

Socorro Independent School District

HUMAN RESOURCES MONTHLY

May 2021

DOL SURVEY REMINDER

The annual Department of Labor Survey is now available to all full-time employees who earn compensatory time. We appreciate your assistance in completing the survey.

The Department of Labor Survey is located online in the employee's "My HR Document" folder, under the Employee Tools section on the my.sisd.net website.

Here are a few reminders:

- Employees must complete the Department of Labor Survey no later than their last calendar workday.
- An employee with a compensatory time balance may complete the Department of Labor Survey now. (Make arrangements with your supervisor to schedule your compensatory time that needs to be taken)
- Compensatory time doesn't carry over into the next school year. (The campus must pay any remaining compensatory time balance if the employee fails to take the compensatory time)
- No employee should have 30 or more compensatory time hours at any one time.

Please contact timeclock@sisd.net for any questions.

T-TESS CERTIFICATION AND RECERTIFICATION WINDOW FOR THE 2021 -2022 SCHOOL YEAR

The first day an appraiser can achieve either recertification or initial certification valid for the upcoming school year will be June 1, 2021. SISD administrators will need to be re-certified by August 1, 2021. Log in to Teach for Texas at www.teachfortexas.org to access the recertification exam.

Certification tests for the 2021-2022 school year will be available at 11:59 pm on May 31, 2021. **NOTE: there is NO fee to take the certification exam.**

For additional assistance in preparing for the certification exam, please refer to the resources available at www.teachfortexas.org or check with Region 19 ESC.

Please email a copy of your 2021-2022 T-TESS certificate to the HR certification coordinators:

Alma Barroso at abarro10@sisd.net for Elementary/PK8 Schools

Martina Hand at mhand@sisd.net for Middle and High Schools

Socorro Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs). For additional information regarding Socorro Independent School District's policy of nondiscrimination contact the Chief Human Resources Officer at (915) 937-0201, 12440 Rojas Dr., El Paso, TX 79928.



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UIL AND DEAA STIPENDS

Stipends for UIL and DEAA activities are scheduled to be paid in May. As in past years, they will be issued on a separate paycheck from your normal pay. Please check with your campus administrator to ensure your name has been submitted for payment. The compensation team is always here to serve and answer any questions you may have.

For additional information please contact us at:

compensation@sisd.net

ATTENTION SUBSTITUTES:

Every year all substitutes must attend the yearly Standards of Conduct training. **All substitutes must attend the training session on one of the following dates:**

- July 6
- July 8
- July 9

Please sign up through the Staff Development website **beginning in June 2021** for one of the daily three sessions. All substitutes, including permanent substitutes, sub nurses, sub clinic personnel, and sub admin **MUST** take one of the virtual trainings in order to begin the 2021-2022 school year.

ONLINE SAFETY TRAINING PROCEDURES

The 2020-2021 school year required online safety topics and due dates are the following:

- Slips, Trips and Falls..... June 30, 2021
- Back Safety..... June 30, 2021
- Bloodborne Pathogens.....December 31, 2021
- Hazardous Communication.....December 31, 2021

To access the online modules, follow the five (5) steps listed below:

1. Go to the Socorro ISD website at **www.sisd.net**, under the tab titled "Staff" click on "MySISD"
PLEASE NOTE: Exempt employees may access training modules at home by **desktop.sisd.net**. Non-exempt employees must complete the required online safety training during regular work hours.

2. Enter your username and password information and click on "Sign In"
3. Once in MySISD under "Employee Tools" click on "Online Safety Training"
4. You will be redirected to the CAS "Employee Safety Training" website. Click on "Online Training Modules"
5. Under "Training Modules" you will have access to the training courses. Click on the designated courses to comply with SISD's safety requirements.

Failure to complete safety training modules in a timely manner may reflect on an employee's job performance evaluation or may result in possible disciplinary action.

For more information contact:

Linda Salas — Safety Specialist

Phone: 915.937.0252

Cell Phone: 915.999.1241

Email: ibanue03@sisd.net



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