

Welcome to Conroe ISD!

The following is an overview of new hire information for paraprofessional and auxiliary employees in Conroe ISD.

Payroll Information

- Salary is determined by creditable years of service on file
- Request your service record from prior Texas districts:
 - Out of state districts, and private schools, must be verified on Texas service record (Conroe ISD HR website)
 - Districts must be email directly to:
Cindy Quigley: caquigley@conroeisd.net
- Wages and salaries set annually by Conroe ISD Board of Trustees

Payroll Information, Cont.

- Automatic payroll deductions
 - Teacher Retirement System of Texas (TRS)
 - Employees do not pay into Social Security
 - Percentage is set by TRS
 - Contact TRS @ www.TRS.Texas.gov for questions
 - Federal income tax
 - Medicare
 - Elective health and retirement benefits
 - Unauthorized or unpaid leave

Payroll Information, Cont.

- Direct Deposit
 - Required of all CISD employees
 - Online direct deposit changes through your Employee Access Center.
 - Pay dates are on the 1st & 15th of the month. Pay dates will be earlier if they fall on a weekend or holiday
 - Paystubs are located in the Employee Access Center
 - **Good practice** - monitor the withholding and deductions each paycheck. Submit a new W-4 to payroll for any changes
 - Work Schedules:
 - Specific to position
 - Designated start/end dates
 - Available on CISD HR website

Employee Badge Information

- Must be visibly worn during normal work hours
- May be use to clock-in & clock-out
- Gives access to your assigned location(s)
- Do not bend or puncture the badge
- Additional badge information on HR web page

Educational Aide Certification

- Instructional Paraprofessionals are required by the state of Texas, and Conroe ISD, to hold an educational aide certificate
- Certification renewal is mandatory every 2 years
- *Failure to renew certification may result in termination*
- E-mail reminders
- Maintain current email address in TEAL account

Website - Conroeisd.net

The screenshot shows the homepage of the Conroe Independent School District website. At the top, there is a dark blue navigation bar with links for "Our Schools", "Calendars", "Careers", "Contact Us", and "CISD SSO". A search bar is located on the right side of this bar. Below the navigation bar is a white header area with the Conroe Independent School District logo on the left and navigation links for "Parents/Students", "Employees", "Community", and "MORE :". A red arrow points to the "CISD SSO" link in the top navigation bar.

Our Schools | **Calendars** | **Careers** | **Contact Us** | **CISD SSO** | Search

CONROE INDEPENDENT SCHOOL DISTRICT

Parents/Students | **Employees** | **Community** | **MORE :**

Google translate | **English**

SUMMER HOURS
June 5 - July 21, 2023
Monday - Thursday
Closed on Friday
7:30 AM - 5:30 PM
Please verify times with campuses as they may be subject to change.

SUMMER SCHOOL
Click here

JUN 22
Child Nutrition Job

BOND PLANNING COMMITTEE
CONROE ISD

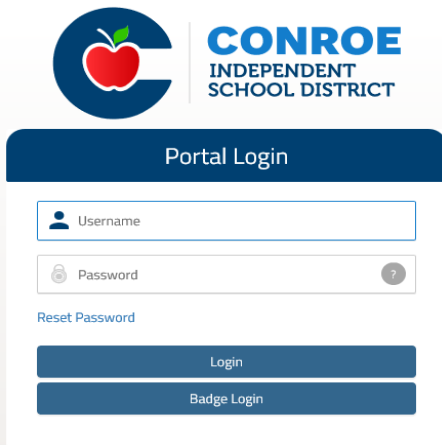
2023-2024 New Student Registration Is Now Open!
Learn More

Means ALL
a community of individuals
together to achieve the best for
the District is proud of the
efforts of the students, teachers,
and staff who have helped make it a
great place to be!
Learn more about CISD →

CISD 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**. You will need to download the app to your phone



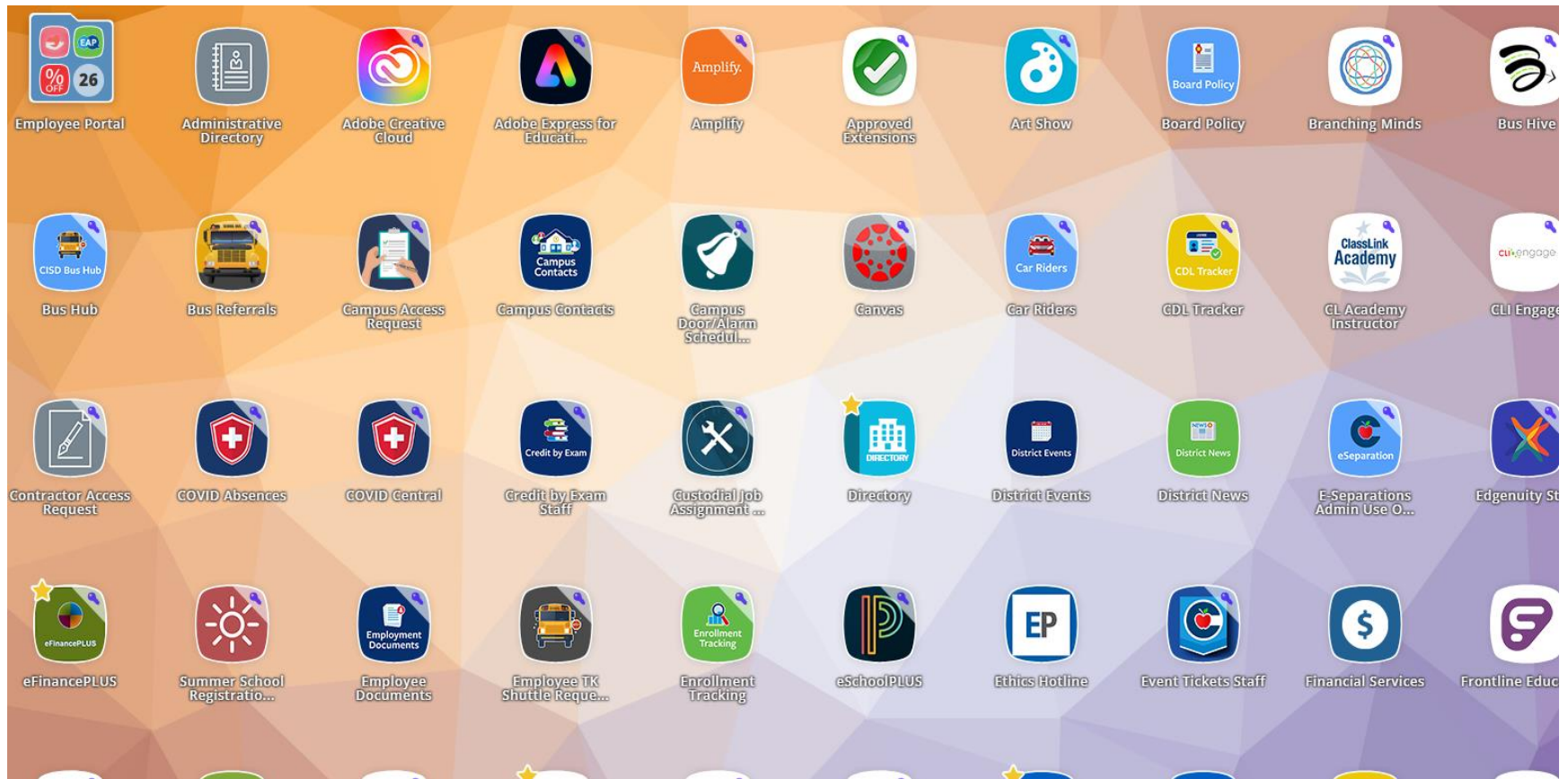
The screenshot shows the CISD Portal Login interface. At the top left is the CISD logo (a red apple with a green leaf inside a blue circle). To its right is the text "CONROE INDEPENDENT SCHOOL DISTRICT". Below this is a dark blue header with the text "Portal Login". The main form area contains a "Username" field with a person icon, a "Password" field with a lock icon and a question mark icon, and a "Reset Password" link. At the bottom of the form are two buttons: "Login" and "Badge Login".

powered by Enboard

Google Authenticator



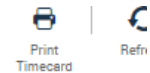
SSO continued



Workforce Central



- Timesheet
- Clock in and out of work:
 - Computer, clock keypad, or keypad slide
 - Login ID and password – same as email
 - Missed punch form – CISD Payroll website

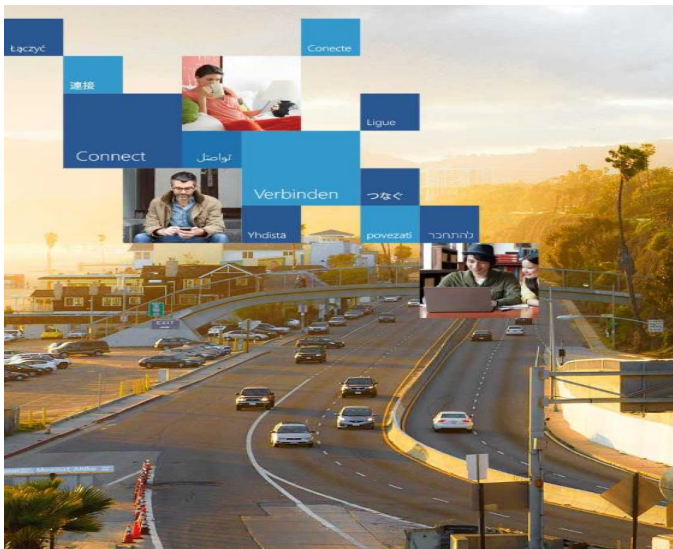


		Date	Schedule	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift
+	×	Sun 10/01										
+	×	Mon 10/02	8:00AM-4...			8:07AM		1:30PM	2:23PM		4:30PM	7.5
+	×	Tue 10/03	8:00AM-4...			7:55AM		1:00PM	2:00PM		4:30PM	7.58
+	×	Wed 10/04	8:00AM-4...			8:06AM		1:41PM	2:39PM		4:35PM	7.52
+	×	Thu 10/05	8:00AM-4...			7:55AM						
+	×	Fri 10/06	8:00AM-4...									
+	×	Sat 10/07										



Email = Outlook

- Check email daily during work hours
- Observe email etiquette
- Property of CISD
- Archived and subject to open records



Office 365

- lgengo@conroeisd... ⋮
- aburk@conroeisd.net ⋮
- Use another account



Mandatory HR Video Training

- Called Vector Solutions
- Sexual Harassment, Bloodborne Pathogens, etc.
- Includes the CISD Employee Handbook
- An email will be sent when ready to begin
- Login = EIN – no password required
- Deadline is 60 days from date of hire to complete

Official Name of Record



- Your name must match your Social Security card.
- Name changes will require a new Social Security card.
- Provide your new Social Security card to the Human Resources Department for a name change.
- Your district username login will change overnight.

Employee Portal

Employee Portal

		% OFF icon"/>					
Local Days	Employee Assistance Progr...	Employee Discounts	Benefits Enrollment	Internal Jobs	Healthy You	Local Days Election	Stipend Notifications
Teacher Incentive otme...	Contracts Archived	E-Separation Employees	Electronic Form W4	Employment Verification	HR Badge Request	Insurance Deduction Area...	Leave Bank Balances
EA Unique ID	Substitute Pay	Supplemental Pay	Employee Access Center	TRS Salary	Wage Information	2022 YTD Wage Info	Reassignment



Employee Access Center

Employee Tasks

Demographic Information

Additional Information

Payroll Checks

Salary and Benefits

Leave Information

Print W2s

W2C Forms

Print 1095s

Tax Information

Direct Deposit, Deductions, and Benefits

"What If" Paycheck Calculator

Documents

- Verify your information on file with CISD:
 - Hourly rate and benefits
- Update your information:
 - Address/phone, emergency contact, tax information
- Access to important documents and information:
 - Paycheck history, deductions, and benefits
 - Leave bank balance information
 - W2s/1095-Cs/tax information
 - Electronic letters of reasonable assurance
 - Electronic employment separation

State and Local Leave



Leave Bank
Balances



Local Days Election

- State personal leave:
 - Up to 5 earned days annually (18 days worked = .50 day leave)
 - Prorated for late start/early separation
 - Accumulates if not used and is transferable
- Local personal leave:
 - Up to 5 earned days annually (18 days worked = .50 day leave)
 - Prorated for late start/early separation
 - Accumulates unless employee requests to receive payment for unused days each school year (sub rate on August 15 check)
 - Not transferable
- Employee's choice of which type of leave to use
- Automatic payroll deduction for unpaid leave

Frontline Education for Absences



Frontline Education

- Absence Management account will generate automatically
- Post absences electronically
- Report absences to your supervisor as soon as possible
- See campus/department Absence Management representative for assistance

The screenshot displays the 'Create Absence' form in a web application. At the top, there are three tabs: 'Create Absence' (active), 'Scheduled Absences' (0), and 'Past Absences' (0). To the right, there is a 'Denied Absences' tab (0). Below the tabs, the form is titled 'Please select a date' and includes a 'Need more options?' link and an 'Advanced Mode' button. The main content area is divided into several sections:

- Calendar:** A calendar for February 2023 is shown, with the 8th of the month selected. The calendar grid shows days from 29 to 4.
- Substitute Required:** A dropdown menu is set to 'No'.
- Absence Reason:** A dropdown menu is set to 'Select One'.
- Time:** A dropdown menu is set to 'Full Day'. Below it, a text prompt says 'Please enter a valid time range using the HH:MM AM format.' with input fields for '08:00 AM' and '04:30 PM'.
- Notes to Administrator:** A text area with the note '(not viewable by Substitute)'.
- File Attachments:** A section titled 'FILE ATTACHMENTS' with a sub-section for 'Shared Attachments'.

A 'Helpful Hint' box at the bottom left of the calendar area states: 'You can select multiple days individually or click-and-drag to select a range of dates.'



Ethics Hotline

Ethics Hotline



Ethics Confidential Report Line for Conroe Independent School District



[Follow-up on a Report](#)

[CISD Policies](#)

[English](#)

[Español](#)

ATTENTION! This webpage is hosted on EthicsPoint's secure servers and is not part of the Conroe ISD website or intranet.

To Make a Report

Select the type of location below:

- Select -

EthicsPoint is not a 911 or emergency service.

Do not use this site to report events presenting an immediate threat to life or property. Reports submitted through this service may not receive an immediate response. If you require emergency assistance, please contact your local authorities.

OUR COMMITMENT

Conroe ISD has selected EthicsPoint to provide you with simple, risk-free ways to anonymously and confidentially report activities that may involve inappropriate behavior in violation of Conroe ISD's policies.

You may file a report to Conroe ISD on this web site or by telephone through EthicsPoint by dialing toll-free 866-294-9305.

Conroe ISD guarantees that reports submitted via EthicsPoint will be handled promptly and discreetly. No retaliatory action will be taken against anyone for reporting or inquiring in good faith about potential breaches of Conroe ISD's policies or for seeking guidance on how to handle suspected breaches.

Conroe ISD encourages you to return to this web site within 5 business days of filing a report using the Report Key assigned by EthicsPoint and your private password. The district may require additional information from you prior to proceeding with an investigation.

What to Report



This Presentation Located is on Our Website

New Hires

New Hire Information

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

Human Resources

Benefits

Certification

Continuing Education

Current Employees

Human Resources Contacts

New Hires

Observations



If you need help...

Paraprofessional/Auxiliary Questions:

Hilary McVay

936-709-7814

hmcvay@conroeisd.net

Cindy Quigley

936-709-7793

caquigley@conroeisd.net

Benefits Specialists

Jill Bartlett

Judy Wold

benefitoffice@conroeisd.net

936-709-7808

Employee Benefits

Making Choices
that work for you

Icons representing various benefits: a beach chair and umbrella, a family under an umbrella, a tooth with a star, and a wallet with coins.

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

Prime Therapeutics

**Network pharmacies only*

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

Prescription Drug Deductible (waived for generic drugs)

**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)

Generic Drugs

\$15

\$15

30% after deductible

Preferred Brand Name Drugs

\$60

\$60

30% after deductible

Non-Preferred Brand Name Drugs

\$120

\$120

30% after deductible

Prescriptions (Mail Order)

Generic Drugs

\$30

\$30

30% after deductible

Preferred Brand Name Drugs

\$120

\$120

30% after deductible

Non-Preferred Brand Name Drugs

\$240

\$240

30% after deductible

Prescriptions (Specialty)

Must use Accredo® Specialty Pharmacy

\$250

\$250

30% after deductible

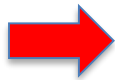
Finding a Doctor: Blue Premier

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 PremierSM [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

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.

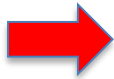
Plans City, state or zip

Blue EssentialsSM [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

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 PPOSM [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
Max Benefits Amount/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
Geographic Service Area	Within 50 miles of where you live or work	Nationwide	Nationwide

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)
 - Universal/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 \$3,050
- 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 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!