Login to Skyward Employee Access

**Google Chrome will NOT work.** Please use Internet Explorer or Firefox browser to complete this form

Click the **Contract 2018** hyperlink to begin

You will receive a confirmation email once you have successfully completed the contract process
Click the **Contract** hyperlink to view and acknowledge.

Everyone will see the addendum but it will not apply to you unless it says **DOES** in 7.3 of the contract.
MANSFIELD ISD TERM CONTRACT

Date given Employee May 04, 2017

1. **Position.** The District agrees to employ GROVER TEST CLEVELAND (you) as a CERTIFIED EDUCATIONAL DIAGNOSTICIAN PROBATIONARY 1.

2. **Term.** You will be employed on a 10 month basis for the 2017-2018 school year, according to the hours and dates set by the District as they exist or may hereafter be amended.

3. **Credentials and Criminal History Review.** You agree to provide, before your start date each school year, the certification, service records, licenses, and other records and information required by state and federal law, the Texas Education Agency (TEA), the State Board for Educator Certification (SBEC), or the District. You agree to maintain any applicable certification, permit or licensure requirements throughout the term of this Contract. If you fail to fulfill the requirements necessary to extend a temporary or emergency certificate or permit, or if your certification or permit expires, is canceled, is relinquished, is suspended, or is revoked, the District may provide you with notice that this Contract is void pursuant to Texas Education Code section 21.0031.

4. **Criminal History Review.** As required by law and/or the District, you agree to submit to a review of your state or national criminal history record information.

5. **Representations.**

   4.1 **Beginning of Contract.** You understand that a criminal history record acceptable to the District, at its sole discretion, is a condition of this Contract. You represent that you have disclosed to the District, in writing, any conviction, no contest or guilty plea, deferred adjudication, or other adjudication for any felony or any offense listed at 19 Texas Administrative Code § 249.16(c).

   4.2 **During Contract.** You agree that, during the term of this Contract, you will notify the Superintendent or designated in writing of any arrest, indictment, conviction, no contest or guilty plea, deferred adjudication, or other adjudication for any felony or any offense listed at 19 Texas Administrative Code § 249.16(c). You agree to provide the notification within 3 calendar days as specified in Board policy.

   4.3 **False Statements and Misrepresentations.** You represent that any required records or information in your employment application are true and correct. Any false statements, misrepresentations, omissions of requested information, or fraud by you concerning any required records or in the employment application may be grounds for termination or nonrenewal, as applicable.

6. **Duties.**

   5.1 **General Standard.** You agree to perform the duties of your assigned position, as prescribed by state law and regulations and by the District, with reasonable care, skill, and diligence.

   5.2 **Rules.** You agree to comply with all Board and District directives, state and federal laws and rules, and District policy and regulations, as they exist or may hereafter be amended.

   5.3 **Assignment/Reassignment.** You understand that the District has the right to assign or reassign you to positions, duties, or additional duties and to make changes in responsibilities, work, or transfers, at any time during this Contract.

   5.4 **Supplemental Duty.** You understand that this Contract does not apply to assignments of or payments for supplemental duties. This Contract does not create a property right to continued employment in any supplemental duty. If you are assigned to a supplemental duty, the start and end dates for the supplemental duty may be different from the start and end dates under this Contract.

7. **Compensation.**

   6.1 **Salary.** The District shall pay you according to the compensation plan adopted by the Board each school year. Your salary includes consideration for all assigned duties, responsibilities, and tasks, regardless of the actual number of hours or days (including days not designated on the school calendar) that you work during this Contract. Your salary shall be reduced for absences in excess of authorized, paid leave.

   6.2 **Furloughs.** If the District implements a furlough under Texas Education Code section 21.4021, your salary will be reduced in proportion to the number of furlough days. The reduction will be equally distributed over the remainder of the applicable school year.
Click the box to complete step 1

Click the **Next** button
Review your contact information and click the **Request Changes** button if you need to make updates.

Click the box to complete step 2.

Click the **Next** button.
Review your address and click the **Request Changes** button if you need to make updates.

Click the box to complete step 3

Click the **Next** button
Review your emergency contact information and click the Add and Edit buttons if you need to make updates.

Click the box to complete step 4.

Click the Next button.

**If you add a new emergency contact you only need to include a first name, last name, and phone number.**
Click the box to complete the online form

This box will not appear until you have completed the first 4 steps

Click the Finish button

You will receive an email of completion.