



U.I.S.D. Trade-Off Day(s) Procedure

Re-focus, Re-learn, Re-teach

1. The 2011-2012 designated Trade-Off Days are January 3, 2012, and June 1, 2012.
2. U.I.S.D. sessions attended during the participant's non-contract time and sessions where no stipend was received, are eligible for trade-off.
3. ERO Certificate will reflect CPEs and SLO Hours.
½ Day = 3 CPEs/SLO Hours
1 Day = 6 CPEs/SLO Hours
4. The teacher must request from the principal to use the trade-off time at least a week prior to the requested date.
5. If the principal approves, the Online Employee Absence Process will be completed by the teacher.
6. The principal will receive from the teacher the Absence from Duty Report, with the following attached:
 - A. SEMS Job Number Printout
 - B. Summer Learning Opportunity ERO Certificate(s) reflecting CPEs and Hours.
7. The teacher will receive the golden rod copy of the *Absence from Duty Report*.

[Click here for further instructions](#)

United Independent School District Employment Dates, 2010-2011

<i>DAYS</i>	<i>BEG. DATES</i>	<i>END. DATES</i>	<i>EMPLOYEE GROUP</i>	<i>HR CODES</i>
183	08-20-10	06-03-11	Teacher Aides, Office Aides	1183
186	08-17-10	06-03-11	Librarian Aides	1LIB
186	08-18-10	06-03-11	Bus Drivers, Bus Monitors, Cafeteria Workers (Campus), Cafeteria Managers (In-service 01-04-11)	1186
187	08-16-10	06-03-11	Classroom Teachers, Testing /Academic Coordinators, SAC Aides	1187
193	08-09-10	06-06-11	Elementary Counselor, Elementary Librarians, Attendance Officer	1193
196	08-03-10	06-03-11	Nurses (RN), LVN's, Nurse Aides	1196
207	08-02-10	06-17-11	Secondary Counselors, Secondary Librarians, H.S. Office Aides, Sec. Secretaries to Asst. Principals, LPAC Clerks, Attendance Clerks	1207
207	08-13-10	06-30-11	Social Worker, Speech Pathologist, Assistant Speech Language Pathologists, Diagnosticians, Behavior Intervention Specialist, LSSP, Instructor for the Visually Impaired	1S07
207	07-01-10	06-03-11	Food Production Services – Cafeteria Worker, Cafeteria Driver, Shipping/Receiving Delivery Worker, Floor Manager, Warehouse & Food Distributor	1F07
211	07-26-10	06-16-11	Middle School Asst. Principals, Elem. School Asst. Principals,	1211
211	08-09-10	06-30-11	Physical Therapist Assistants, Occupational Therapist Assistants	1S11
218	07-26-10	06-27-11	High School Asst. Principals, Bookkeeper, Middle and Elem. Principals, Secretaries, Middle School Registrar, Campus Activity Specialist	1218
218	07-29-10	06-30-11	Occupational Therapist, Physical Therapist	1S18
226	07-01-10	06-30-11	Associate and Assistant Superintendent, Executive Director, High School Principal, Central Office, Facilities Adm., Food Services Adm., Security Guards, Secretary, High School Registrar, ROTC Inst., Microcomputer Technicians (12 non-contract days)	1226
236	07-01-10	06-30-11	Tax Office Staff (12 non-contract days)	1236
240	07-01-10	06-30-11	Food Production Services – HVAC Trades Helper/Technicians/Mechanic, Welder, Electrician-Journeyman, Multi-Campus Supervisor, Maintenance Supervisor	1240
261	07-01-10	06-30-11	Facilities, Custodians, Transportation, Support Services	1261

Pay Schedule

<i>Days</i>	<i>Month</i>	<i>Pay from Month</i>
183 – 196	10	Sept – Aug
207 – 218	11	Aug – July
226 – 261	12	July – June

Revised 1-03-10

It is the policy of the United Independent School District not to discriminate on the basis of race, color, national origin, sex, or disability in its Educational programs, services or activities, as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.



QUICK LAUNCH

- [Jobs](#)
- [Webmail](#)
- [Smart Find Express](#)
- [LYNX.NET](#)
- [Dress Code](#)
- [Student Code of Conduct](#)
- [Student Code of Conduct \(Spanish\)](#)
- [Lunch Menus / Lunch Money Now](#)
- [2010 Summer Bus Routes](#)
- [Bus Finder](#)
- [2009-2010 Calendar](#)
- [2010-2011 Calendar](#)
- [En Español](#)
- [eChalk Web Community](#)
- [Destiny Library](#)
- [American Recovery and Reinvestment Act](#)

TODAY - June 7, 2010

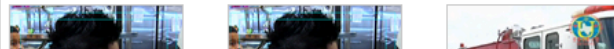


Board Member Gilpin instructs UHS Magnet students

LATEST NEWS

- » Private: UISD Graduation Ceremonies LIVE on the Web
- » Private: UISD Readies for 2010 High School Graduation Ceremonies – Ceremonies will also be broadcast live via the District's web site
- » Valedictorian and Salutatorian of the LBJ High School Class of 2010
- » Valedictorian and Salutatorian of the United South High School Class of 2010
- » Valedictorian and Salutatorian of the Alexander High School Class of 2010
- » Valedictorian and Salutatorian of the United High School Class of 2010
- » Knowledge for College Winners Receive Scholarships from Fernando A. Salinas Charitable Trust Fund
- » Download May 2010 Newsletter in PDF Format
- » Cavazos named amongst TAMU's distinguished
- » Texas A&M University honors Alexander High School counselor
- » more news...

NEWS VIDEOS



Summer Learning Opportunities 2010

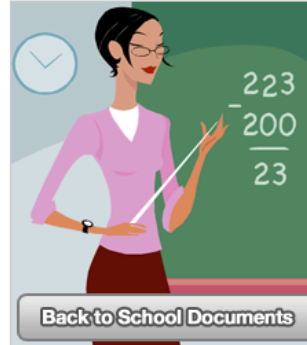


[Click for more information](#)

Extended Year Summer Program



[Click for more information](#)



[Back to School Documents](#)



Go to the district's homepage
Select Smart Find Express (SEMS)



Welcome to SmartFindExpress

... SIGN IN

Access ID

PIN

Submit

Enter USER ID: This is the teachers Social Security Number

Enter PIN: This is the number assigned by SEMS.

[Home](#)

Create Absence

[Employee](#)

Absence Information

[Create an Absence](#)

To complete this absence, press Continue and proceed until a job number is assigned.

[Review Absences](#)

Location: INFORMATION TECHNOLOGY 880

Classification: TECHNICIAN, MICROCOMTR

Reason:

Budget Code:

Start

End

Dates (mm/dd/yyyy): 05/30/2008 05/30/2008

Absence Times (hh:mm am): 08:00 AM 05:00 PM

REPORTING MULTIPLE DAYS?

If the days are non-consecutive or if every day of the absence does not start and end at the same time, press Modify Schedule.

[Modify Schedule](#)

[Continue](#)

[Reset](#)

This is the Main Page for the employee to enter an absence.

Select date range for the absence.

[Home](#)

Create Absence

Employee

Absence Information

[Create an Absence](#)

To complete this absence, press Continue and proceed until a job number is assigned.

[Review Absences](#)

Location: INFORMATION TECHNOLOGY 880

Classification: TECHNICIAN, MICROCOMTR

Reason:

Budget Code:

Dates (mm/dd/yyyy):

Absence Times (hh:mm am):

REPORTING MULTIPLE DAYS?

If the days are non-consecutive

[Modify Schedule](#)

[Continue](#)

[Reset](#)

- ADMINISTRATIVE LEAVE (13)
- COMP TIME (07)
- DEATH IN FAMILY (08)
- DISABILITY LEAVE (11)
- FAMILY ILLNESS (02)
- FAMILY MEDICAL LEAVE (06)
- FLEX TIME (14)
- JURY DUTY (04)
- MILITARY LEAVE (16)
- NON CONTRACT (10)
- PERSONAL BUSINESS (03)
- PERSONAL ILLNESS (01)
- RELIGIOUS OBSERVANCE (17)
- SCHOOL BUSINESS (05)
- TRADE DAY (15)**
- VACATION (09)
- WORKERS COMPENSATION (12)

start and end at the same time, press [Modify Schedule](#)

Select the reason for the absence:

In this case, the reason would be #15 TRADE DAY.

Microsoft Internet Explorer - Create Jobs Page

Address: https://110.200.1.245/teacherCreateJobsInitAction.do

Enter Absence Information and press Submit

Location: HUMAN RESOURCE DEPARTMENT

Classification: ADMINISTRATOR

Reason:

Not used:

Start: August 30, 2006 08:00 AM

End: August 30, 2006 05:00 PM

Note: The employees weekly work schedule is shown. The work schedule days should be modified ONLY when reporting an absence for non consecutive workdays.:

Sun Mon Tue Wed Thu Fri Sat

Work Schedule: Sun Mon Tue Wed Thu Fri Sat

Is a substitute required?: Yes No

Specify a Substitute ID:

Has the substitute accepted this job?: Yes No
(If Yes, the substitute will not be called)

Substitute Instructions:

TRADE DAY FOR

[LogOff](#) [Help About](#) [On-Line Help](#)

eSchool SOLUTIONS August 30, 2006 02:10 pm
Copyright © 2000 - 2006 eSchool Solutions, Inc. All rights reserved.

Once the Reason and Date have been selected, under Substitute Instructions the employee will enter a description, for example,

****Trade Day for Staff Development Day worked on 7/28/09 ****

**Note: Designated Trade-Off Workdays:
August 14 and May 28**

[Home](#)

Create Absence Confirmation

This absence will not be created until the Create Absence button is pressed

Employee

[Create an Absence](#)

[Review Absences](#)

Job Status: Active/NSR-No Sub Allowed

Employee: []

Location: INFORMATION TECHNOLOGY

Classification: TECHNICIAN, MICROCOMTR

Reason: TRADE DAY (15)

Voice Instructions: None

Text Instructions: None

Dates: 05/30/2008 - 05/30/2008

Weekly Schedule: Employee

Monday 08:00 AM - 05:00 PM

Tuesday 08:00 AM - 05:00 PM

Wednesday 08:00 AM - 05:00 PM

Thursday 08:00 AM - 05:00 PM

Friday 08:00 AM - 05:00 PM

Specified Substitute:

Assigned Substitute:



This is the review menu:

Once the employee is satisfied with the entries

Select Create Absence:

Once the Absence has been created a Job Number will be generated.

The Job Number needs to be written on the Absence from Duty Report.