & A

The Q & A portion of this publication has been quite popular. If you have other questions you would like to see asked and answered, please send them to the attention of rmeyer@whartonisd.net and we will try to include them in a future issue.

Q: When will I receive my teaching contract for next year?

A: The Wharton ISD Board of Trustees issued contracts for non-probationary teachers, counselors, nurses, diagnosticians, and various administrators during the March monthly Board meeting. Contracts will be distributed to employees during the week of April 2nd. All contracts must be signed and returned by April 10th. A special folder will be in your principal's office for your convenience to return the District's copy along with a signed copy of your job description. Contracts for teachers, (etc.) currently serving under a probationary contract will be considered at the April regular Board meeting.

Q: I may not teach for Wharton ISD next year, if I sign my contract, can I still be released?

A: You may be released from your contract up to 45 days before the first day of instruction of the upcoming school year. This important date is July 14, 2017. However, if you are considering making a change, please have that conversation with your principal soon. Your next district will likely want to call your principal as a reference.

Q: I am thinking about retirement. What should I do next?

A: Employees should contact TRS to discuss retirement options. The Wharton ISD HR Department is not able to provide retirement counseling services. However, the sooner you are able to give notification to your principal, the better. Our district provides special recognition for our retirees and would want to make sure we include you.

Q. I am a teacher working under a continuing contract. Will I receive a letter stating that my continuing contract will continue for another year?

A. Yes, during the week of April 2nd, continuing contract letters will be provided to teachers along with job descriptions. The job descriptions are the only documents that need to be signed and returned.

Q. Do all district employees receive a contract?

A. No, some district employees receive a contract and some do not. All employees not governed by a contract are considered nonexempt employees as classified by the Fair Labor Standards Act. Educator contracts are governed by Chapter 21 of the Texas Education Code. Principals, supervisors, classroom teachers, counselors and a few others are issued contracts. Educators new to the profession or new to the district may receive a probationary contract.

Q. I have a probationary contract, how long do I stay on probation?

A. Teachers / Certified Educators new to the profession will work under a one-year probationary contract. It may be renewed for two additional one-year periods.

Q. I have a probationary contract, but I was a teacher in another district before coming to Wharton ISD. How long do I stay on probation?

A. It depends. If you have taught 5 of the last 8 years in a previous district(s), only a one-year probationary contract may be offered. After that, a term contract may be offered. Also, a teacher who returns to a district after a two-year lapse in employment will also receive a probationary contract.

Q. I have a dual contract, what does that mean?

A. A dual contract is for coaches who have duties both as an academic teacher and a coach.

Q. I have a noncertified contract, what does that mean?

A. A few educators will receive a contract, but do not require a certificate from the State Board for Educator Certification.

Q. I have heard that continuing contracted teachers actually don't get new contracts each year. Is this true, and how do I get one?

A. Continuing contracts stopped being offered in Texas after 1995. The few teachers who still work under a continuing contract have an automatic contract extension until they choose to retire or resign.

Q. What if the contract I receive isn't what I think it should be?

A. Please call Randy Meyer and we will double check your contract to make sure everything is correct.

Q. How come my contract doesn't state how many days I am supposed to work?

A. They use to be included. Several years ago contracts started to reflect months instead of days. Contracts will either state: 10-month, 11-month or 12-month. Your actual days assigned will be reflected in the Duty Days assigned. Typically, teachers are assigned 187 duty days.

Q. My certification may expire during my contract term. What happens if I do not renew my certification?

A. Certified teachers and other certified professionals are responsible for keeping their certifications up-to-date. Contracts are contingent upon an employee's eligibility to work as certified. Please check your certification(s) for expiration dates.

Q. I attend various workshops and trainings throughout the year to satisfy required training hours for my certifica-

tion. Do I need to send copies of my training certificates to the HR Department?

A. No. The only certificates of training for your HR file are for ESL and G.T. Please keep the rest for your records and your renewal documents for SBEC.

Q. I have a friend who is interested in teaching for Wharton ISD. Can they apply now?

A. Yes! Our website has job postings for a pool of elementary and secondary teaching positions for the 2017-2018 school year.

Current Employment Opportunities

High School Principal

Director of Technology

Director of Operations

Director of Business/Finance

Art Teacher—Secondary
Choir Teacher—Secondary
Spanish Teacher—Secondary

(Internal Vacancies)

Administrative Assistant—ESC
(Benefits/HR Clerk)

Principal—Summer School

Lead Teacher—Summer School

Teachers—Summer School

Instructional Aide—Summer
School

Receptionist—Summer School
Nurse's Aide—Summer School