



Employee Handbook

2014--2015

**2000 North 23rd Street
McAllen, Texas 78501**

•Introduction•

The purpose of this handbook is to provide information that will help answer questions and pave the way for a successful year. It is also our goal to facilitate and provide support for the process of educating and preparing our students and staff to be successful in their endeavors. Not all district policies and procedures are included. Suggestions for additions and improvements to this handbook are welcome and may be sent to the Human Resources Office.

The Employee Assistance Program is a free confidential service provided by McAllen ISD to employees and dependents. The program offers counseling, referral and consultation services. All the services are designed to assist you with addressing work/life issues in order to live happier, healthier, more balance lives. Services are available in person or telephonically. Services include counseling services by licensed counselors, legal assistance by an Attorney, financial counseling, identity recovery assistance, child and elder care referral services, among many others.

The Wellness Screening program is a McAllen ISD sponsored employee wellness program. Once per year on site screenings are scheduled at every campus and work location. Wellness screenings include Complete Blood Count, Chemistry Panel, Thyroid Stimulating Hormone and Flu Vaccine. A mammogram performed at an off-site free standing imaging facility by appointment is included for women and a PSA test for eligible members. The screenings are provided at no cost to the employee.

The 403(b) plan is a Tax Sheltered Annuity retirement plan sponsored by McAllen ISD that will allow you to contribute a portion of your compensation as a pre-tax contribution in order to save toward your retirement. The Teacher Retirement System retirement benefits alone may not adequately replace your salary upon retirement. Participation in the 403(b) plan is voluntary but contributing to a 403(b) plan can help you take control of your future retirement needs.

This handbook is neither a contract nor a substitute for the official district policy manual. Nor is it intended to alter the at-will status of noncontract employees in any way. Rather, it is a guide to and a brief explanation of specific district policies. District policies and procedures can change at any time. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor or call the appropriate district office. McAllen I.S.D. Board Policies can be accessed by clicking on the following link: [McAllen ISD Board Policy Manual](#).

This document contains legal information to facilitate a general understanding of the law. Nothing herein should be relied upon as legal advice in general or in reference to any specific fact situation.

The McAllen Independent School District is an equal opportunity employer and does not discriminate against any individual on the basis of race, color, religion, gender, national origin, age or disability.

TABLE OF CONTENTS

	Page
Board of Trustees	3
Administration	4
District Goals	5
MISD Vision, Mission Statement and Critical Success Factor	6
School Calendar	7
Central Office Directory	8
Helpful Contacts	9
School Directory	10
Secondary Assistant Principals/Dean	12
Elementary Assistant Principals	12
Employment	14
Application for Employment.....	14
Compensation and Benefits	15
TRS Changes	15
Leaves and Absences	16
Employee Relations	17
Employment Status	18
Employee Handbook Receipt	19

BOARD OF TRUSTEES

Texas law grants the Board of Trustees the power to govern and oversee the management of the district's schools. The Board is the policy-making body within the district and has overall responsibility for curriculum, school taxes, annual budget, employment of the Superintendent and other professional staff, facilities, and expansions. The Board has complete and final control over school matters within limits established by law and State Board of Education rules.

The Board of Trustees meet on the second and fourth Monday at 6:00 p.m. but are subject to change. School Board meetings are held in the Board Room of the Administration Building, 2000 North 23rd Street. Written notices of regular and special meetings are always posted in public view at the Administration Building. The notice indicates date, time, place and subjects of each meeting.

The Board of Trustees encourages public involvement and comments from constituents. To be included in this part of the meeting, citizens must register with the superintendent's secretary by 5:00 p.m. on the day of the scheduled meeting. Those registering will be asked to indicate the topic about which they wish to speak.

2014 - 2015 BOARD OF TRUSTEES

Mrs. Erica de la Garza. - President

Mr. Daniel D. Vela - Vice President

Mr. Sam Saldivar, Jr. - Secretary

Mrs. Debbie Crane Aliseda - Trustee

Mrs. Hilda Garza-De Shazo - Trustee

Mr. Johnathan T. Ball - Trustee

Mr. Lawrence (Larry) Esparza - Trustee

ADMINISTRATION

Superintendent

Dr. James J. Ponce

Assistant Superintendent for General Operations

Dr. Mike Barrera

Assistant Superintendent for Business Operations

Connie Lopez

Assistant Superintendent for Instructional Services

Rachel Arcaute

Human Resources

Director for Human Resources

John J. Cavazos

Director for Human Resources

Aurora V. Zamora

Executive Director for Human Capital

Dr. Socorro M. Espinoza

DISTRICT GOALS

- Goal 1: McAllen ISD students will demonstrate academic success through a relevant and well-balanced curriculum that includes and is supported by technology.
- Goal 2: McAllen ISD students will demonstrate behaviors that support academic success in a safe, challenging and nurturing environment.
- Goal 3: McAllen ISD students will demonstrate knowledge, skills and attitudes, at each grade level that predict success in post-secondary education and the workplace within an ever-changing global society.
- Goal 4: McAllen ISD, as a learning organization of parents, community members and District staff, will engage in and model behaviors that promote continuous learning and success for all students.

McALLEN INDEPENDENT SCHOOL DISTRICT

Vision Statement

McAllen ISD is a multicultural community in which students are enthusiastically and actively engaged in the learning process. Students demonstrate academic excellence in a safe, nurturing and challenging environment enhanced by technology and the contributions of the total community.

McALLEN INDEPENDENT SCHOOL DISTRICT

Mission

The mission of the McAllen Independent School District is to educate all students to become lifelong learners and productive citizens in a global society through a program of educational excellence utilizing technology and actively involving parents and the community.

Critical Success Factors

1. Effective Leadership
2. Highly Qualified Staff
3. High Academic Standards/Goals
4. Comprehensive Research-Based Curriculum
5. Parental and Community Involvement
6. Effective Utilization of Resources
7. Effective Communication
8. Innovative Technology
9. State-of-the-Art Facilities
10. Positive School Climate
11. Staff Development

[School Calendar](#)

CENTRAL OFFICE DIRECTORY

Accounting - Cynthia Richards	618-6032
Applications – John Cavazos/Aurora Zamora	618-6005
Athletics –Paula Gonzalez	618-6089
Attendance –John Wilde	618-6031
Textbooks – Nora Tijerina	618-6083
Bilingual/ESL Education – Karina Zuno-Chapa	618-7338
Board Policies – Dr. Mike Barrera	618-6025
Business/Budget – Connie Lopez	632-6016
Computer Information Services – Sonia Mata-Lozano	632-3633
Curriculum and Instruction – Rachel Arcaute	618-6048
Drug Education – Adalia del Bosque	632-3275
Federal Programs – Anjanette Gonzalez	632-3232
Food Services – Alexandra Molina	632-3226
Advanced Academic Learners – Karen Nitsch	618-6059
Complaints and Grievances – John Cavazos/Aurora Zamora	618-6005
Health Services – Adalia del Bosque	632-3275
Insurance/Employee Benefits - Andres Silva	618-6007
Internal Auditor – Jessica Montalvo	632-8442
Leaves and Absences – John Cavazos/Aurora Zamora.....	618-6005
Library Services – Brenda Huston	618-6067
Migrant Services – Cynthia Bebon	928-8970
Music/Fine Arts – vacancy	618-6085
Payroll – Oscar L. Trigo, Jr.	632-8849
Human Resources – John Cavazos/Aurora Zamora	618-6005

Police Department - Cris Esquivel	632-3671
Postal Services – Javier Gallegos	632-3216
Staff Development – Cynthia Saldivar	618-8414
Community Information - Norma Zamora-Guerra	618-6023
Purchasing Services – Lorena Garcia	632-3241
Sexual Harassment – John Cavazos	618-6005
Site-Based, Shared Decision Making – Rachel Arcaute	618-6048
Special Education –vacancy.....	632-3285
Student Discipline Management – John Wilde	618-6031
Student Transfers –Student Intake Center	618-6031
Student Enrollment and Attendance –John Wilde	618-6031
Substitute Calling System – Yvonne Alaniz	632-8490
Teacher Certification –Josie Tamez	618-6010
Testing – Thelma Rosel	632-3240
Transportation – Jacob Martinez.....	632-3211
Career and Technology – Lilly Sandoval.....	632-5181

HELPFUL CONTACTS

Administration Building Receptionist –.....	618-6000
Insurance/Employee Benefits – Andres Silva	618-6007
Student Support Services and Attendance – John Wilde	618-6031
Workers' Compensation - Elvira Solis	632-8430
Human Resources Receptionist –	618-6005
MISD Fraud Hotline (English)	1-800-398-1496
MISD Fraud Hotline (Español)	1-800-216-1288

SCHOOL DIRECTORY

HIGH SCHOOLS

McAllen High School
2021 La Vista
Albert Canales, Principal
632-3100

Memorial High School
101 E. Hackberry
Rosie Larson, Principal
632-5201

James "Nikki" Rowe High School
2101 N. Ware Rd.
Paz Elizondo, Principal
632-5100

MIDDLE SCHOOLS

Dorothea Brown Middle School
2700 S. Ware Rd.
Alfredo Gutierrez, Jr., Principal
632-8700

Alonzo De Leon Middle School
4201 N. 29th St.
Philip Grossweiler, Principal
632-8800

William B. Travis Middle School
600 Houston
Stanley F. Crouse, Principal
971-4242

Dr. Rodney D. Cathey
Middle School
1800 N. Cynthia
Melvin L. Benford, Principal
971-4300

Abraham Lincoln Middle School
1601 N. 27th St.
Pedro Alvarez, Principal
971-4200

Homer J. Morris Middle School
1400 Trenton
Brian McClenny, Principal
618-7300

Michael E. Fossum Middle School
7800 N. Ware Rd.
Monica Kaufman, Principal
971-1105

ELEMENTARY SCHOOLS

Francisca Alvarez Elementary
2606 Gumwood
Juan Montes, Principal
971-4471

James Bonham Elementary
2400 Jordan
Olga Snelling, Principal
971-4440

Dr. Carlos Castañeda Elementary
4100 N. 34th St.
Maru Falletich, Principal
632-8882

Jose De Escandon Elementary
2901 Colbath
Sandra Saenz, Principal
971-4511

Victor Fields Elementary
500 Dallas
Rosey Solis-Guerra, Principal
971-4344

Reynaldo G. Garza Elementary
6300 N. 29th St.
Dr. Cynthia Noel, Principal
971-4554

Leonelo H. Gonzalez Elementary
201 E. Martin
Christina Hernandez, Principal
971-4577

Lucile McKee Hendricks
Elementary
201 E. Martin
Sandra Salinas, Principal
971-4577

Sam Houston Elementary
3201 Olga St.
Debra Loya Thomas, Principal
971-4484

Andrew Jackson Elementary
500 Highland
Sylvia Ibarra, Principal
971-4277

Christa McAuliffe Elementary
3000 Daffodil
Sandra Pitchford, Principal
971-4400

Ben Milam Elementary
3800 N. Main
Linda McGurk, Principal
971-4333

Jose Antonio Navarro Elementary
2100 Hackberry
Leticia Infante, Principal
971-4455

Dr. Pablo Perez Elementary
7801 North Main Street
Laura C. Crouse, Principal
971-4363

Sam Rayburn Elementary
7000 N. Main
Nancy Dillard, Principal
971-4363

Theodore Roosevelt Elementary
4801 S. 26th St.
Diane Hinojosa, Principal
971-4424

Blanca E. Sanchez Elementary
2901 Incarnate Ave
Cynthia Rodriguez, Principal
971-1100

Juan Seguin Elementary
2200 N. 29th St.
Gerardo Gonzalez, Principal
971-4565

Thigpen/Zavala Elementary
2500 Galveston Avenue
Sonia Casas, Principal
971-4353

Woodrow Wilson Elementary
1200 Hackberry
Kristine Garza, Principal
971-4525

Instruction & Guidance Center
(I&G)
1619 Galveston
Efrain Amaya, Principal
971-4393

Lamar Academy
1009 N. 10th
Cindy Peña, Principal
632-3222

Achieve Early College High School
3200 West Pecan Blvd.
Rosalba De Hoyos Martinez,
Principal
872-1653

Secondary Assistant Principals/Deans

McAllen High School	Rodrigo Pena - Dean Jacob Camacho Alejandra Gonzalez	Esmeralda Muñoz Cynthia Olivarez Laura M. Williams
Memorial High School	Yvonne Caldwell - Dean Rebecca O. Bechtold Ramiro Castillo, Jr.	Miguel Carmona Kyle Pugh Laura Connelly Flores
James "Nikki" Rowe High School	Corina Saenz - Dean Rene Canciño Elizabeth De Leon	Lionel Garza Fernando X. Gutierrez Marco Zamora
Lamar Academy	Nora Sanchez	
Achieve Early College High School Instruction & Guidance Center	Dalia Garcia-Olivarez Anthony C. Harris	
Dorothea Brown Middle School	Roberto Reyes, Jr. Linda L. Cantu	Dolores Ueckert
Alonzo De Leon Middle School	Samuel Cazares	Maria A. Chapa Margaret Ramirez
Dr. Rodney D. Cathey Middle School	Romeo Benavidez, Jr.	Lorena Madrigal Consuelo Vallejo Cynthia Hatzold
Michael E. Fossum Middle School	Ignacio Alaniz, Jr.	Rosa Alfaro Elizabeth Gonzalez Erika Garcia
Abraham Lincoln Middle School	Tahnee M. Netro.	Ricardo Tamez. Jessica P. Estringel Steven B. Edlin Christian Quintanilla
Homer J. Morris Middle School	Stephanie D. Friedlein	
William B. Travis Middle School	Melissa Lara	

Elementary Assistant Principals

Francisca Alvarez Elementary	Leticia V. Sanchez
James Bonham Elementary	Lisette S. Hinojosa
Dr. Carlos Castañeda Elementary	Anissa M. Gonzalez
Jose De Escandon Elementary	Teresa R. Trdla
Victor Fields Elementary	Cynthia Cervantes
Reynaldo G. Garza Elementary	Oralia Cantu
Leonelo H. Gonzalez Elementary	Jennifer Alaniz Lopez
Lucile McKee Hendricks Elementary	Carlos A. Mora
Sam Houston Elementary	Elizabeth Reynoso
Andrew Jackson Elementary	Pedro R. Garcia
Christa McAuliffe Elementary	Elizabeth de la Cruz
Ben Milam Elementary	Sylvia N. Ramos
Jose Antonio Navarro Elementary	Marla Valdez
Dr. Pablo Perez Elementary	Carla Walk

Elementary Assistant Principals

Sam Rayburn Elementary

Theodore Roosevelt Elementary

Blanca E. Sanchez Elementary

Juan Seguin Elementary

Thigpen/Zavala Elementary

Woodrow Wilson Elementary

Rachel Villanueva

Myra Garza

Clarissa Partida

Juan P. Nevarez

Albert G. Irlas

Donna V. Bzibziak

EMPLOYMENT

The McAllen Independent School District (MISD) does not discriminate against any employee or applicant for employment because of race, religion, sex, marital status, age, national origin, disability, military status, or any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

Employees with questions or concerns relating to discrimination on any basis listed above may contact Human Resources, 2000 N. 23rd St., McAllen, TX 78501 (956) 618-6005.

APPLICATIONS FOR EMPLOYMENT

Anyone seeking employment with the District may apply online through the MISD website. www.mcallenisd.org

The following Board policies pertain to employment

[DAA](#) Employment Objectives - Equal Employment Opportunity

[DAB](#) Employment Objective – Genetic Non Discrimination

[DBE](#) Employment Requirements and Restrictions- Credentials and Records

[DBAA](#) Employment Requirements and Restrictions – Criminal History and Credit Reports

[DBB](#) Employment Requirements and Restrictions – Medical Examinations and Communicable Diseases

[DBD](#) Employment Requirements and Restrictions – Conflict of Interest

[DBE](#) Employment Requirements and Restrictions – Nepotism

[DC](#) Employment Practices

[DCA](#) Employment Practices – Probationary Contracts

[DCB](#) Employment Practices – Term Contracts

[DCD](#) Employment Practices – At-Will Employment

[DCE](#) Employment Practices – Other Types of Contracts

[DK](#) Assignment and Schedules

COMPENSATION AND BENEFITS

The Superintendent shall recommend to the Board for approval compensation plans for all District employees. Compensation plans may include wage and salary structures, stipends, benefits and incentives.

TRS changes

The changes to TRS retirement contributions are effective 9/1/14 and will impact employees as well as most school districts' budgets. Districts are currently implementing updates to their software programs, educating employees of these changes and calculating budget impact.

Employees will see an increase of .3% beginning in September in the TRS retirement contribution – from the current rate of 6.4% to 6.7%. In fiscal year 2016, the employee retirement contribution rate increases to 7.2% and then to 7.7% in fiscal year 2017. Over the next three years, employees will see a total .3% increase in the TRS retirement contribution

The following policies pertain to compensation and benefits.

[DEA](#) Compensation and Benefits – Wage and Hour Laws

[DEAA](#) Compensation and Benefits – Incentives and Stipends

[DEAB](#) Compensation and Benefits – Salaries and Wages

[DED](#) Compensation and Benefits – Vacations and Holidays

[DEE](#) Compensation and Benefits – Expense and Reimbursement

LEAVES AND ABSENCES

The District shall make state personal leave and local leave for the current year available for use at the beginning of the school year.

The following Board Policies pertain to leaves and absences

[DEC](#) Compensation and Benefits – Leaves and Absences

[DECA](#) Leaves and Absences – Family and Medical Leave

[DECB](#) Leaves and Absences – Military Leave

EMPLOYEE RELATIONS

Each District employee shall perform his or her duties in accordance with state and federal law, District policy and ethical standards. Each District employee shall recognize and respect the rights of students, parents, other employees, and members of the community and shall work cooperatively with others to serve the best interest of the District.

The following policies pertain to employee relations.

[DG](#) Employee Rights and Privileges

[DGA](#) Employee Rights and Privileges - Freedom Of Association

[DGB](#) Employee Rights and Privileges - Personnel-Management Relations

[DGBA](#) Personnel-Management Relations – Employee Complaints/Grievances

- [Employee Grievance Forms](#)

[DGC](#) Employee Rights and Privileges - Immunity

[DH](#) Employee Standards of Conduct

[DHE](#) Employee Standards of Conduct – Searches and Alcohol/Drug Testing

[DI](#) Employee Welfare – Freedom from Discrimination, Harassment, and Retaliation

EMPLOYMENT STATUS

All employees are hired on a contractual basis as per Chapter 21 of the Texas Education Code or on at-will basis.

The following Board Policies pertain to employment status and termination of employment.

[DC](#) Employment Practices

[DCA](#) Employment Practices – Probationary Contracts

[DCB](#) Employment Practices- Term Contracts

[DCD](#) Employment Practices – At-Will Employment

[DCE](#) Employment Practices – Other Types of Contracts

[DF](#) Termination of Employment

[DFAA](#) Probationary Contracts – Suspension/Termination during Contract

[DFAB](#) Probationary Contracts – Termination at End of Year

[DFAC](#) Probationary Contracts – Return to Probationary Status

[DFBA](#) Term Contracts – Suspension/Termination During Contract

[DFBB](#) Term Contracts - Nonrenewal

[DFD](#) Termination of Contract – Hearing Before Hearing Examiner

[DFE](#) Termination of Employment - Resignation

[DFF](#) Termination of Employment – Reduction in Force

[DFFA](#) Reduction in Force – Financial Exigency

[DFFB](#) Reduction in Force – Program Change

Employee Handbook Acknowledgement

Name

Campus/Department

http://mws.mcallenisd.net/employment/employee_handbook.pdf
<http://www.mcallenisd.org/>

I hereby acknowledge that I have been informed/made aware of the McAllen ISD Employee Handbook, the McAllen ISD Website and MISD Board Policies. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in the document.

The information in the MISD handbook is subject to change. I understand that changes in district policies may supersede, modify, or eliminate the information summarized in the booklet. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that no modifications to contractual relationships or alterations of at-will relationships are intended by this handbook.

I understand that I have an obligation to inform my supervisor or department head of any changes in personal information, such as phone number, address, etc. I also accept responsibility for contacting my supervisor or the Personnel Office if I have any questions, concerns, or need further explanation.

Signature

Date

Note: Please sign and date a copy and keep it for your records. Sign and date a second copy and return it to your immediate supervisor.