



COVID-19
EMPLOYEE REFERENCE GUIDE

SAN ANTONIO ISD



GENERAL INFORMATION

WE WILL CONTINUE TO PROVIDE UPDATES TO THIS DOCUMENT AS APPROPRIATE.

	WHO TO CONTACT:	TOPICS COVERED
COVID-19 REPORTING CRITERIA	Lorena Rios HR Director for Employee Benefits and Risk Management & Safety Lrios5@saisd.net (210) 554-8660	Criteria for which employees must report: <ol style="list-style-type: none"> 1. Have traveled outside the United States, outside the State of Texas or hot spots for COVID-19. 2. Are awaiting testing results 3. Have tested positive for COVID-19 4. Have been quarantined by a health care professional <p>If any of the above apply, employee needs to fill out the Employee Notification Form</p>
SAFETY MEASURES TO BE EMPLOYED FOR EMPLOYEES REPORTING TO WORK		-Entering and Exiting the Building [Flyer] - Texas Education Agency Guidance on Entering Schools During Closure
ETHICAL STANDARDS OF CONDUCT FOR EMPLOYEES DURING SCHOOL CLOSURE	Toni Thompson Associate Superintendent Human Resources (210) 554-8410	Employees should adhere to the same standards of conduct they would if no school closure had existed. Dress and grooming should continue to be appropriate for the employee's position. Standards can be more relaxed while maintain a business casual appearance when conducting business for the district. All related District policies are still in effect.
WORKING REMOTELY		Employee maintains their schedule and number of hours, continuing to execute projects successfully. Employees remain accessible and responsive to their Supervisors by promptly responding to calls, emails, or text messages or participating in online meetings, particularly during normal business hours. Employees must be available to report to work, if required to do so, within 90 minutes of a supervisor's request. Supervisors are asked to provide as much advance notice to employees as possible.
TECHNOLOGY	SAISD Technology Help Desk (210) 244-2929 helpdesk@saisd.net	



PAY ISSUES

<p>FULL-TIME POSITIONS WITH PROTECTED PAY</p>	<p>Professional Employees</p> <p>Full-Time Employees (40 hrs. per week)</p> <p><u>Food/Child Nutrition</u></p> <ul style="list-style-type: none"> • FS Cook 5.0 • FS Cook 7.0 • FS Asst. Mgr. 8.0 • FS Cook 6.0. • FS Mgr. 8.0 • FS Cook Floater 5.0 • FS Cook 6.5 • FS Mgr. Intern 8.0 <p><u>Transportation</u></p> <ul style="list-style-type: none"> • Bus Drivers 4.0 hrs. • Bus Monitors 4.0 hrs. <p><u>Custodial Operations</u></p> <ul style="list-style-type: none"> • Custodians 40 hrs per wk.
<p>PREMIUM PAY</p>	<p>Hourly workers who still are needed for functions that cannot be done remotely are being offered premium pay (an additional \$3/hour).</p> <p>Department areas that are part of premium pay are child nutrition, custodial, grounds and facility maintenance, police and transportation.</p> <p>The individuals eligible among these groups are those that are required to report onsite by a supervisor based on their specific roles or functions, and the premium pay applies only to the hours worked onsite between April 3, 2020 and May 31, 2020.</p>
<p>PART-TIME POSITIONS WITH PROTECTED PAY</p>	<ol style="list-style-type: none"> 1. SEMS/SERS Clerks 2. Counselor Clerks 3. Speech Language Pathologists (SLPs) 4. Specified 1882 Positions, approved by Principal
<p>LONG-TERM SUBSTITUTE POSITIONS</p>	<p>The substitute must currently meet, and continue to meet, the following criteria for the pay to be protected during the timeframe associated with the COVID-19 national emergency:</p> <ol style="list-style-type: none"> 1. The substitute was assigned to the long-term substitute role prior to February 2020; thereby, establishing a relationship and connection with students; 2. The primary role is to support student instruction; 3. The long-term substitute will be asked by the campus to participate in campus professional development, lesson planning and other academic activities that support student instruction; and 4. The campus principal recommends that the long-term substitute continue in the assignment.
<p>ANY OTHER PART-TIME OR SUBSTITUTE POSITION</p>	<p>Unlisted Part-Time Positions or Substitutes who do not meet the criteria who are tasked to report to work or work remotely will be paid as supplemental pay.</p>
<p>GRANT FUNDED POSITIONS</p>	<p>Employees who are assigned to grant-funded positions will be eligible to receive employment agreements for the 2020-2021 school year provided that funding is secure for the next fiscal year. Questions regarding the funding status for these positions may be directed to Sylvia Rendon at srendon3@saisd.net.</p>
<p>STIPENDS</p>	<p>Position stipends for professional employees have all been pay-protected.</p>



EMPLOYEE BENEFITS, RISK MANAGEMENT & SAFETY

	WHO TO CONTACT:	TOPICS COVERED
DEPARTMENT CONTACT INFORMATION	Lorena Rios HR Director for Employee Benefits and Risk Management & Safety Lrios5@saisd.net (210) 554-8660	Voicemails left with Employee Benefits; Risk Management & Safety are checked multiple times during working days.
FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA)	Employees with Last Names: A-K: Lorena (Lorraine) Herrera Leave Clerk Employee Benefits LHerrera6@saisd.net (210) 554-8668 L-Z: Monica Arce Leave Clerk Employee Benefits MArce3@saisd.net (210) 554-8671	This new Act involves paid leave for specific reasons April 1, 2020 through December 31, 2020. [FFCRA Poster (English) and DOL's Questions & Answers] SAISD Administrative Procedure D07 Click Here Request Forms: Request for Leave (D07-A) Click Here RFL: EPSLA (D07-C) Click Here RFL: EFMLEA (D07-D) Click Here Election of Leave Benefits Form Click Here Intermittent Leave (under the Emergency Family Medical Leave Expansion Act) may be available when such leave is taken for childcare purposes only.
EMPLOYEES WHO WERE ON FMLA	M. Angie Perez Workers Comp/ Leave/Retirement Specialist, Employee Benefits Mperez24@saisd.net (210) 554-8667	For Questions or Clarification
HOW TO GET CLEARED TO RETURN-TO-WORK	M. Angie Perez Workers Comp/ Leave/Retirement Specialist, Employee Benefits Mperez24@saisd.net (210) 554-8667	For Questions or Clarification, whether COVID-19 related or not
REPORTING TO WORK	Your immediate supervisor	If additional clarification is needed after speaking with your immediate supervisor, please email HRQuestions@saisd.net



EMPLOYEE BENEFITS, RISK MANAGEMENT & SAFETY (CONT.)

	WHO TO CONTACT:	TOPICS COVERED
EMPLOYEE BENEFITS GUIDE	<p>Lorena Rios HR Director for Employee Benefits and Risk Management & Safety Lrios5@saisd.net (210) 554-8660</p> <p>For Aetna Questions: Sonja Rogers: 240-563-2471 Rogerss6@aetna.com</p> <p>Aetna Concierge 1-855-222-0613</p>	<p>Employees may also visit www.saisd.net/benefits for the 2020 Employee Benefits Guide, forms and other details.</p>
EMPLOYEE ASSISTANCE PROGRAM	<p>Aetna's Resources for Living 1-888-238-6232 www.resourcesforliving.com</p> <p>Username: SAISD Password: EAP</p>	<p>Employee Short-Term Counseling Legal Services Financial Services</p>
RETIREMENT QUESTIONS	<p>M. Angie Perez Workers Comp/Leave/Retirement Specialist, Employee Benefits Mperez24@saisd.net (210) 554-8667</p> <p>Mailing Addresses: San Antonio ISD 141 Lavaca Street Attn: Angie Perez/Employee Benefits San Antonio, Texas 78210</p> <p>Teachers Retirement System 1000 Red River Austin, Texas 78701 1-800-223-8778</p>	<p>What retirees (or soon-to-be) need to know</p> <p>Employee must still separate from the District. Please view the separation from district webpage.</p> <p>Where and How to submit required documents</p> <ul style="list-style-type: none"> • TRS-7 form must be mailed to Angie Perez at Central Office • All other retirement paperwork must be mailed directly to the Teacher Retirement System <p>TRS forms no longer need to be notarized. Please submit separation paperwork as early as possible to ensure timely payout.</p> <p>Accumulated Leave Incentive Plan (ALIP) Questions</p>
WORKERS COMPENSATION CLAIMS	<p>David Gracia Administrative Officer, Risk Management & Safety DGracia@saisd.net (210) 554-8542 https://livesaisd.sharepoint.com/sites/saisdportalclassic/SitePages/Risk-Management-and-Safety.aspx</p>	<p>Employee Reports of injury – fax to 210-228-3107</p> <p>Third Party Administrator – Claims Administrative Services 1-800-765-2412</p>
UNEMPLOYMENT COMPENSATION CLAIMS		<p>Texas Workforce Commission (TWC) Online 24 hrs/day using Unemployment Benefits Services OR Call TWC's Tele-Center at 800-939-6631 8 a.m.-6 p.m. Monday-Friday</p>



HUMAN RESOURCES

	WHO TO CONTACT:	TOPICS COVERED
EMPLOYEE RELATIONS	Christopher Martinez Executive Director, Employee Services Cmartinez18@saisd.net (210) 554-8450	Questions about contract status or employment status

EMPLOYEE SUPPORT SERVICES

TEACHER OF THE YEAR VOUCHERS	Sylvia Rendon HR Director for Employee Support Services SRendon3@saisd.net (210) 554-8412 www.learningzonecatalog.com learningzoneinfo@yahoo.com	<ul style="list-style-type: none"> • Learning Zone Voucher Extension- Items may be purchased until Monday, June 1, 2020 • May purchase online at www.learningzonecatalog.com • Add items to cart and email cart to learningzoneinfo@yahoo.com along with a picture of the voucher
RISING STAR CEREMONY	Sylvia Rendon HR Director for Employee Support Services SRendon3@saisd.net (210) 554-8412	Originally scheduled for April 27, 2020; ceremony will not take place. Principal's deadline to submit their nomination for Rising Star is Thursday, April 30, 2020. Human Resources is exploring other options for Principals to recognize their campus' Rising Star.
RETIREMENT CEREMONY	Sylvia Rendon HR Director for Employee Support Services SRendon3@saisd.net (210) 554-8412	Originally scheduled for May 19, 2020, but will be rescheduled as deemed appropriate.

POLICIES AND PUBLIC INFORMATION

OPEN RECORDS REQUESTS	Julissa M. Herrera, Director, Policies and Public Information OpenRecordsRequest@saisd.net (210) 554-8480	SAISD Administrative Offices are currently working with limited staff. Our District is currently not processing Open Records Requests at this time.
GRIEVANCES	Julissa M. Herrera, Director, Policies and Public Information JHerrera8@saisd.net (210) 554-8480	Since SAISD Administrative Offices are currently working with limited staff and out of an abundance of caution, grievances have been put into abeyance. When the District resumes full operations, any postponed grievance hearings will be rescheduled, any timelines or deadlines that were tolled will be reactivated.



OTHER DEPARTMENTS

TALENT MANAGEMENT

HIRING	Joinus@saisd.net (210) 554-2240	Talent Management is actively interviewing and hiring.
TRANSFER REQUEST PERIOD	TalentManagement@saisd.net	Questions on transfer request period
SEPARATION FROM THE DISTRICT	Talentmanagement@saisd.net (210) 554-2240	For general questions on employee separation from the District please view the separation from district webpage.
EMPLOYEE SERVICE RECORD REQUESTS	EmployeeRecordRequest@saisd.net	For requests for employee service records, loan forgiveness programs, and employment verification.
CERTIFICATION AND LICENSURE	TMprocesses@saisd.net	For renewals to your certification or licensure.

PERFORMANCE MANAGEMENT

PROFESSIONAL GROWTH PLANS	Jill Rhodes-Pruin Executive Director, Appraisal and Educator Quality JRHODESPRUIN1@saisd.net (210) 554-2630	
EVALUATIONS	Jill Rhodes-Pruin Executive Director, Appraisal and Educator Quality JRHODESPRUIN1@saisd.net (210) 554-2630 Arnoldo Gutierrez Director, Performance Management agutierrez3@saisd.net (210) 554-8456	Employee evaluations are still being required. Evaluation windows: Teachers (T-TESS): April 6 - May 6, 2020 Instructional Coach/Specialist: April 27 - May 15, 2020 Campus Administrator (T-PSS): May 4 - June 19, 2020
NON-TEACHER EVALUATIONS		All others (including Non-Teacher Exempt/Non-Exempt): April 13 - May 15, 2020.

FINANCIAL SERVICES & BUSINESS OPERATIONS

FINANCIAL SERVICES	Larry A. Garza Chief Financial Officer and Associate Superintendent for Financial Services and Business Operations (210) 554-8590	www.saisd.net/finance
PAYROLL	Diane Smith Director, Payroll/Accounts Payable/Disbursements (210) 554-8552	(210) 554-8550 (automated services) www.saisd.net/payroll



OTHER DEPARTMENTS (CONT.)

ACCOUNTS PAYABLE	Toni Nelson Assistant Director, Disbursements (210) 554-8640	www.saisd.net/actpay
FEDERAL PROGRAMS	Barbara Rodriguez Director, Federal Programs (210) 554-8320	www.saisd.net/fed
PLANNING AND BUDGET	Dorothy "Dottie" Carreon Director, Planning and Budget (210) 554-8680	www.saisd.net/budget
TIME AND ATTENDANCE (NOVATIME)	Laura Hasso Assistant Director, Special Projects (210) 554-8580	www.saisd.net/time
STATE COMPENSATORY EDUCATION (SCE) PROGRAM	Mark Garza Coordinator, State Compensatory Education (210) 554-2586	www.saisd.net/sce
FUNDS MANAGEMENT	(210) 554-8620	www.saisd.net/funds
STUDENT HEALTH SERVICES & MEDICAID PROGRAMS	Maria Torres Director, Healthcare Administration and Medicaid Programs (210) 554-8560	www.saisd.net/studenthealth
CASH AND TREASURY MANAGEMENT	Sean Mullen Director, Cash & Treasury (210) 554-8387	www.saisd.net/cash
FINANCIAL ACCOUNTING	Rena Valdez Director, Financial Accounting (210) 554-8600	www.saisd.net/acct



SAISD COMMUNITY CONCERNS

	WHO TO CONTACT:	TOPICS COVERED
COMMUNITY CONCERNS	Family Community & Engagement familyengagement@saisd.net (210) 554-2210 Rita Sanchez (210) 554-2220 Alma Hernandez (210) 554-2215	
HEALTH-RELATED CONCERNS	NurseQuestions@saisd.net	Non-physician suggestions regarding: <ul style="list-style-type: none"> • when to see a doctor • when to stay home • chronic health conditions
COMMUNICATIONS	Communications Department 210-554-2250	Any important information that affects SAISD will be messaged through either the Superintendent or Principal or Supervisor



141 LAVACA ST.
SAN ANTONIO, TEXAS 78210
(210) 554-8400