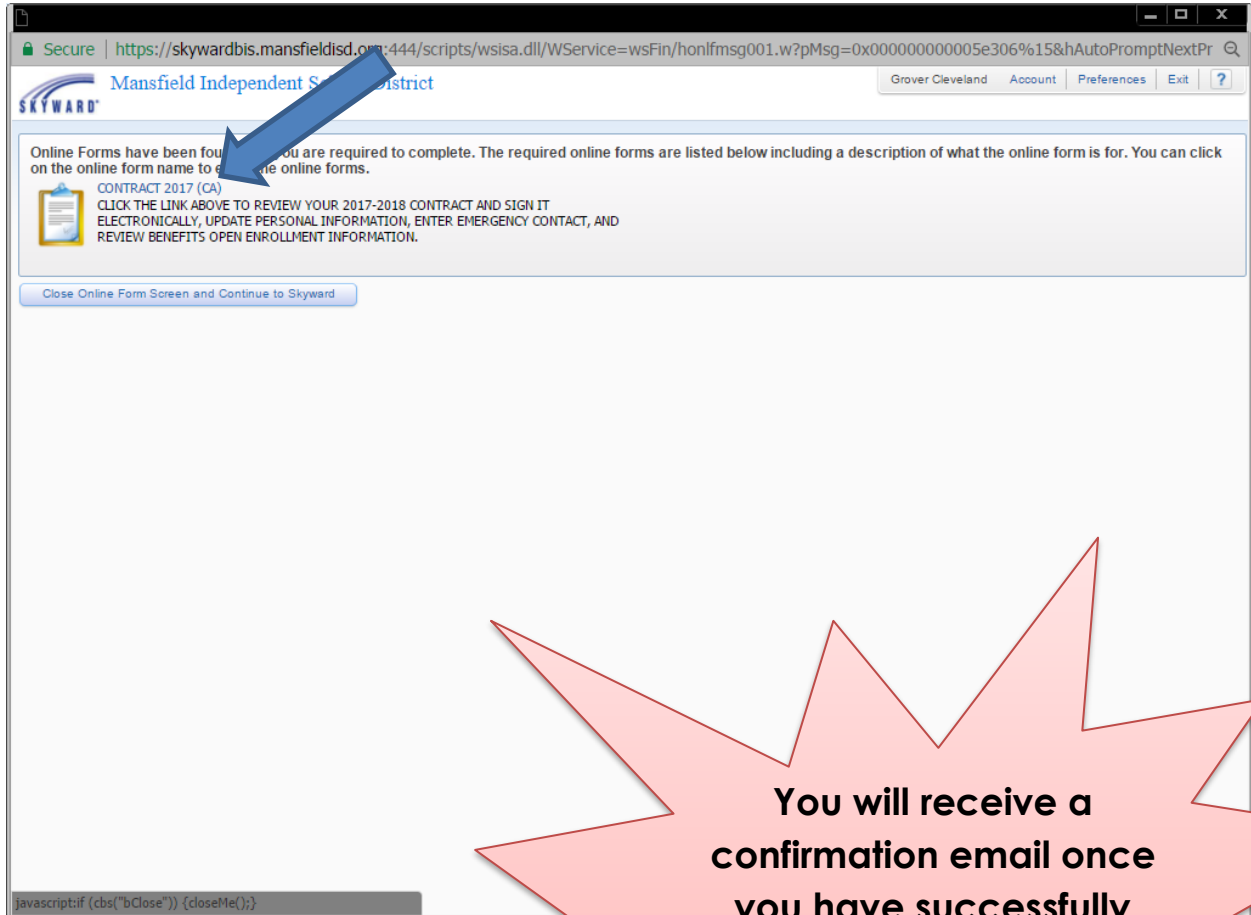


## ELECTRONIC CONTRACTS

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



The screenshot shows a web browser window with the URL <https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/honifmsg001.w?pMsg=0x000000000005e306%15&hAutoPromptNextPr>. The page header includes the Skyward logo and the text "Mansfield Independent School District". A blue arrow points to a notification box that reads: "Online Forms have been found that you are required to complete. The required online forms are listed below including a description of what the online form is for. You can click on the online form name to go to the online forms." Below this text is a link for "CONTRACT 2017 (CA)" with a description: "CLICK THE LINK ABOVE TO REVIEW YOUR 2017-2018 CONTRACT AND SIGN IT ELECTRONICALLY, UPDATE PERSONAL INFORMATION, ENTER EMERGENCY CONTACT, AND REVIEW BENEFITS OPEN ENROLLMENT INFORMATION." A button at the bottom of the notification box says "Close Online Form Screen and Continue to Skyward".

**You will receive a confirmation email once you have successfully completed the contract process**

## ELECTRONIC CONTRACTS

Click the **Contract** hyperlink to view and acknowledge

Employee Online Forms - WH\EP\OF - 29548 - 05.18.02.00.04 - Google Chrome

Secure | <https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/honlfedit003.w?hMasterForm=0x000000000002f252&EmpNameID=20...>

Employee Online Forms

CLEVELAND, GROVER T.

### 1. CONTRACT

OPEN THE LINK TO VIEW THE CONTRACT & ADDENDUM. CHECK THE BOX TO ACKNOWLEDGE. CONTRACT SECTION 7.3 INDICATES IF THE ADDENDUM DOES OR DOES NOT APPLY.  I have completed this step.

Click on this link for CONTRACT

#### CONTRACT 2018 (CAT)

1. CONTRACT
2. UPDATE CONTACT INFORMATION
3. UPDATE ADDRESS
4. UPDATE EMERGENCY CONTACT
5. Complete Online Form

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

# ELECTRONIC CONTRACTS

The screenshot shows a web browser window with the following tabs: Pandora Radio - Listen to F..., Login - Powered by Skywa..., and CONTRACT 7CAT.pdf. The address bar shows the file path: file:///C:/Users/heatherbrubaker/Downloads/CONTRACT%207CAT.pdf. The browser's taskbar includes icons for Apps, Login - Powered by Sky..., SurveyMonkey - Log in, and COMPENSATION. The main content area displays a PDF document with the following text:

**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.**
  - 3.1 **Certification and Licensure Requirement.** 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 (SBECE), 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.
  - 3.2 **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.
4. **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 designee 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.
5. **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.
6. **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.

# ELECTRONIC CONTRACTS

Click the box to complete step 1

Click the **Next** button

Employee Online Forms - 05.18.02.00.04 - Google Chrome

Secure | <https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/honlfedit003.w?hMaster=0x00000000002f252&isPopup=true>

Employee Online Forms CLEVELAND, GROVER T.

### 1. CONTRACT

OPEN THE LINK TO VIEW THE CONTRACT & ADDENDUM. CHECK THE BOX TO ACKNOWLEDGE. CONTRACT SECTION 7.3 INDICATES IF THE ADDENDUM DOES OR DOES NOT APPLY.

I have completed this step.

[Click on this link for CONTRACT](#)

### CONTRACT 2018 (CAT)

1. CONTRACT
2. UPDATE CONTACT INFORMATION
3. UPDATE ADDRESS
4. UPDATE EMERGENCY CONTACT
5. Complete Online Form

Step 1 of 5

[Next](#)

[Close and Finish Later](#)

## ELECTRONIC CONTRACTS

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

Employee Online Forms - 05.18.02.00.04 - Google Chrome

Secure | <https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/honlfedit003.w>

Employee Online Forms

CLEVELAND, GROVER T.

### 2. UPDATE CONTACT INFORMATION

REVIEW AND UPDATE PERSONAL INFORMATION.

I have completed this step.

[View History](#)

**Employee Information**

[Request Changes](#)

**Name**

Former Name: SMITH Conf. Yes  
Spouse Name: Conf. Yes

**Phone**

Phone 1: (817) 867-9305 Ext: Conf. Yes  
Phone 2: Ext: Conf. Yes  
Phone 3: Ext: Conf. Yes

1st Email: MASON.HEATHER@GMAIL.COM  
2nd Email: GROVERCLEVELAND@HOTMAIL.COM Type: Personal  
3rd Email: GROVERCLEVELAND@GMAIL.COM Type: Personal  
4th Email: HEATHERMASON@AOL.COM Type: Other

**Race and Ethnicity**

Ethnicity:  Hispanic/Latino?  
Federal Race:  1-American Indian or Alaskan Native  
 2-Asian  
 3-Black or African American  
 4-Native Hawaiian or Other Pacific Islander  
 5-White

**CONTRACT 2018 (CAT)**

1. CONTRACT
2. UPDATE CONTACT INFORMATION
3. UPDATE ADDRESS
4. UPDATE EMERGENCY CONTACT
5. Complete Online Form

Step 2 of 5

[Previous](#) [Next](#)

[Close and Finish Later](#)

javascript:if (cbs("bNext")) {nextStep();}

## ELECTRONIC CONTRACTS

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

Employee Online Forms - 05.18.02.00.04 - Google Chrome

Secure | <https://skywardbis.mansfieldisd.org:444/scripts/wvisa.dll/WService=wsFin/honlfedit003.w>

Employee Online Forms CLEVELAND, GROVER T.

### 3. UPDATE ADDRESS

REVIEW AND UPDATE ADDRESS.

I have completed this step.

[View History](#)

**Address**

Primary/Mailing Address Conf:  Yes

**Primary**

456 BROAD ST  
MANSFIELD, TX 76063

[Request Changes](#)

**Mailing**

[Request Changes](#)

### CONTRACT 2018 (CAT)

1. ✓ CONTRACT
2. UPDATE CONTACT INFORMATION
3. UPDATE ADDRESS
4. UPDATE EMERGENCY CONTACT
5. Complete Online Form

Step 3 of 5

[Previous](#) [Next](#)

[Close and Finish Later](#)

## ELECTRONIC CONTRACTS

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

Emergency Contacts - 05.18.02.00.04 - Google Chrome

Secure | https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/honlfedit003.w

Employee Online Forms

CLEVELAND, GROVER T.

### 4. UPDATE EMERGENCY CONTACT

REVIEW AND UPDATE EMERGENCY CONTACT INFORMATION.

I have completed this step.

Views: General Filters: \*Skyward Default

Seq #	Last Name	First	Middle	Rel	Primary Phone	Second Phone	Third Phone
01	CLEVELAND	FRANCES	FOLSOM		(817) 555-1234		

1 records displayed

Sequence #:

CONTRACT 2018 (CAT)

- ✓ CONTRACT
- ✓ UPDATE CONTACT INFORMATION
- UPDATE ADDRESS
- UPDATE EMERGENCY CONTACT
- Complete Online Form

Step 4 of 5

Previous Next

Close and Finish Later

\*\*If you add a new emergency contact you only need to include a first name, last name, and phone number

## ELECTRONIC CONTRACTS

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

The screenshot shows a web browser window titled "Employee Online Forms - 05.18.02.00.04 - Internet Explorer". The URL is "https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/honlfedit003.w?isPopup=true". The page header includes "Employee Online Forms" and "CLEVELAND, GROVER T.". The main heading is "5. Complete Online Form". Below this, a message states: "When you have completed this online form, check the I have completed this online form." A table lists the steps and their completion status:

Step	Status	Last Accessed	Completed by
1. CONTRACT	Completed	04/09/2018 8:36 AM	CLEVELAND GROVER TEST
2. UPDATE PERSONAL INFORMATION	Completed	04/09/2018 8:36 AM	CLEVELAND GROVER TEST
3. UPDATE ADDRESS	Completed	04/09/2018 8:36 AM	CLEVELAND GROVER TEST
4. UPDATE EMERGENCY CONTACTS	Completed	04/09/2018 8:43 AM	CLEVELAND GROVER TEST

Below the table, a checkbox labeled "I have completed this online form." is checked and highlighted with a red box. To the right, a sidebar titled "CONTRACT 2018 (CAT)" lists the steps with checkmarks: 1. ✓ CONTRACT, 2. ✓ UPDATE PERSONAL INFORMATION, 3. ✓ UPDATE ADDRESS, 4. ✓ UPDATE EMERGENCY CONTACTS, and 5. Complete Online Form. At the bottom right, a green arrow points to a "Step 5 of 5" section containing "Previous", "Finish", and "Close and Finish Later" buttons. The browser's zoom level is set to 100%.

You will receive an email of completion.