



Professional Employee New Hire Information 2023-2024 School Year

Welcome to Conroe ISD!

The following is an overview
of new hire information for
professional employees in
Conroe ISD.

Information Verification

- Official name matches Social Security card
 - Name changes require new Social Security card
- Address changes in Employee Access Center
- Employee Identification Number (EIN)
 - Six digits
 - Located on New Hire Information sheet

Official Transcripts

- Check New Hire Information sheet
- Official transcript(s)
- 60 days from start of employment to submit
- Electronic Documents: College transcripts must be sent **directly** from university to Conroe ISD at HRnewhiredocs@conroeisd.net

Service Records

- It is YOUR responsibility to obtain official service records from prior district(s)
 - Out of state/private school years must be verified on Texas service record (copy on Conroe ISD HR or TEA websites) or on a similar record
- We will email you to verify when records are received.

We receive 100's of documents during the summer, and we appreciate your patience as we work diligently to process them all.

Payroll Information

- Salary is determined by creditable years of service on file
- Review your salary in the Employee Access Center
 - New Hire salary information in EAC **in August**
 - We work with payroll to meet the paycheck processing deadlines
- Wages and salaries set annually by Conroe ISD Board of Trustees.

Payroll Information, Cont.

- Paid on 12-month basis
- Checks issued on 1st and 15th (except weekends and holidays)
- Teachers:
 - First paycheck – September 1
 - Final paycheck – August 15
- Paycheck cycles vary depending on assignment/work schedule
- Benefits deducted in equal amounts

Payroll Information, Cont.

- Direct Deposit
 - Required of all CISD employees
 - Employee Access Center
 - Change Bank Info/Tax Withholding
 - View paycheck info/Leave bank
 - **Good practice** - monitor the tax withholding and deductions each paycheck. Submit a new W-4 to payroll for any changes
- Work Schedule
 - Specific to position
 - Designated start/end dates
 - Available on CISD HR website

Stipends

- Teacher annual stipends:
 - Advanced degrees:
 - Master's degree = \$1,800
 - Doctorate degree = \$1,800 (in subject area taught)
 - Bilingual certified teachers
 - SPED assignments
 - Supplemental duties:
 - Fine Arts, coaching, department chair, etc.
 - Submitted to HR by principals
 - Schedule available on CISD HR website
 - Stipends added to paychecks

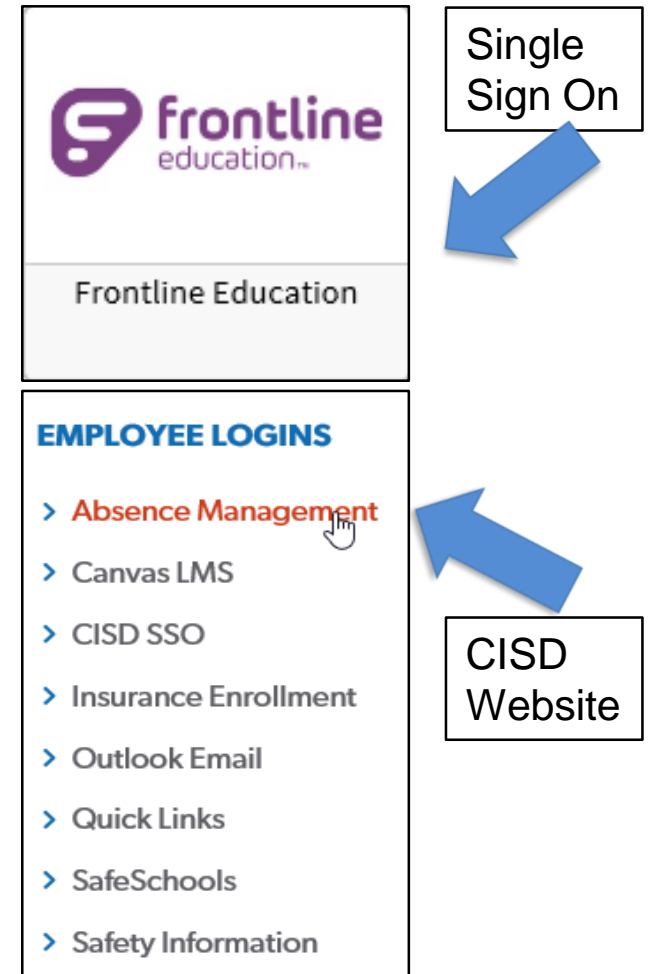
State and Local Leave



- State Personal Leave
 - Up to 5 days annually
 - Accumulates if not used and is transferable
- Local Personal Leave
 - Up to 5 days annually
 - Accumulates unless employee requests to receive payment for unused days each school year (sub payrate on August 15 check)
 - Not transferable
- Order of use of leave types
- State and local personal leave days can be donated to sick leave pools

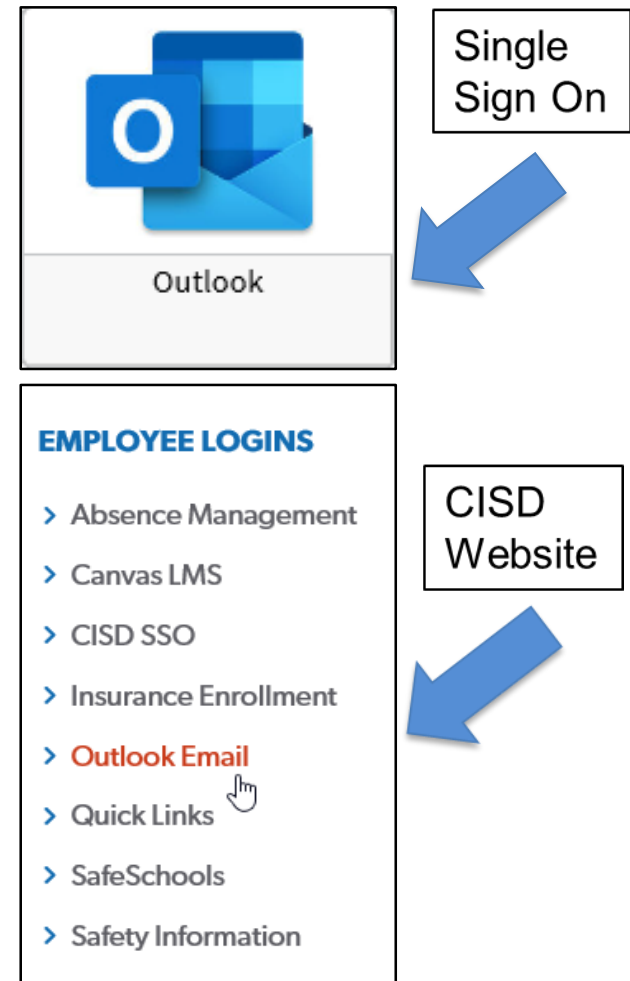
Absence Management/Frontline

- Absence Management account will generate automatically
- Login ID, PIN, and instructions will be emailed to you in August
- Report absences as soon as possible
- See campus rep for assistance
- Create a preferred substitute list
- Emergency lesson plans
- CISD Administrators substitute in classroom



Conroe ISD Email - Outlook

- Email default password provided on information sheet
- Access email from anywhere
- Download app to computer/smartphone
- Observe email etiquette
- Property of CISD
- Archived and subject to open records

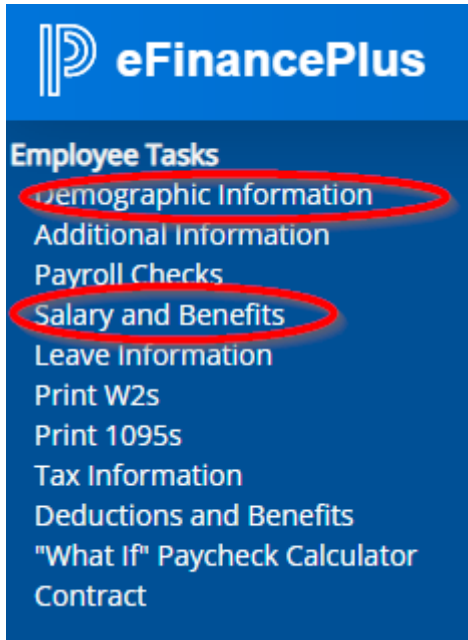


Employee Badges

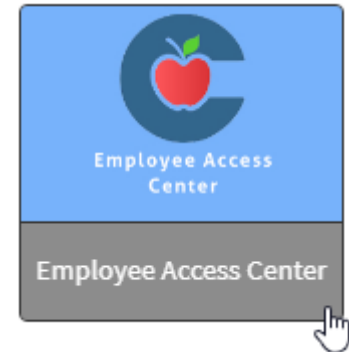
- ID Badges/Keycards:
 - ✓ Active after 6/1 for new employees
 - ✓ Name change - updated ID Badge
- Must be worn during normal work hours
- Do not puncture or bend the badge
- Lost or Damaged ID Badge: Contact HRBadgeRequest@conroeisd.net or through the app in the SSO



Employee Access Center



- Verify your information on file with CISD:
 - Degree/Certifications
 - Years of service
 - State Personal Days transferred
 - Salary and benefits
- Update Address/phone:
 - Wait a few days after orientation before changing the address
- Update Emergency contact, Physician
- Data Entry updates new hire information



Employee Access Center, Cont.



Employee Tasks

Demographic Information

Additional Information

Payroll Checks

Salary and Benefits

Leave Information

Print W2s

W2C Forms

Print 1095s

Tax Information

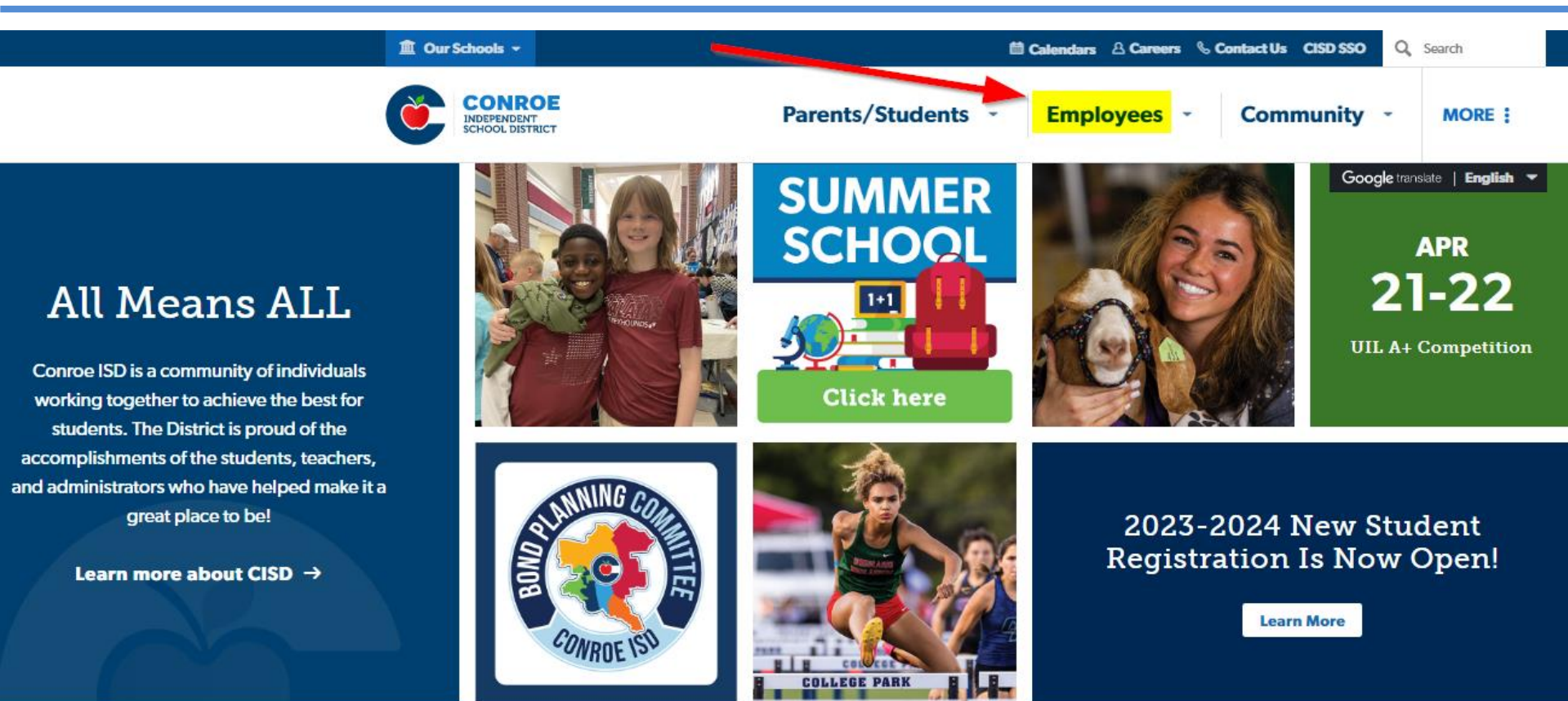
Deductions and Benefits

"What If" Paycheck Calculator

Documents

- Access to important documents
 - Payroll Checks: Not mailed
 - Leave Information/Balance
 - W-2/1095-C: End of year tax
 - Tax Information: Submit new W-4
 - Deductions and Benefits: Bank/Direct Deposit
 - Documents: Electronic Contracts

Conroe ISD website – Employees



The screenshot shows the Conroe ISD website homepage. At the top, there is a navigation bar with links for 'Our Schools', 'Calendars', 'Careers', 'Contact Us', and 'CISD SSO'. A red arrow points from the 'Careers' link to the 'Employees' menu item in the main navigation bar. The main navigation bar also includes 'Parents/Students', 'Community', and a 'MORE' dropdown menu. The 'Employees' menu item is highlighted in yellow. Below the navigation bar, there are several featured sections: a large blue section on the left titled 'All Means ALL' with a description of the district's commitment to all students and a 'Learn more about CISD' link; a 'SUMMER SCHOOL' section with a 'Click here' button; a 'UIL A+ Competition' section for April 21-22; a 'BOND PLANNING COMMITTEE' section with the Conroe ISD logo; a '2023-2024 New Student Registration Is Now Open!' section with a 'Learn More' button; and a 'COLLEGE PARK' section featuring a photo of a student running.

All Means ALL

Conroe ISD is a community of individuals working together to achieve the best for students. The District is proud of the accomplishments of the students, teachers, and administrators who have helped make it a great place to be!

[Learn more about CISD →](#)

SUMMER SCHOOL

[Click here](#)

APR 21-22

UIL A+ Competition

BOND PLANNING COMMITTEE

CONROE ISD

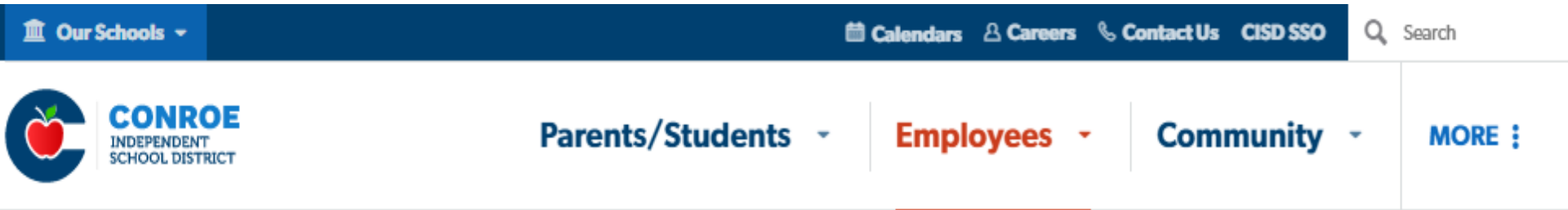
2023-2024 New Student Registration Is Now Open!

[Learn More](#)

COLLEGE PARK

Latest CISD News

Employee Logins - Quick Links



Conroe ISD is a 2021 Top Workplace!

[Read About It →](#)

RESOURCES FOR EMPLOYEES

- > Benefits
- > Human Resources
- > Payroll Information
- > New Employee Information
- > Professional Learning
- > Policies, Handbooks & Forms

EMPLOYEE LOGINS

- > Absence Management
- > Canvas LMS
- > CISD SSO
- > Insurance Enrollment
- > Outlook Email
- > SafeSchools (now Vector Solutions)
- > Safety Information

Novice Teacher Academy

IMPORTANT DATES

July 26-28

An Introduction to Conroe ISD for New Hires

July 31

Campus New Teacher Orientation

August 3

District Wide Staff Development

Please contact your principal for additional training dates

Contact Information

Chris Reichelt

Coordinator of Gifted Programs, Professional Programs & Mentorships
936.709.7817
creichelt@conroeisd.net

Holly Urena

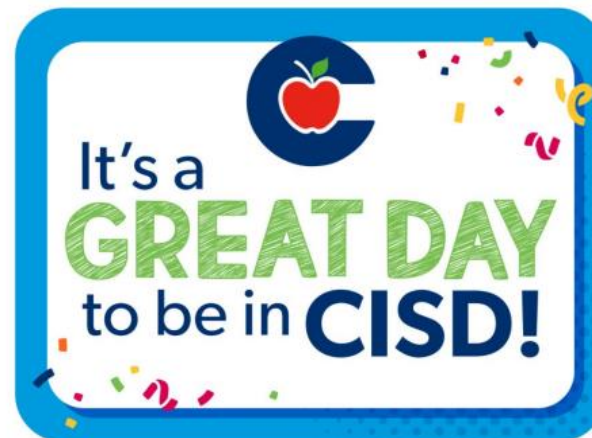
Administrative Assistant
936.709.783
hurena@conroeisd.net

Conroe Independent School District

NOVICE TEACHER ACADEMY

As part of its commitment to academic achievement and quality teaching, Conroe Independent School District has designed an induction program to support beginning teachers.

Our Novice Teacher Academy provides essential professional learning aimed at meeting the needs specific to moving from initial preparation to master teaching.



2023-2024

IMPORTANT DATES

AN INTRODUCTION TO CISD

Grand Oaks High School
Wednesday – Friday | July 26 – 28, 2023

- **Wednesday | July 26, 2023**
Novice Teachers Only (0 years experience)
8:00 a.m. to 4:15 p.m.
 - 7:00 - 8:00 a.m. | Registration, Continental Breakfast
 - 8:00 - 8:30 a.m. | Welcome by Dr. Null, Superintendent
- **Thursday | July 27, 2023**
All Teachers New to Conroe ISD
8:00 a.m. – 4:15 p.m.
 - 7:00 - 8:00 a.m. | Vendor Fair, Registration, Continental Breakfast
 - 8:00 - 8:30 a.m. | Welcome by Dr. Null, Superintendent
 - 11:45 a.m. - 1:15 p.m. | Lunch with your principals in Grand Oaks High School Gym (PreK-6)
- **Friday | July 28, 2023**
All Teachers New to Conroe ISD
8:00 a.m. – 3:30 p.m.
 - 7:00 - 8:00 a.m. | Registration, Continental Breakfast
 - 11:00 a.m. to 12:30 p.m. | Lunch with your principals in Grand Oaks High School Gym (7th-12th)

NEW TEACHER CAMPUS ORIENTATION

Monday | July 31, 2023
All New Hires to Conroe ISD
8:00 a.m. – 4:00 pm.
Report to home campus

ONLINE SAFE SCHOOL COURSES “EXCHANGE DAY”

Tuesday | August 1, 2023

CAMPUS STAFF DEVELOPMENT

Wednesday | August 2, 2023
Friday | August 4, 2023
Monday | August 7, 2023
Report to home campus

DISTRICT WIDE PROFESSIONAL LEARNING

Thursday | August 3, 2023
8:00 a.m. – 4:00 pm.

CELEBRATE OUR SCHOOLS ASSEMBLY

Monday | August 7, 2023
The Woodlands Church
Please touch base with your campus principal for additional information regarding the agenda for this day.

CAMPUS WORK DAY

Tuesday | August 8, 2023

2023-2024

NEW HIRE INFORMATION



CONROE
INDEPENDENT
SCHOOL DISTRICT

Welcome and thank you for choosing to join the Conroe Independent School District's outstanding team of hardworking and knowledgeable professionals who are committed to excellence.

Each new year brings excitement and anticipation as we work together to increase student achievement. The greatest impact on student success comes from you, our teachers in the classroom. A major focus of the CISD district plan is to help build the capacity of all educators. Our entire staff stands ready to assist in developing teacher capacity in order to fully understand student-learning expectations, to use research-based best practices in the classroom, and develop meaningful assessments, so that we can monitor and adjust what we do to help our students be successful every day.

I am proud to welcome you to Conroe ISD, and look forward to meeting you soon.

Regards,

Dr. Curtis Null
Superintendent of Schools



Important Dates

Intro to CISD: July 26-28

**New Teacher Campus Orientation:
Monday, July 31**

**Online Safe Schools
“Exchange Day”:
Tuesday, August 1**

**Campus Staff Development:
Wednesday, August 2**

**District Wide Staff Development:
Thursday, August 3**



CONROE
INDEPENDENT
SCHOOL DISTRICT



An Introduction to CISD

July 26-28, 2023 | Grand Oaks High School
4800 Riley Fuzzel Road | Spring, TX | 77386

Wednesday, July 26, 2023: Novice Teachers Only

7:00-8:00 a.m.	Registration and Continental Breakfast
8:00-8:30 a.m.	Welcome to CISD - <i>Dr. Curtis Null, Superintendent</i>
8:45-11:45 a.m.	PBIS: Effective Classroom Management
11:45 a.m.-1:15 p.m.	Lunch - <i>Gymnasium</i>
1:15-4:15 p.m.	PBIS: Effective Classroom Management

Thursday, July 27, 2023: All Teachers New to Conroe ISD

7:00-8:00 a.m.	Registration, Continental Breakfast, Vendor Fair
8:00-8:30 a.m.	Welcome to CISD - <i>Dr. Curtis Null, Superintendent</i>
8:45-11:45 a.m.	Concurrent Sessions: An Overview of PBIS in CISD Required for Grades PreK-6
11:45 a.m.-1:15 p.m.	Lunch with Principals Grades PreK-6, <i>Gymnasium</i>
1:15-4:15 p.m.	Concurrent Sessions

Friday, July 28, 2023: All Teachers New to Conroe ISD

7:00-8:00 a.m.	Registration and Continental Breakfast
8:00-11:00 a.m.	Concurrent Sessions: An Overview of PBIS in CISD Required for Grades 7-12
11:00 a.m.-12:30 p.m.	Lunch with Principals Grades 7-12, <i>Gymnasium</i>
12:30-3:30 p.m.	Concurrent Sessions

**Showcase closes at 2:00 p.m.*



Summer Professional Development

Wednesday, July 26, 2023
Novice Teachers ONLY

Thursday, July 27, 2023
All Teachers New to Conroe ISD

Friday, July 28, 2023
All Teachers New to Conroe ISD

Conroe ISD Policies, Procedures & Forms

- Employee Handbook
 - Questions regarding policies and procedures
 - Updated annually
- Student Handbook
 - Code of Conduct-appropriate disciplinary techniques
- Department websites
 - Teaching and Learning – Staff Development
 - Payroll

Mandatory Training: Vector Solutions

- Courses available after 6/5/2023
- Sexual Harassment, Bloodborne Pathogens, etc.
- New employees upload on Mondays
- 60 days from date of hire to complete
- Available through the SSO
- Employee Handbook is a required course
- “Exchange Day” for teachers on August 1
(with principal approval if all required courses are completed by July 31)



- Intern/Probationary/One-Year certificates
- Texas standard certificate renewal every 5 years
- Failure to renew may result in termination
- Maintain current email address in TEAL account
- Email reminders
- Professional development requirement
 - Keep copies – TEA may audit
- Administrators: provide ILD/AEL and T-TESS appraiser certificates to HR

- Probationary One-Year
 - 1 year – if 5 out of last 8 years creditable experience
 - 3 years on one-year probationary for all others
- Term One-Year
 - After satisfying probationary contract period
- Signed electronically each spring semester
- Access/print in Employee Access Center

CISD Website

The screenshot shows the CISD website homepage with a blue header. The top navigation bar includes links for 'Our Schools', 'Calendars', 'Careers', 'Contact Us', and 'CISD SSO' (highlighted with a red arrow). A search bar is located to the right of these links. Below the navigation bar is a secondary menu with 'Parents/Students', 'Employees', 'Community', and 'MORE :'. The main content area features several promotional tiles:

- All Means ALL**: A blue tile with text stating 'Conroe ISD is a community of individuals working together to achieve the best for students. The District is proud of the accomplishments of the students, teachers, and administrators who have helped make it a great place to be!' and a link 'Learn more about CISD →'.
- Summer School**: A blue tile with the text 'SUMMER SCHOOL' and 'Click here'.
- UIL A+ Competition**: A green tile with the text 'APR 21-22' and 'UIL A+ Competition'.
- 2023-2024 New Student Registration Is Now Open!**: A dark blue tile with a 'Learn More' button.
- See Something, Say Something**: A blue tile with a speech bubble icon and a link 'View Conroe ISD Safety Information'.

Other visible elements include the Conroe Independent School District logo, a 'Bond Planning Committee' logo, and a photo of a student running at 'College Park'.

Single Sign On (SSO)

Single Sign On (SSO) is the portal for CISD applications. Login to enroll and create security answers.

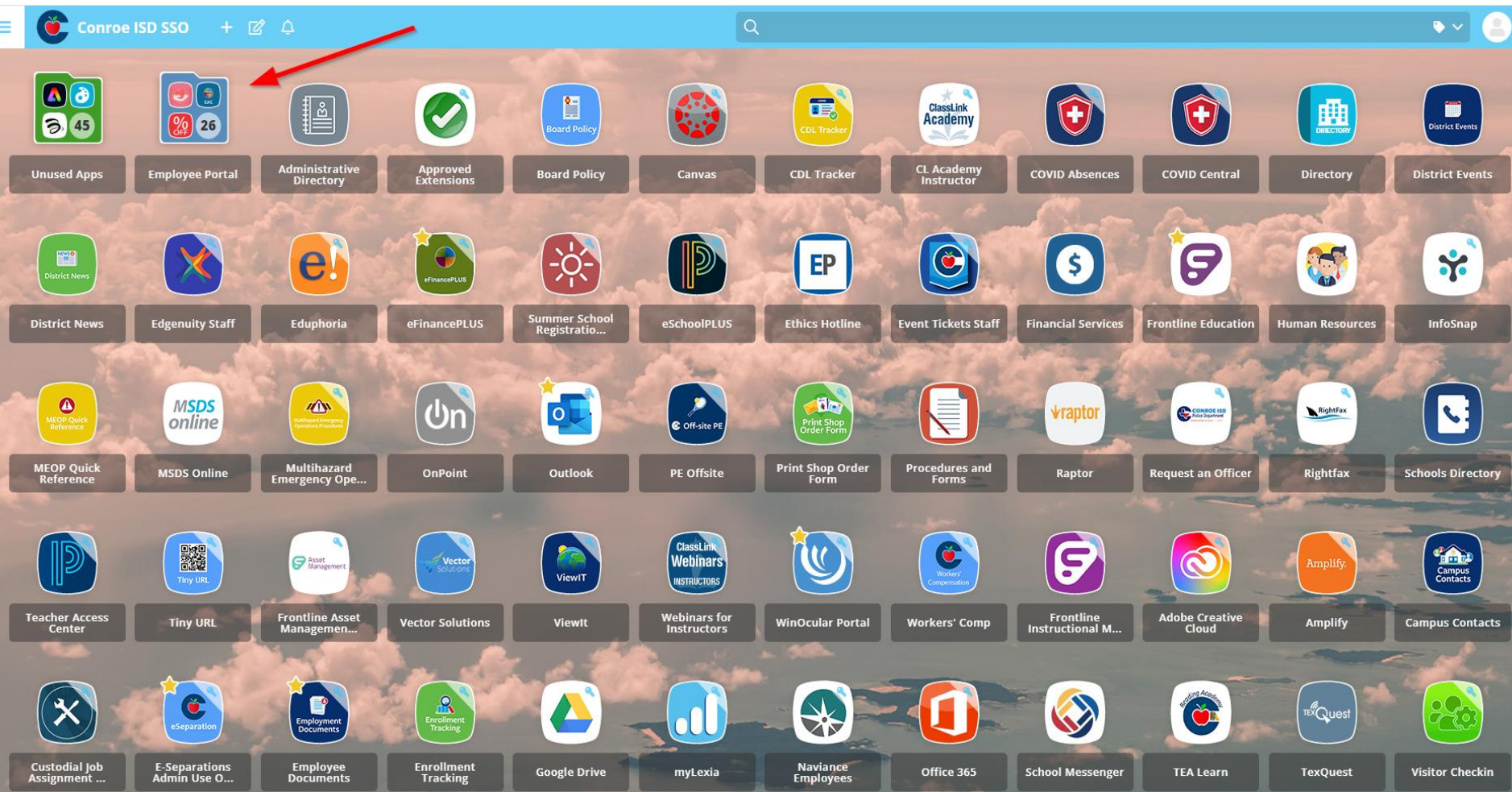
Second level security required through **Google Authenticator (Class Link)**. You will need to download the app to your phone. SSO instructions provided in the new hire information



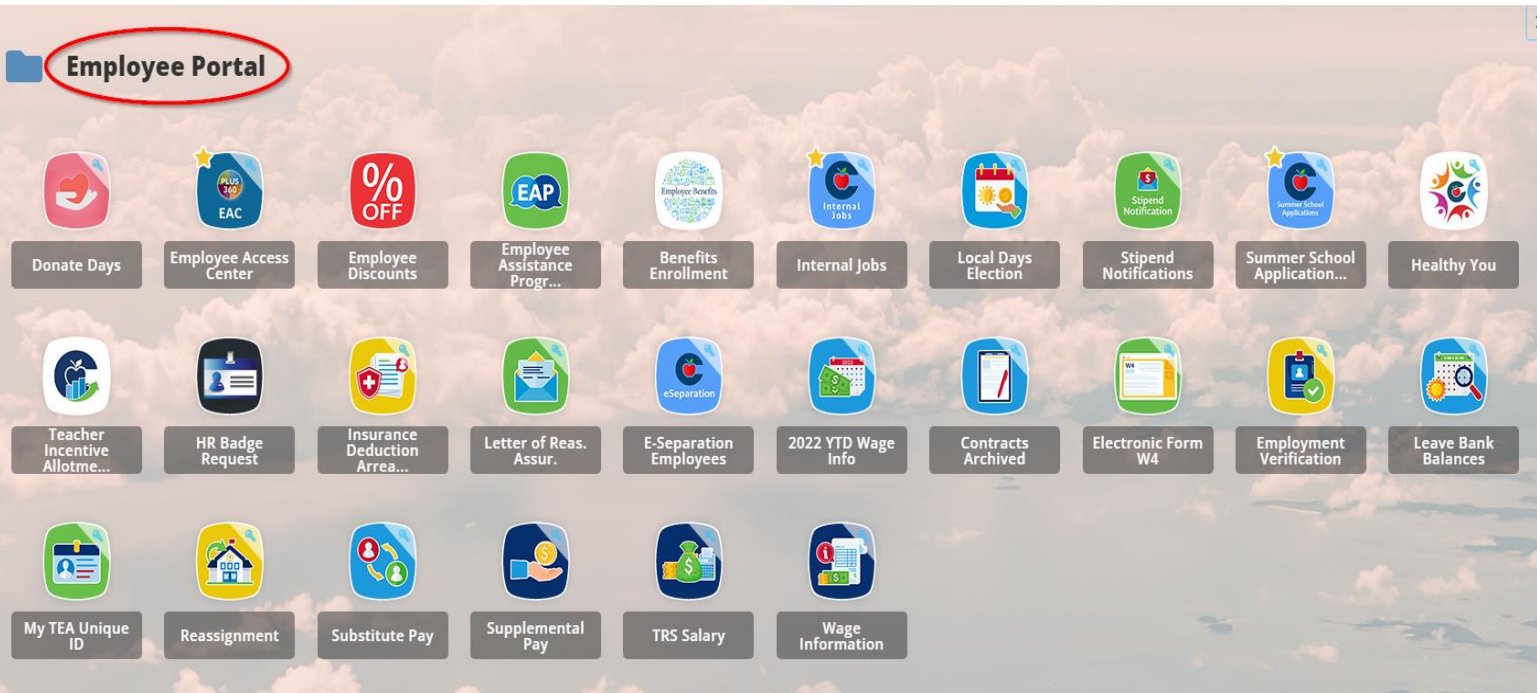
Google
Authenticator app
in the App Store

The image shows the login page for the Conroe Independent School District (CISD) Single Sign-On (SSO) portal. On the left, there is a logo featuring a white apple inside a blue circle, next to the text "CONROE INDEPENDENT SCHOOL DISTRICT". The main heading is "Single Sign-On (SSO)". Below this, there are two input fields: "Username" and "Password". A blue "Sign In" button is positioned below the password field. A link for "Help, I forgot my password" is located below the "Sign In" button. At the bottom, there is a section titled "Or sign in using:" followed by a circular icon representing a mobile device with a QR code.

Single Sign On (SSO)

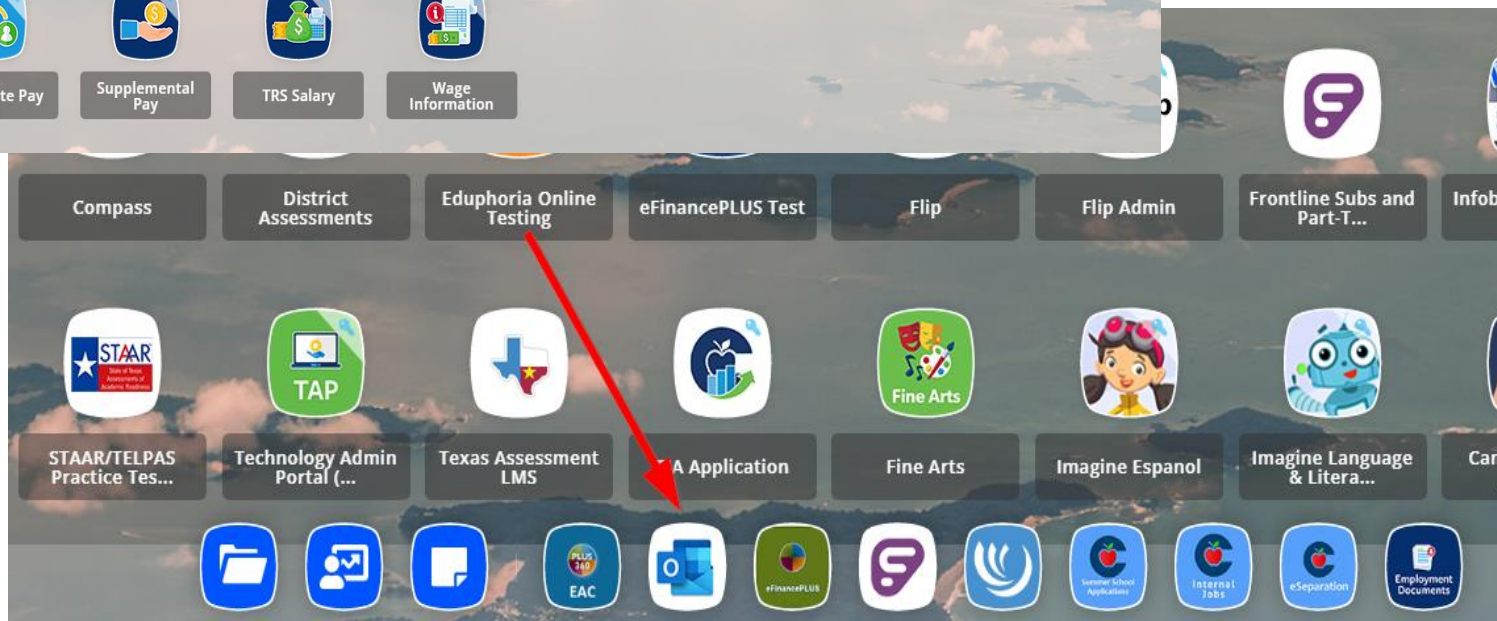


SSO – Employee Portal/Favorite Apps



**Employee Portal:
Human Resources & Payroll**

Favorite Apps: Right click on app to add



Human Resources – New Hires

HOME // HUMAN RESOURCES

Human Resources

Google translate | English ▼



**Thank you for your interest in the
Conroe ISD Human Resources Department.**

We are committed to recruiting, developing, and retaining highly qualified staff to maximize learning for all students.

The [Human Resources Department](#) is open Monday through Friday from 8:00 AM to 4:30 PM.



Apply Online

[Fill Out an Online Application →](#)



Compensation & Work Schedule

[Compensation & Work Schedule →](#)



Credentials/Records Request

[Credentials/Records Request →](#)



Current Job Postings

[Employment Opportunities →](#)

Human Resources

[Benefits](#)

[Certification](#)

[Continuing Education](#)

[Current Employees](#)

[Human Resources Contacts](#)

[New Hires](#)

[Observations](#)

[Recruiting](#)

[Substitutes](#)

Contact Us

TEL: 936-709-7859

FAX: 936-709-9859

ADDRESS:

3205 West Davis
Conroe, TX 77304






CONROE
INDEPENDENT
SCHOOL DISTRICT

Information for New Hires



New Hire Information

Once you have been recommended for a position in Conroe ISD, the Human Resources Department will initiate these steps to process the recommendation. If you are being hired as a substitute, the process is slightly different.

-  Campus/department submits recommendation for hire
-  Fingerprint/Background check
-  Education/Certification/License check (if required)
-  Email sent from HR: electronic onboarding paperwork
-  Email invitation from HR: attend orientation meeting

- > Auxiliary & Paraprofessional New Hire Information
- > **Professional New Hire Information**
- > Substitute New Hire

A copy of the Texas Service Record Form is available on the HR Website. This form should be completed by the out-of-state or private school employer.

Important Information for All New Hires

IRS Notice 797

Ethics Point

Scholarship Donation Form (Optional)

Texas Service Record

School Calendar

Work Schedule

Professional New Hire Information



Individuals interested in a professional position within Conroe ISD should first complete the online application. Once the application is complete, applicants should look for available position posted online. The job postings will include instructions on how to apply for specific positions. Interviews are arranged and conducted by the administrators at the specific campus or department in which the position is located.

Professional New Hire Presentation

This presentation covers important information regarding your employment in Conroe ISD.

 [Professional New Hire Presentation](#) →



Frequently Asked Questions

Updating Your Information

To update any of the following information, please log into Employee Access Center from within the Conroe ISD network:

- Address/Phone Number/Personal Email Address
 - Emergency Contact
 - Banking/Direct Deposit
- W-2 and 1095-C Method of Receipt
- W-4 Number of Exemptions

If your name has changed, please provide your new Social Security card to the Human Resources Department with a completed Name Change Form.

[Name Change Form](#)

Important Employee Information

Credentials/Records Request



Employee Identification Badges



Employment Policies



Have you completed a Master's or Doctorate degree?



Internal Job Postings



Resignations/Retirements



HR Website

HOME // HUMAN RESOURCES // CURRENT EMPLOYEES

Current Employees

Compensation & Work Schedule

[Hiring Schedule:
Teachers, Librarians,
and ARD Facilitators](#)

[Hiring Pay Structure](#)

[Stipends](#)

[Work Schedule](#)

Hiring Schedule: Teachers, Librarians, and ARD Facilitators

2022-2023 Hiring Schedule [pdf](#)

If you need help...

HR Contacts		
Paula Green	Director of HR	pgreen@conroeisd.net
Jamie Bone, Ed.D.	Assistant Director of HR	jbone@conroeisd.net
Tiffany Mattfeld	Assistant Director of HR - Benefits	tmattfeld@conroeisd.net
J.J. Daw	HR Coordinator	jedaw@conroeisd.net
Paul Leblanc	HR Coordinator	pleblanc@conroeisd.net

Employee Benefits

Making choices
that work for you



Medical Plan Options for 2023-2024

Self-funded, Administered by BCBSTX

	Blue Premier HMO	Blue Essentials HMO	Blue Choice PPO HDHP <i>HSA eligible plan</i>
PCP required?	Yes	Yes	No
Specialist referral required?	Yes, except for OB/GYN services, mental health services, and eye exams	Yes, except for OB/GYN services, mental health services, and eye exams	No
Cost sharing	Copays, deductibles & coinsurance	Copays, deductibles & coinsurance	Deductibles & coinsurance <i>The full cost of medical care, supplies, & prescriptions are paid by you until the deductible is met</i>
Plan year	September 1 - August 31	September 1 - August 31	January 1 - December 31
Network hospitals & clinics	Memorial Hermann, St. Luke's Health	HCA Houston Healthcare, Houston Methodist, MD Anderson, Memorial Hermann, St. Luke's Health, Texas Children's Hospital, Kelsey-Seybold Clinic	HCA Houston Healthcare, Houston Methodist, MD Anderson, Memorial Hermann, St. Luke's Health, Texas Children's Hospital, Kelsey-Seybold Clinic
Geographic service area	Greater Houston area including Conroe, Dallas/Ft. Worth, Austin, & San Antonio	All Texas counties	Nationwide
Out-of-network coverage	No, unless a true medical emergency	No, unless a true medical emergency	Yes

Medical Plan – Pharmacy Benefits

*** Changing to Prime Therapeutics effective September 1, 2023 ***

OptumRx

**Network pharmacies only*

**Mandatory generic, prior authorization, step-therapy, and exclusion provisions apply*

Prescription Drug Deductible (waived for Tier 1 drug class)

**Blue Premier
HMO**

**Blue Essentials
HMO**

**Blue Choice PPO
HDHP**

\$200 per individual,
per plan year

\$200 per individual,
per plan year

N/A

Prescriptions (Retail)

Tier 1 (mostly generics)

\$15

\$15

30% after deductible

Tier 2 (mix of brand-name & generics)

\$60

\$60

30% after deductible

Tier 3 (mostly brand-name & some generics)

\$120

\$120

30% after deductible

Prescriptions (Mail Order)

Tier 1

\$30

\$30

30% after deductible

Tier 2

\$120

\$120

30% after deductible

Tier 3

\$240

\$240

30% after deductible

Prescriptions (Specialty)

Must use Optum Specialty Pharmacy

\$250

\$250

30% after deductible

Finding a Doctor: Blue Premier HMO

To locate providers, go to bcbstx.com and click on “Find Care” and then “Find a Doctor or Hospital” and then click on “Search as a Guest” under Guest Search.

Plans	City, state or zip
Blue Premier SM [HMH]	Conroe, TX – 77384

Provider Highlights



Samantha L Hinds Campa, MD

PCP ID: H08MJ30301

17191 St Lukes Way Ste 200, The Woodlands, TX 77384

[Get directions](#) (est. 2.9 miles away)

Phone: 936-271-2555

✓ Accepting New Patients

Finding a Doctor: Blue Essentials HMO

To locate providers, go to bcbstx.com and click on “Find Care” and then “Find a Doctor or Hospital” and then click on “Search as a Guest” under Guest Search.

Plans	City, state or zip
Blue Essentials SM [HMO]	Conroe, TX – 77384

↓ A

Provider Highlights



Rodney J Laningham, MD

PCP ID: H08FG15501

4015 Interstate 45 N Ste 220, Conroe, TX 77304

[Get directions](#) (est. 9.7 miles away)

Phone: 936-890-8000

Fax: 936-890-9000

✓ Accepting New Patients

Finding a Doctor: Blue Choice PPO HDHP

To locate providers, go to bcbstx.com and click on “Find Care” and then “Find a Doctor or Hospital” and then click on “Search as a Guest” under Guest Search.

Plans	City, state or zip
Blue Choice PPO SM [BCA]	Conroe, TX — 77384

Provider Highlights

Paul W Decker, MD

134 Vision Park Blvd Ste 310, Shenandoah, TX 77384

[Get directions](#) (est. 3.5 miles away)

Phone: 936-447-9452

✓ Accepting New Patients

Alternate Plan

For employees with other health coverage

Provided at no cost to the employee only if employed 100%.

Hospital Indemnity

- Daily Inpatient Allowance \$165
- Daily Maximum 365 days

Dental (may be used at any dental office)

- Deductible (waived on preventative) \$50
- Preventative / Basic / Major 100% / 80% / 50%
- Calendar Year Maximum \$1,000

Group Life & AD&D

- Term Life \$10,000
- Accidental Death and Dismemberment \$15,000

Dental Plan Options for 2023-2024

Aetna

	DMO	PPO/PDN Low	PPO/PDN High
Individual Deductible <i>(waived for preventive services)</i>	None	\$50 per plan year	\$50 per plan year
Family Deductible <i>(waived for preventive services)</i>	None	\$150 per plan year	\$150 per plan year
Maximum Benefits Amount per Person	Unlimited	\$800 per plan year	\$1,500 per plan year
Primary Care Dentist Required	Yes	No	No
Specialist Referrals Required	Yes	No	No
Out-of-Network Coverage	No	Yes	Yes
Cost Sharing	Based on copay schedule listed in DMO Benefits Summary on CISD Benefits website	20% after deductible for basic services, 50% after deductible for major & orthodontic services	20% after deductible for basic services, 50% after deductible for major & orthodontic services
Why You'd Choose This Plan	Your dentist is in the DMO network, you expect major dental services, and cost is most important	You want the ability to visit any licensed dentist, or you are looking to see a dental specialist without a referral	You want the ability to visit any licensed dentist, or you are looking to see a dental specialist without a referral

Other Voluntary Benefits

Premiums/contributions paid entirely by the employee

- Vision
- Accidental Death and Dismemberment
- Cancer
- Critical Illness
- Disability
- Flexible Spending Accounts:
 - Health FSA
 - Dependent Care FSA
- Hospital Indemnity
- Legal
- Life Insurance:
 - Group term (Unum)
 - Term (American Fidelity)
 - Permanent (Texas Life)
- Long-term care

Health Flexible Spending Account

- Calculate total expected qualified expenses, Such as medical, dental, and vision out-of-pocket costs, for September 1 - August 31 plan year
- Annual IRS maximum of \$2,850 (***\$3,050 in 2023***)
- Full amount available on first day of insurance coverage
- Use-it-or-lose-it rule...carefully estimate plan year expenses
- May enroll in this account even if you decline CISD health coverage
- Includes FFA Benefits Card for direct access to account funds – may request cards for spouses and dependent children, ages 18-26
- **If you or your spouse contributes to an HSA, you are not eligible to contribute to a health FSA**



Enrollment

- **All employees** must enroll/decline online within their first 31 calendar days of employment
- Coverage effective date:
 - 1st day of month following first day of employment, if enrollment is completed on or before this date; or
 - 1st day of month on or following date enrollment is completed
- Payroll deadlines can impact initial deductions
- Premiums must be paid through payroll deduction
- Changes can only be made during annual enrollment each July, unless you experience a qualifying event defined by IRS regulations

Enrollment



Parents/Students ▾

Employees ▾

Community ▾

MORE ⋮



Conroe ISD is a 2021 Top Workplace!

[Read About It →](#)

RESOURCES FOR EMPLOYEES

- > **Benefits**
- > Human Resources
- > Payroll Information
- > New Employee Information
- > Professional Learning
- > Policies, Handbooks & Forms

EMPLOYEE LOGINS

- > Absence Management
- > Canvas LMS
- > CISD SSO
- > **Insurance Enrollment**
- > Outlook Email
- > SafeSchools (now Vector Solutions)
- > Safety Information

Enrollment

Enrollment Site

Employee ID or Social Security Number

Personal Identification Number (PIN)

By entering your user ID and Personal Identification Number, you are agreeing to the terms of the [Consent to Enroll Electronically](#).

Log in

[Forgot Pin?](#) | [Security Information](#) | [Privacy Policy](#)

If you need help enrolling or trouble logging in please call the FFenroll Support

Help desk at 855-523-8422

Tip: Use your PIN to electronically sign your enrollment forms and submit your elections!

Investment Options

Not part of benefits enrollment

Options in addition to your mandatory TRS contribution:

- 403(b) approved vendors
- FFinvest 457
- Enrollment information in benefits guide and online
- Start, change, and stop contributions any time

Employee Assistance Program (EAP)

SupportLinc (not part of benefits enrollment)

- **FREE**, confidential support for all full-time employees and their immediate family members to help manage life's daily challenges.
- Resources include: short-term counseling, legal and financial consultations, expert referrals, extensive web portal, and more.
- Access 24/7/365
 - **Phone:** 1-800-475-3EAP (3327)
 - **Web:** www.supportlinc.com
 - **Email:** support@curalinc.com
 - **Mobile app:** eConnect® Mobile by Curalinc Healthcare
 - **Twitter:** @supportlinc
 - **CISD SSO Portal:** Use the EAP tile on the District Quick Links tab

Questions?

Email or call the CISD Benefits Office:

- benefitsoffice@conroeisd.net
- 936-709-7808

Have a great year!