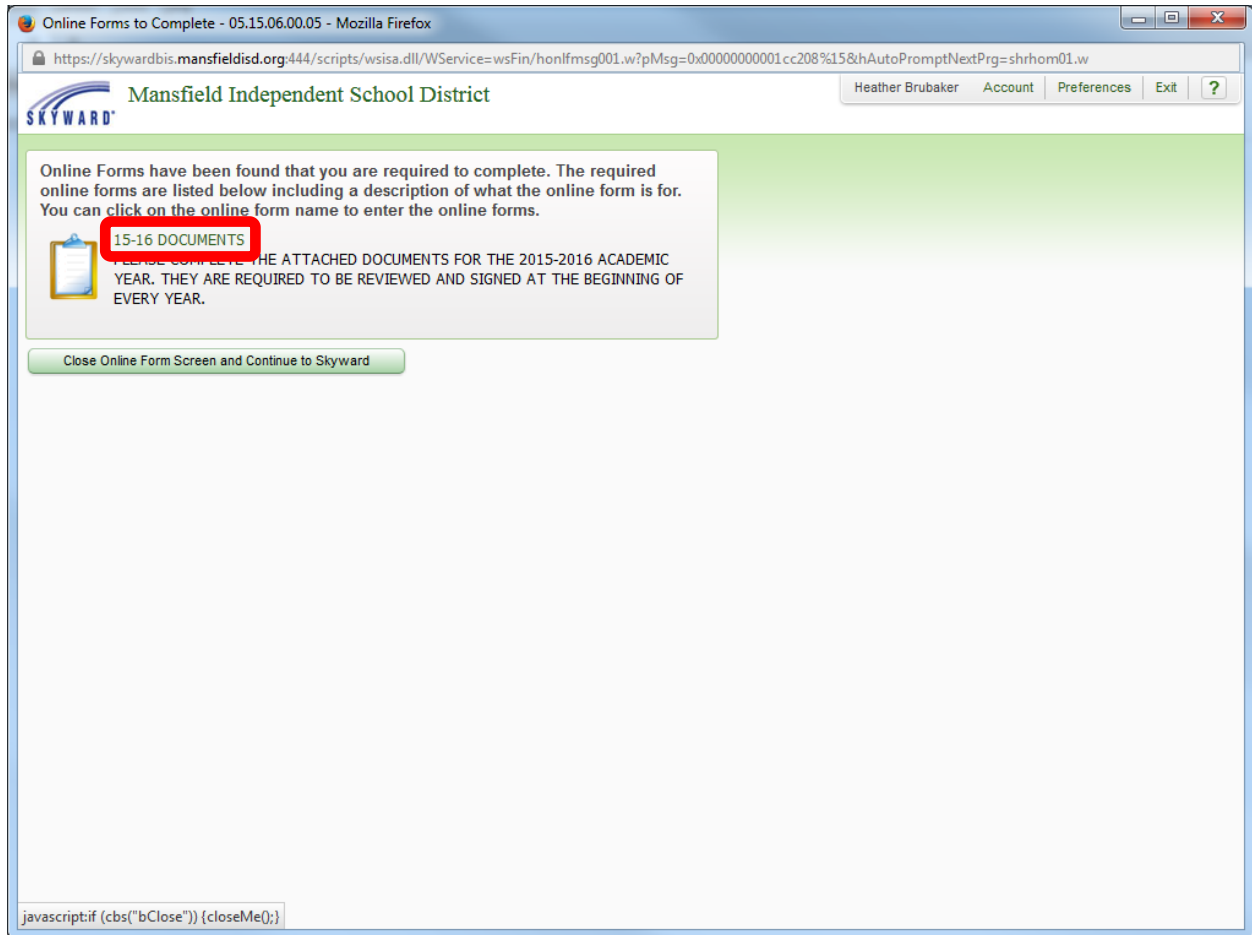


2015-2016 ANNUAL DOCUMENTS

For the 2015-2016, contract year login to Skyward Employee Access to sign your Employee Handbook form and update your confidentiality settings.



The screenshot shows a web browser window titled "Online Forms to Complete - 05.15.06.00.05 - Mozilla Firefox". The address bar shows the URL: <https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/honlfmsg001.w?pMsg=0x00000000001cc208%15&hAutoPromptNextPrg=shrhom01.w>. The page header includes the Skyward logo and "Mansfield Independent School District". A user profile for "Heather Brubaker" is visible with links for "Account", "Preferences", "Exit", and a help icon. A central notification box contains the following text: "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 enter the online forms." Below this text is a list item with a clipboard icon and the text "15-16 DOCUMENTS". A red box highlights the "15-16 DOCUMENTS" text. Below the list item is a button that says "Close Online Form Screen and Continue to Skyward". At the bottom of the browser window, a JavaScript snippet is visible: `javascript:if (cbs("bClose")) {closeMe();}`

Login to Skyward Employee Access. [Click here.](#)

Click the **15-16 Documents** hyperlink to begin.

2015-2016 ANNUAL DOCUMENTS

Employee Online Forms - 05.15.06.00.05 - Mozilla Firefox

https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/honlfedit003.w?hMaster=0x00000000001cc208&isPopup=true

Employee Online Forms

BRUBAKER, HEATHER M.

1. EMP TEXAS PUBLIC INFORMATION ACT

PLEASE REVIEW THE TEXAS PUBLIC INFORMATION ACT DOCUMENT THEN CHECK THE BOX AS YOUR DIGITAL SIGNATURE OF COMPLETION. I have completed this step.

[Click on this link for EMP TEXAS PUBLIC INFORMATION ACT](#)

15-16 DOCUMENTS

1. EMP TEXAS PUBLIC INFORMATION ACT
2. 2015-2016 EMPLOYEE HANDBOOK
3. Complete Online Form

Step 1 of 3

Next

Close and Finish Later

javascript:if (cbs('bNext')) {nextStep0;}

Click the **Click on this link for EMP TEXAS PUBLIC INFORMATION ACT** hyperlink to view and update your confidentiality flags.

*This form indicates what information can be released to the public in open records requests.

2015-2016 ANNUAL DOCUMENTS

EMP TEXAS PUBLIC INFORMATION ACT - 05.15.06.00.05 - Mozilla Firefox

https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/qqudfedit050.w?isPopup=true

EMP TEXAS PUBLIC INFORMATION ACT

Name: BRUBAKER, HEATHER M. Employee Type: ADM OTHERS Building Code: 743

TO: HEATHER MASON BRUBAKER

FROM: Karen Wentworth, Associate Superintendent

RE: Texas Public Information Act

The Texas Public Information Act requires the Mansfield ISD to release personnel information. An employee may elect that certain information not be made public such as:

- Home address
- Home telephone number
- Emergency contact information
- Leave history
- Information that reveals whether you have family members

An employee may open or close access to the above information. Please check whether you want the information:

CLOSED

OPEN

ALL MANSFIELD ISD EMPLOYEES MUST COMPLETE THIS FORM, EVEN IF YOU HAVE COMPLETED ONE IN PRIOR YEARS.

NAME: Heather Brubaker

DATE 08/20/2015

Mansfield ISD • 605 E. Broad Street • Mansfield, Texas 76063

Read the form and then indicate your preference of **Closed** or **Open**.

Enter your name and date.

Click either the **Save** or **Save and Print** button

2015-2016 ANNUAL DOCUMENTS

Employee Online Forms - 05.15.06.00.05 - Mozilla Firefox

https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/honlfedit003.w?hMaster=0x00000000001cc208&isPopup=true

Employee Online Forms

BRUBAKER, HEATHER M.

1. EMP TEXAS PUBLIC INFORMATION ACT

PLEASE REVIEW THE TEXAS PUBLIC INFORMATION ACT DOCUMENT THEN CHECK THE BOX AS YOU SIGN THE DIGITAL SIGNATURE OF COMPLETION.

I have completed this step.

[Click on this link for EMP TEXAS PUBLIC INFORMATION ACT](#)

15-16 DOCUMENTS

1. EMP TEXAS PUBLIC INFORMATION ACT
2. 2015-2016 EMPLOYEE HANDBOOK
3. Complete Online Form

Step 1 of 3

Next

Close and Finish Later

Check the **I have completed this step** box when you have completed the Texas Public Information Act form.

Click the **Next** button.

2015-2016 ANNUAL DOCUMENTS

The screenshot shows a web browser window titled "Employee Online Forms - 05.15.06.00.05 - Mozilla Firefox". The address bar shows the URL "https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/honlfedit003.w". The page header includes "Employee Online Forms" and the user name "BRUBAKER, HEATHER M.". The main content area is titled "2. 2015-2016 EMPLOYEE HANDBOOK" and contains the instruction: "REVIEW THE 2015-2016 TEACHER/PARA HANDBOOK AND COMPLETE THE EMPLOYEE HANDBOOK RECEIPT FORM." A checkbox labeled "I have completed this step." is present. A red box highlights the hyperlink "Click on this link for 2015-2016 EMPLOYEE HANDBOOK". On the right side, a sidebar titled "15-16 DOCUMENTS" lists three items: "1. ✓ EMP TEXAS PUBLIC INFORMATION ACT", "2. 2015-2016 EMPLOYEE HANDBOOK", and "3. Complete Online Form". At the bottom right, it indicates "Step 2 of 3" and provides buttons for "Previous", "Next", and "Close and Finish Later". A small JavaScript snippet is visible at the bottom left: "javascript:if (cbs("bNext")) {nextStep0;}".

Click the **Click on this link for 2015-2016 EMPLOYEE HANDBOOK** hyperlink to view and sign the Employee Handbook sign off sheet.

2015-2016 ANNUAL DOCUMENTS

2015-2016 EMPLOYEE HANDBOOK RECEIPT - WHNEP.OF - 29548 - 05.15.06.00.05 - Mozilla Firefox

https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WSservice=wsFin/qqudfed8050.wTsPopup=true

2015-2016 EMPLOYEE HANDBOOK RECEIPT

Name: BRUBAKER, HEATHER M. Employee Type: ADM OTHERS Building Code: 743

EMPLOYEE HANDBOOK, TECHNOLOGY ACCEPTABLE USE POLICY AND INTERNET SAFETY POLICY

Name:

Campus/Department:

You have the option of receiving all three of the documents in electronic form or hard copy. Please indicate your choice by checking the appropriate box below:

- I choose to receive the **Employee Handbook**, **Technology Acceptable Use Policy**, and the **Internet Safety Policy** in electronic format and accept responsibility for accessing them according to the instructions provided. Go to website <http://intranet.mansfieldisd.org>; click the "District Documents and Forms" link. The handbooks are listed in the Human Resources' section.
- I choose to receive a hard copy of the **Employee Handbook**, **Technology Acceptable Use Policy**, and the **Internet Safety Policy**. The hard copy is to be requested through your department/campus and provided by the department/campus designee.

Please initial by the following:

- I hereby acknowledge receipt of my personal copy of the Mansfield ISD Employee Handbook, Technology Acceptable Use Policy, and the Internet Safety Policy. I agree to read these documents and abide by the standards, policies, and procedures defined or referenced in the documents listed.
- I understand that changes in district policies may supersede, modify, or eliminate the information summarized in the above listed documents. As the district provides updated information, I accept responsibility for reading and abiding by the changes.
- I understand that no modifications to contractual relationships or alterations of at-will employment relationships are intended by this handbook.
- I understand that I have an obligation to inform my supervisor or department head of any changes in personal information, such as phone number, address, etc. I also accept responsibility for contacting my supervisor or the personnel department if I have questions or concerns or need further explanation.
- I understand that my use of the district's technology resources is not private and that the district will monitor my activity.
- I have read the district's Technology Acceptable Use Policy, Internet Safety Policy and this user agreement and agree to abide by their provisions. In consideration for the privilege of using the district's technology resources, I hereby release the district, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use of, or inability to use, these resources, including, without limitation, the type of damages identified in the district's policy.

I understand that if I violate any procedures or rules, I may face legal or disciplinary action according to applicable law or district/departmental policy.

javascript:if (cbs["bPrint"]) {printCustomHtmlForm();} and date this receipt. The employee agreement must be renewed each school year.

Read the form and then check the boxes indicating that you agree with the statements.

Click either the **Save** or **Save and Print** button

2015-2016 ANNUAL DOCUMENTS

Employee Online Forms - 05.15.06.00.05 - Mozilla Firefox
https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/honlfedit003.w

Employee Online Forms
BRUBAKER, HEATHER M.

2. 2015-2016 EMPLOYEE HANDBOOK
REVIEW THE 2015-2016 TEACHER/PARA HANDBOOK AND COMPLETE THE EMPLOYEE HANDBOOK RECEIPT FORM.
[Click on this link for 2015-2016 EMPLOYEE HANDBOOK](#)

I have completed this step.

15-16 DOCUMENTS

1. ✓ EMP TEXAS PUBLIC INFORMATION ACT
2. 2015-2016 EMPLOYEE HANDBOOK
3. Complete Online Form

Step 2 of 3

Previous Next Close and Finish Later

Check the **I have completed this step** box when you have completed the 2015-2016 Employee Handbook form.

Click the **Next** button.

2015-2016 ANNUAL DOCUMENTS

Employee Online Forms - 05.15.06.00.05 - Mozilla Firefox
https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/honlfedit003.w

Employee Online Forms

BRUBAKER, HEATHER M.

3. Complete Online Form

When you have completed this online form, check the I have completed this online form.

Step	Status	Last Accessed	Completed by
1. EMP TEXAS PUBLIC INFORMATION ACT	Completed	08/20/2015 3:56 PM	BRUBAKER HEATHER MASON
2. 2015-2016 EMPLOYEE HANDBOOK	Completed	08/20/2015 4:03 PM	BRUBAKER HEATHER MASON

I have completed this online form.

15-16 DOCUMENTS

- ✓ EMP TEXAS PUBLIC INFORMATION ACT
- ✓ 2015-2016 EMPLOYEE HANDBOOK
- 3. Complete Online Form**

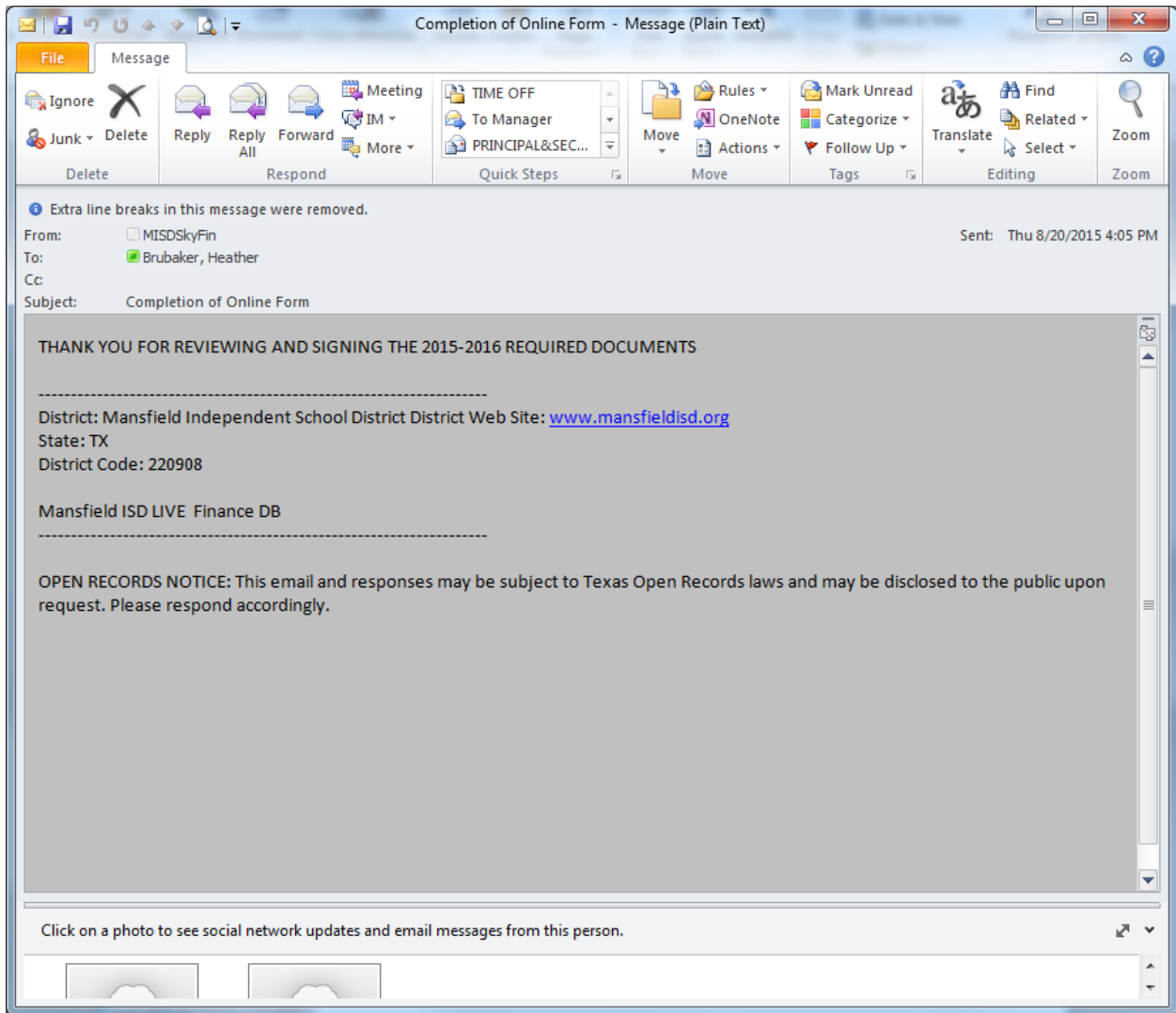
Step 3 of 3

Previous **Finish** Close and Finish Later

Check the **I have completed this online form** box.

Click the **Finish** button.

2015-2016 ANNUAL DOCUMENTS



Once you have completed the process you will receive an email confirmation.