

Teamwork for Excellence



P L A N O
Independent School District

Plano ISD
Substitute Handbook
2007-2008
Statement of Receipt

I understand that the purpose of the Plano Independent School District Substitute Handbook is to provide policy and procedure related information that will help answer questions and pave the way for a successful year. The Substitute Handbook is an overview and I understand that nothing in the handbook is intended to supersede district policy or federal or state law.

I further understand that I am not guaranteed employment or continued employment with the Plano ISD.

I understand that I am responsible for reading and complying with all Plano ISD policies and procedures. Further, I understand that failure to do so may result in adverse employment action against me up to, and including, termination and permanent removal from the Plano ISD Substitute System and may also impact future employment opportunities with the Plano ISD.

I may direct questions or comments to the Human Resources substitute office.

I, _____, have received the 2007-2008 Plano ISD
Print Legal Name Substitute Handbook

Signature

Social Security Number

Date

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**Plano Independent School District
Human Resources Division
Substitute Office**

In accordance with the Texas Unemployment Act, this letter is your reasonable assurance of employment to work as a substitute, adult temporary worker, or student worker for the Plano Independent School District during the 2007-2008 school year. As you know, we cannot guarantee that you will be called to work as a substitute, adult temporary worker, or student worker but it is very likely that, as the need arises, you will be called.

Please indicate whether or not you will be available to work as a substitute, adult temporary worker, or student worker for the Plano Independent School District on this form.

Sincerely,



Tamira Griffin
Executive Director, Human Resources

I will be available for substitute, adult temporary work, or student work for the Plano ISD for the 2007-2008 school year.

Printed Legal Name

Social Security Number

Signature

Date

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English Proficiency Requirement

Job Description:

All substitutes must be able to comprehend and communicate effectively in English in order to appropriately conduct classes and lead instruction as necessary.

Application/Acknowledgement:

I acknowledge that the ability to comprehend and communicate effectively in English is a legitimate expectation for a position as a substitute in the Plano Independent School District. This requirement is necessary in order to appropriately conduct classes and lead instruction. Failure to comply with this requirement may result in my immediate termination from substitute employment with the Plano Independent School District.

Name Print

Signature

Date