

The Resource

A monthly publication of the
Human Resources Department
Northside Independent School District, San Antonio TX 78238

NISD Health Fair is Oct. 19

A Health Fair will be held from 2 to 7 p.m. Oct. 19 at the Northside Activity Center during one of the annual Benefits Enrollment Fairs. The Health Fair will feature:



- Flu Shots
- Spinal Screenings
- Body Mass Testing
- Blood Pressure Checks
- Vision Screening
- Allergy and Asthma options
- Diabetes Screening & Education*
- WhiteGlove House Call
- Spectrum Athletic Clubs
- Grip Strength Tests
- Bloodmobile

And much more! See you at the Fair!!!

* *There's more information on diabetes education at the [Benefits Blog site](#).*

Thanks to Yvonne Carter for the insightful article.

What a card!

By now, all Northside employees should have a photo ID card that they must wear at all times while on District property. Here are a few other facts about your employee ID card you may not know:

- This badge must be worn by the authorized employee only.
- NISD ID cards may also be used for free admission to NISD extra-curricular events.
- Employees may not change, alter, or deface their ID card.
- A \$10 replacement fee will be charged for lost or stolen badges.
- Upon resignation, employees must surrender their badges.

It's time for Annual Benefits Enrollment!

The Annual Enrollment period for health and supplemental insurance benefits is underway. Information packets have been distributed to campuses and departments. NOTE: the **last day for enrollment is Oct. 23**. Benefits selections made during the enrollment become **effective Jan. 1, 2010**. Employees may also visit with insurance representatives, receive flu shots, and/or enroll for benefits at any of the enrollment fairs. All information about the enrollment fairs is in your enrollment packet and also available online at the Benefits web site.



Flip flops and flimsy tops: Revisiting the employee dress code

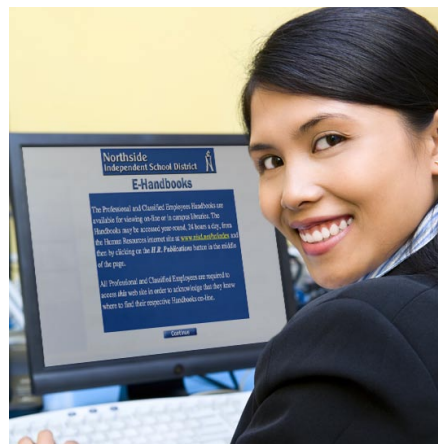
Have you noticed that "business casual" has slowly become way too casual and not very business-like for some professional employees? These observations cause us to remind you that the District does have a Dress Code for its employees.

Although most teachers and other professionals understand their obligation to serve as a good role model for students, some questionable wardrobe choices have been sighted. They range from the sometimes acceptable (jeans and tennis shoes) to items that are acceptable under only certain circumstances (sweat-pants for PE teachers), to items that are inappropriate choices for a school setting at any time (flip-flops, shorts, shirts with revealing necklines, short skirts, and midriff-baring tops).

"We've always held to the premise that the more casual the dress, the more casual the behavior," said Jim Miller, Assistant Superintendent for Human Resources. "We believe that having a dress code sets a tone of being more serious, more formal, and more businesslike on all sides." Noting the effect that professional dress can have on students, Miller observes, "Specifically, students react positively to adults who dress the part, thereby having professional dress serve as another effective classroom management tool for the teacher."

Additional information on Dress and Grooming can be found in the employee handbooks, but the bottom line is: Final determination of acceptable dress and grooming rests with the principal or department supervisor. Any questions can be directed to the [Employee Relations Office](#).

Employees are required to take online courses



NISD employees who are new to the District in 2009-2010 must complete three online courses at the beginning of the school year, or within 30 days of employment if they are hired during the school year:

[Employee Handbook Acknowledgement](#) (Professional & Classified only)

[Sexual Harassment Training](#)

[Acceptable Use Policy](#)

NISD employees who are continuing with the District for the 2009-2010 school year must complete two online courses at the beginning of the school year, and no later than Oct. 31:

[Employee Handbook Acknowledgement](#) (Professional & Classified only)

[Acceptable Use Policy](#)

Attention all certified employees

Check your Texas Standard Certificate for the expiration date. You can renew your certificate up to six months before it becomes inactive. NOTE: Fees increase if you allow your certificate to expire. ([Click here](#) to view the steps to renew a certificate.)

Steppers earn belated congratulations



NISD and Virgin HealthMiles conducted the Sizzling Summer Step Challenge between June 6 and Aug. 25, and each employee

who averaged 7,000 or more steps per day was entered into a drawing for cash prizes. The winner, DEBRA SPICER of Nichols ES, won \$1000. There were 10 winners of \$100 each; and 40 Step Challenge winners won either \$50 or \$25 each.

In the team competition, the Transportation Department was really moving! The North Station Cruisers claimed the top spot with an average of 1,167,932 steps per team member. Each member received a 1,000 HealthMiles credit to their Virgin HealthMiles account. And the North Station Believers took home second place, with the team members receiving 750 HealthMiles. The Sleep Walkers avoided any collisions and received 500 HealthMiles for a third place finish.

Great job to everyone who participated! As a group you logged 679,477,328 steps during this Challenge. For a complete listing of challenge winners, including weekly drawing winners, visit the [Virgin HealthMiles Challenge web site](#).

The Resource is electronically published nine times a year by the Northside ISD Human Resources and Communications departments to help keep employees informed.

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A monthly publication of the Human Resources Department

When "Safety First!" fails, follow these procedures

No matter how many safety procedures are implemented, accidents do happen and as a result some employees suffer on-the-job injuries. If you are one of the unfortunate, please follow these steps:

- Immediately report any on-the-job injury to your direct supervisor.
- Complete the injury report with your supervisor so it can be electronically submitted to Risk Management.
- If you need to seek medical attention, contact Risk Management @ 397-8720 so that we can visit with your doctor and supply billing information. (If you receive treatment from a doctor who does not accept Workers' Compensation patients, your benefits may be affected.)
- Tell your doctor about the District's Transitional Duty Program. (This program allows most District employees, who are injured on the job and released to return to work with restrictions, to temporarily return to work at their pre-injury wages.)
- Bring your work status form to the Benefits and Risk Management Office after your doctor's visit.

Further information can be obtained from your Employee Handbook and from the [Risk Management Internet](#) and [Intranet web sites](#). Risk Management staff can also be contacted directly @ 397-8720.



HR Hound sniffs out SEMS issues

This time of year seems to bring a flurry of questions from both new and veteran employees regarding the SEMS system. Here are some of the more common questions we get, and their answers.

What is SEMS? Are SEMS and WebCenter the same thing?

The Substitute Employee Management System (SEMS) is used for two separate but sometimes inter-related purposes: 1) reporting employee absences, and 2) locating and placing a substitute teacher in the classroom when a teacher is absent. The SEMS system is accessed via a telephone at 522-8987, while the [WebCenter is on the Internet](#).

What do I do if I lose or forget my PIN for SEMS?

Just call 522-8987 and follow the voice prompts to retrieve your PIN. You are not assigned a new PIN if you lose or forget it.

If I don't need a sub, why do I put my absence into the SEMS system?

Remember that SEMS does more than find substitute teachers. It also maintains the database of employee absences, and employees are required to report their absences to both their supervisor and to the SEMS system.

How do I know how many absences I already have?

The SEMS/WebCenter system includes this feature. On any given day, you can check the number, dates, and reasons for your previous or scheduled future absences.

How do I make sure I get a good substitute when I am out?

The best way for teachers to ensure that they will have a good substitute for their class during their absence is to "pre-arrange" with a substitute to cover for them. Additionally, they can leave text information (including lesson plans) for the substitute by using that feature in the SEMS/WebCenter system.

Is SEMS going away now that we are converting to "BEHRT?"

NO. SEMS will still be around after the full implementation of the [Tyler-Munis \(BEHRT\)](#) system enterprise conversion. In fact, SEMS soon will be UPGRADED to a brand new, state-of-the-art absence reporting system called SmartFind Express. We will include information on the SFE as we get closer to implementing the system.

Who do I talk to if I have questions about SEMS or WebCenter?

Every campus and major department has one to three persons who are trained SEMS Administrators. They should be contacted first for any questions you might have about your absences or your substitute teachers. You may also contact the Substitute Employee Office at 397-8600 or email them at suboffice@nisd.net

NEXT MONTH... "At-Will" employment in Northside.