

SUBSTITUTE HANDBOOK - CERTIFICATED

Substitutes are a valued member of the Cutler-Orosi Joint Unified School District staff. We hope your experience with Cutler-Orosi Joint Unified School District will be fulfilling for you and educationally profitable for our students.

Personnel Department Office Hours and Numbers

Personnel Department Hours: 7:30 a.m. to 4:30 p.m.
Personnel Department Phone: 528-4763
Absence Management formerly Aesop: 1-800-942-3767 (toll free)

General Assignment Information

Cutler-Orosi Joint Unified School District uses an automated computerized system called Absence Management (Aesop). Guidelines presented in this handbook will give you answers to questions about your assignment, school, address, school phone numbers, names of principals, start and end times, etc. If you have questions that are not answered in this handbook, please call the Personnel Department at 528-4763.

As a substitute, you will work on an on-call, as needed basis. There is no guarantee how many hours per week you will work, nor is there a guarantee that you will be hired as an employee. You are assigned to fill the position of a regular employee who is absent from service. Certificated substitutes are subject to specific assignments, transfers or termination of assignment at the discretion of the District.

You must only accept assignments through the Absence Management (Aesop) system. The only exception is where a "pre-arrangement" with an employee has been made, but these jobs must also be recorded into Absence Management (Aesop).

The Absence Management (Aesop) system calls to fill job openings during the following hours:

	<u>Today's Job</u>	<u>Future Jobs</u>
Weekdays	5:30 a.m. to 1:30 p.m.	2:00 p.m. to 09:30 p.m.
Weekends and Holidays	None	2:00 p.m. to 09:30 p.m.

If you are going to be away from your home during these times, please call into Absence Management (Aesop) and make yourself "unavailable". By doing so, you will not be counted as refusing a position if it is called out to you.

When you are contacted by Absence Management (Aesop) it is best to have your PIN, a pencil and a pad of paper by the phone in order to take down all necessary information. *Once you have accepted an assignment, we expect you to arrive at the school at 7:45 a.m. or within 60 minutes. Absence Management (Aesop) does not leave messages. You must accept an assignment personally. If you accept an assignment and fail to show up or call in to cancel the assignment, your name may be removed from the substitute list.

Helpful hints: When you attend orientation, you are given a listing of schools, addresses and locations. Keep these items close by your phone so that when you are contacted you will know the location and the best route to get there.

Absence Management (Aesop) Information

Substitutes cannot receive assignments until they have been registered into the Absence Management (Aesop) system.

Please remember to listen for the start and end times of your assignment. You are expected to arrive at your assignment within 45 minutes of being called (if the call is received once the assignment has already started), or 30 minutes before school starts.

Please note that there are **no open assignments in Absence Management (Aesop)**. All assignments will have a beginning and ending date.

If you can only work for one day, **do not** accept an assignment that is for more than one day.

If you cannot speak Spanish or any other required language, **do not** accept a bilingual assignment.

If you need to cancel a job, you **must** call the Absence Management (Aesop) number as soon as possible.

When you have accepted a job, no further jobs will be offered to you during that same period, even if you are the requested substitute.

If you are assigned as a "long-term substitute," check with the school on how to request a replacement if you are going to be absent. Long-term rates begin on the 21st full day of an assignment and go retroactive to day one (1). When an assignment is interrupted, long-term pay begins again the 21st day.

When a teacher requests you as the specific substitute and the call to you occurs on the day of the assignment, you must accept on the first call or Absence Management (Aesop) will automatically offer the job to other substitutes on the list.

You may "shop" for assignments and accept jobs up to 30 days in advance. When you are shopping for a job, the Absence Management (Aesop) will first inform you of those jobs for which you are the specified substitute.

When you are "shopping" for a job and you bypass one in order to hear another, you may not go back to accept one that you have already heard. After hearing all available jobs, if you prefer the first one you heard, you will need to exit the system and start the process again to accept the job when you hear the desired assignment. **Remember**, the system will continue offering these assignments to other substitutes and someone else who is "shopping" could accept the assignment before you hear it again.

If you have "**pre-arrangements**" with an employee, be sure to ask the employee for a job number, and then **confirm your assignment with Absence Management (Aesop)**.

If you file for Unemployment Insurance, remember that record is kept of all calls made to you and this record is given to the Employee Development Department. A record is also kept of availability and reasons for assignment refusal. Keep a record of your employment in case there is a dispute.

If you change your status (limitation of days available, phone change or subjects taught) please call the Personnel Department. **Address changes need to be made in writing and sent to the Personnel Department.**

Notify the Personnel Department if you withdraw your funds from STRS or if you are already a member and did not indicate that on your application. If you fail to do this, back payment may be due to STRS.

The Personnel Department realizes that occasionally you may need to cancel an assignment. This will not be held against you, but you may be removed from Absence Management (Aesop) if you cancel jobs frequently.

Absence Management (Aesop) and How It Works

The Absence Management (Aesop) system uses a computer with data/voice capabilities to assign substitute employees. The Absence Management (Aesop) is accessed through the telephone system. Information is entered into Absence Management (Aesop) by using a touchtone telephone keypad and voice message.

The system allows employees to call the computer at any time (up to 30 days in advance, or on the morning of the absence) to enter an absence. The employee's Personal Identification Number tells the computer at what school/department and the location the substitute employee is needed. The computer takes over from there.

Once the computer has the information from the employee, it dials phone numbers of substitutes. When you answer the phone, you will hear a computer message informing you of the job opening. Once the computer has delivered the message (which can include a personal message from the teacher), you punch a number that tells the computer if you will accept the job. It is a matter of listening and pressing a few buttons.

With the system, principals and department heads can submit a preferred list of substitute employees that becomes part of the computer system.

The Absence Management (Aesop) works as follows:

1. An employee calls the Absence Management (Aesop) via the public telephone system.
2. The employee reports an absence and is given a job number.
3. The Absence Management (Aesop) searches its listing and finds an appropriate substitute for the job.
4. At the morning or evening call-out period, Absence Management (Aesop) places a call to the substitute.
5. The substitute enters a Personal Identification Number by using the keypad on a touchtone phone. You are the only person who will ever use this PIN. A narrator reads the detailed absence information.
6. The substitute accepts or declines the job. If accepted, obtain the job number to use when reporting for the assignment. If a future job is accepted, it may be cancelled by either the employee or the school before the assignment begins.
7. Please verify job number prior to the start date of the job.

This technology of assigning substitutes is timely and efficient. Please review the instruction on how to use the system and if you need further clarification, please call the Personnel Department.

If you have a rotary, cordless or pulse-only phone, you will need to convert to a push-button telephone with a "pulse/tone". The switch should be in the "pulse" position. When the system answers, switch back to the "tone" position and complete your transaction. After completion, switch back to "pulse".

The Absence Management (Aesop) Handbook for Substitutes, included in your substitute packet, contains detailed information on how to use the system.

THE SYSTEM CALLS SUBSTITUTES DURING THESE TIMES

	<u>Today's Job</u>	<u>Future Jobs</u>
Weekdays	5:30 a.m. to 1:30 p.m	2:00 p.m. to 09:30 p.m.
Weekends and Holidays	None	2:00 p.m. to 09:30 p.m.

Assignment Information

Work Hours

Substitute teachers work the regular teacher workday. See school schedules. Teachers are to report to the site 1/2 hour before instruction begins.

Extended Assignments

Temporary contracts may be awarded only for those assignments that will exceed one semester in length when the regular classroom teacher is on a leave of absence. This arrangement must be made between the principal, substitute and the Personnel Department.

In-service Days

You will be assigned for teachers' in-service days only when beginning an assignment of extended duration in which the building meetings and classroom preparation time will be of benefit to the educational program of the school. The school principal must inform the appropriate Administrator of needs for coverage during in-service days.

Order of assignments

Day-to-day assignments will be filled first. Vacancies will then be filled using a school's priority list. Remaining vacancies will be filled in the order listed: 1) Specified Sub Requested; 2) Preferred Subs; 3) District Certified Pool – An individual school site may remove you from their approved list for poor performance.

Evaluations

As a substitute, we ask that you fill out a report to the teacher regarding how the assignment went. Included are: activities and lesson plans carried out; any new projects started; homework/worksheet papers checked; etc. The teacher is also asked to fill out an evaluation on your performance in his/her classroom. Included in the evaluation are: lesson plans followed; proper classroom discipline maintained; required duties observed; etc. (Please see Substitute Evaluation Form.) Certificated substitutes who receive serious negative evaluations may be removed from our list of available substitutes. You may review any of the evaluations we have received in the Personnel Department.

Lunches

Lunches are available at school sites. They are \$3.50 per lunch. Beverages and extra items are available at additional cost.

Parking

Parking is available at the school sites.

Attire

Please dress appropriately for your assignments. Semi-professional attire is appropriate for office wear. When working in a classroom, make sure your attire is flexible for both outdoor and indoor activity.

Confidentiality

In many assignments, you will be working with confidential information. You are expected to keep such information strictly confidential.

When you arrive at your assignment: Ask the secretary what room you should report to, restroom location and if there are any special instructions. Upon arrival, you should also provide the name of the individual you are substituting for. Be sure that your room has been unlocked. The lesson plan should be on the teacher's desk if the absence was planned; otherwise ask the secretary.

Always sign the time sheet accurately and legibly: Information on the timesheet must match records in the Personnel Department or delay in payment may occur.

Other Tips:

- Know the school rules.
- Be organized. Have a positive, enthusiastic attitude.
- Be innovative and flexible. Be prepared to get involved with the students and staff. Be more than a "babysitter."
- Obtain a current seating chart for the class. Call students by name.
- Keep students busy.
- Write directions on the board. This helps in the orderly beginning of a day's work.
- Physical conditions may affect student behavior. Watch ventilation, temperature and light. Keep the room neat and orderly.
- Supervise pupils as they enter and leave the room. Stand at the door and greet them in a friendly manner.
- It is OK to smile.
- Expect cooperation and respect the opinions of the students.
- Talk to students on a personal level. This is very important if you are going to be at the school on several occasions.
- When an obvious classroom procedure has been established with which the students are familiar, use it. Do not try to impose a new system for one or two days.
- Be firm but fair from the beginning. Physical punishment, sarcasm, ridicule, or hasty decisions are NEVER acceptable as a means of classroom control.
- Use positive rather than negative requests or suggestions and always talk to disruptive students quietly to avoid disturbing others.
- If the class is getting out of control, do not be afraid to call the office for assistance. The principal would rather help you than take over your class.
- Always take appropriate "back-up" lesson plans or a "bag of tricks" to use in case there are no lesson plans.

- Back-up lesson plans should never replace lesson plans left by the teacher. They should only be used if no regular lesson plans can be found or as a supplement once the teacher's lessons have been completed.

Internet sites to help develop your own "back-up" lesson plans

If you are interested in developing "back-up" lesson plans, the internet has many sites you may find useful. Some particular sites you might want to visit are:

<http://www.usgs.gov/education>

This site is sponsored by the U.S. Geological Survey and contains downloadable lessons related to science, meteorology and geography.

<http://www.teachnet.com/lesson/index.html>

Well-organized site with lessons in art, math, reading and social studies. Another great site where the entire lesson is available to download. A great addition to this site is the "When you need to fill up five minutes" portion dedicated to quick activities to bridge the gap between periods.

<http://www.askeric.org/Virtual/Lessons>

Excellent site where teachers from across the county can post lessons in any subject for any grade level. Lessons posted to this site contain a general overview of expected educational outcomes, procedure guidelines, material listings and references for additional resources.

<http://www.nytimes.com/learning>

One of the best sites available for lessons geared towards secondary education. This site is great for lessons geared around current events but has an archive full of lessons in any number of areas.

Payroll Information

Pay Rates

The rate for substitute teacher's information can be found on cojud.org website, personnel, salary schedules and contracts.

Responsibilities of Substitutes

Substitutes are responsible for entering all of the information on their timesheet. Timesheets received by the Payroll Office incorrectly completed will be returned to the site where services were rendered. Returned timesheets may result in payment being delayed until the following month.

Instructions for Substitute Teacher's Timecard

To ensure that this time sheet is properly prepared, substitute teachers are asked to follow these instructions:

1. All substitute teachers are required to clock in and out as well as, complete the timesheets personally.
2. Each time sheet will require all fields be completed each day by the school site where you are substituting.
3. The pay period for each time sheet will be from the 1st of the month to the 30th of the month, and will be paid by the 15th day of the following month, i.e., start of pay period January 1st to the last day of same pay period is January 31st. Checks will be mailed by February 15th.
4. Any time sheet not signed will be sent back to the substitute teacher for completion and processed in the next following variable payroll cycle.
5. If a substitute assignment at one school is for more than one day, each day worked will be recorded on a separate line.
6. Entries in the date substituted will be entered as full days, hourly, or half days by the school site and paid accordingly.
7. Be sure you have signed your name and dated the timecard.
8. Time sheets may be submitted prior to the 31st, as long as they do not include days worked after the date of submission.

NOTE: FAILURE TO DATE AND SIGN THE TIME SHEET MAY RESULT IN A MONTH'S DELAY IN RECEIVING YOUR SALARY WARRANT.

State Teachers' Retirement System

Current STRS members: If you are already a member of STRS, be sure to inform the Personnel Department so retirement can be deducted from your earnings for service credit.

Mandatory memberships: Substitute teachers in California public schools become STRS members on the day following their 100th day of service as a substitute teacher in a school year. The Personnel Department handles this process automatically.

Election into membership: A substitute teacher may elect into membership at any time. Such election is irrevocable.

Refund: You may withdraw contributions upon resignation (or termination) of employment. Information about STRS refunds can be obtained from the Tulare County Department of Education Personnel Department.

Exclusion from membership: Employees who are full-time members of a local public retirement system or County system are excluded from membership.

Payment Schedule

Pay stubs will be mailed to the home address listed in the Personnel Department. It is strongly recommended that all substitutes keep a record of all days worked. In the event that hours are not recorded or are reported in error, substitutes will be responsible for contacting Payroll to correct any discrepancies. To ensure correct payment, please be sure to sign in at each assignment.

Direct Deposit

All substitutes may enroll in direct deposit. Verification should be made with the financial institution as to when funds are available for withdrawal. Contact Payroll for more information.

Retirees

All California retired certificated personnel drawing payments are responsible for monitoring his/her own gross earning limitations while working as a substitute.

Important Information

1. When you are unable to work, you must call the Absence Management (Aesop) computer at 1-800-942-3767 and make yourself unavailable.
2. If you accept an assignment and do not show up for the assignment, your name may be removed from the list of available substitutes.
3. If you make a permanent change to your phone number or address, you must notify the Personnel Department in writing as soon as possible. If you do not inform us of these changes promptly, there will be a delay in receiving your paycheck.
4. If you are substituting in a long-term position and you need a substitute for yourself, you need to contact the office staff or the Personnel Department in order to obtain a substitute. You may not prearrange your own substitute.
5. Substitute teachers with a 30-day substitute permit or a substitute permit for prospective teachers cannot accept assignments lasting longer than 30 days. It is your responsibility to renew your substitute credential with the Tulare County Office of Education annually. Once renewed, you must provide a copy to the Personnel Department in order to accept job assignments.
6. A substitute who receives a serious negative evaluation can be removed from the list of available substitutes. Any substitute who receives three negative evaluations will be removed from our list of available substitutes.
7. Substitutes work on an on-call, as needed basis, and are never guaranteed a certain number of hours or days of work.
8. As a substitute, your name and phone number may be released to school staff in order to contact you regarding past or future assignments.

Applying for a District Position: Substitute employees are given the opportunity to apply for District positions if they meet minimum qualifications. District employees will be given first consideration; however, if a District candidate is not selected, substitute employees may be interviewed. In order to be considered, you need to have a separate application on file with the Personnel Department.