



# Frequently Asked Questions

## Where can I find the district academic school **calendars**?

On the Crosby ISD home page, click on the Academic Calendar icon.

## What is the **Sick Leave Bank** and how does it function?

Please visit <https://www.crosbyisd.org/Page/10556> for more information and at 281-328-9200 ex 1233

## What should I do if I want to file a **grievance**?

Contact Christy CoVan at 281-328-9200 or [ccovan@crosbyisd.org](mailto:ccovan@crosbyisd.org)

## Who do I contact about **loan forgiveness**?

Contact Christy CoVan at 281-328-9200 or [ccovan@crosbyisd.org](mailto:ccovan@crosbyisd.org)

## Whom do I contact regarding **certifications**?

Contact Christy CoVan at 281-328-9200 or [ccovan@crosbyisd.org](mailto:ccovan@crosbyisd.org)

## I was just **hired**, what is the **process** and how long does it take?

Once a requisition to hire has been submitted, the process takes 7-14 business days.

## What is **employee leave**, and whom do I contact?

Employee leave is a non-medical related leave from work. For more information, contact Donna Fontenot, [dfontenot@crosbyisd.org](mailto:dfontenot@crosbyisd.org), or Nancy Valenica, [nvalencia@crosbyisd.org](mailto:nvalencia@crosbyisd.org)

## Whom do I need to contact for **FMLA** (Family Medical Leave Act)?

Contact Jenifer Rodriguez at 281-328-9200 (Ext 1233) or [jrodriguez@crosbyisd.org](mailto:jrodriguez@crosbyisd.org)

## Who do I contact to start the process for **disability**?

Contact Jenifer Rodriguez at 281-328-9200 (Ext 1233) or [jrodriguez@crosbyisd.org](mailto:jrodriguez@crosbyisd.org)

## Where can I find **insurance information**?

Insurance information can be found at <https://www.crosbyisd.org/Page/10546>

**What should I do if I need an **extended medical leave** (i.e. maternity)?**

Contact Jenifer Rodriguez at 281-328-9200 (Ext 1233) or [jrodriguez@crosbyisd.org](mailto:jrodriguez@crosbyisd.org)

**How do I sign up for **supplemental insurance** (dental, vision, life, disability, and cancer)?**

You can only sign up for supplemental insurance during the cafeteria open during open enrollment unless there is a life changing event. Open enrollment is in August and October (dates vary) and become effective November 1.

**What **defines a life changing** event and when should it be reported?**

A life changing event is marriage, divorce, birth, death, adoption, or policy holder changes/loses job. Life changing event should be reported no more than 30 days after the event and proof will be required

**What is the process to become a **volunteer**?**

Visit the Volunteer page on the Crosby ISD website.

**How long does a **background check** take?**

Usually 5-7 days but there are factors that could hold up this process. If you are missing information, HR will contact you. Calling HR will not speed up the process.

**What should I do if I need to schedule an **absence**?**

Login to your Fontline account at by visiting the Crosby ISD website > Staff > Aesop  
Your campus secretary or the payroll department can assist with log in information,  
[szendejas@crosbyisd.org](mailto:szendejas@crosbyisd.org)

**What is the process to be a **substitute**?**

1. Fill out and submit an application for Substitutes.
2. Upon completion, approved background check (including being fingerprinted) and turning in all required documents/completed trainings, you will be added to the substitute list.
3. More information can be found on the Crosby ISD website > Human Resources > Substitutes