

TWIN RIVERS UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES/ EMPLOYEE RELATIONS



SUBSTITUTE HANDBOOK

Frank Porter
Superintendent

Patty Smart
Associate Superintendent of
Human Resources/ Employee Relations

Board of Trustees
Linda Fowler • Bob Bastian • Michelle Rivas
Alecia Eugene-Chasten • Janis Green • Cortez Quinn • Roger Westrup

WELCOME!

OUR MISSION

To inspire students to extraordinary achievement every day

OUR VISION

An unwavering focus on powerful and engaging learning experiences that prepare students for college, career and life success

To achieve this vision, we commit to:

- ❖ Offering a broad spectrum of programs with high expectations that support a wide variety of career paths.
- ❖ Valuing, respecting and engaging with diverse cultures.
- ❖ Creating family-friendly environments that foster mutual respect, trust, caring and love.
- ❖ Engaging students, staff, families and community with meaningful involvement in our schools and programs.

The Twin Rivers Unified School District welcomes you to its substitute teaching staff. We hope your experiences with the District will live up to your expectations and your stay with us will be a rewarding one. The substitute teacher plays an important role in the operation of our school system and we have the same high regard and expectations of them as we do the regularly assigned teachers.

Experienced and willing substitutes make it possible to carry on the education of our students with a minimum of disruption to the students. Each of you make a difference in the lives of our students and have a positive impact on the families who place them under our care.

We recognize that the job of the substitute is not an easy one, and this handbook outlines the personnel policies and practices in effect at the District which will assist you in the successful fulfillment of your position. Keep this book as a ready reference and make a point of familiarizing yourself with the contents.

Our District enjoys a friendly, cooperative spirit that emphasizes teaching conditions at their best. Your contribution to the educational growth of the students is appreciated.

*THE STAFF OF THE HUMAN RESOURCES/
EMPLOYEE RELATIONS DEPARTMENT*

Twin Rivers Unified School District

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GENERAL INFORMATION

The Twin Rivers Unified School District is an equal opportunity employer and upholds the right to every person to be employed and to advance on the basis of merit, ability and potential.

The District does not discriminate against nor tolerate the harassment of employees or job applicants on the basis of their sex, race, color, religious creed, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, Vietnam era veteran status, or actual or perceived sexual orientation.

The substitute employee is a valuable asset to the District. These employees play a vital role in the function of the work process and must be readily available for work. Substitute employees are utilized on an as-needed basis.

REQUIREMENTS

The following requirements **MUST** be completed before any substitute can be employed in the district.

- **APPLICATION**

Applications are available online at EDJOIN which can be accessed through the TRUSD website. Once submitted, the applications will be kept on file until needed. When the need arises the applications are reviewed and interviews are conducted. If selected to be hired, the applicant will then be scheduled to be fingerprinted. After receiving background clearance from the Department of Justice, the applicant will be contacted to complete the substitute hiring packet forms.

- **TEACHING CREDENTIALS**

- **Certificated Substitutes**

- A valid California teaching credential or permit must be filed with the Sacramento County Office of Education.

- **CBEST**

- **Certificated Substitutes**

- California law requires that after February 1, 1983, no person can be hired to teach in California public schools unless that person has passed the California Basic Educational Skills Test (CBEST). Any certificated person who has been employed in a position requiring certification in another California school district within the last 39 months prior to Twin Rivers Unified School District employment is exempt from taking the CBEST. Applicants must be prepared to verify this for employment.

- **FINGERPRINTS**

Fingerprints must be completed by the Human Resources Department. This is at a cost to the employee. Employees must wait until a background check has been completed through the Department of Justice **before** being allowed to work. Human Resources is the only authorized contact to allow you to begin work.

- **TB CLEARANCE REPORT**

All district employees must provide the Twin Rivers Unified School District Human Resources Department with a report showing freedom from active tuberculosis. All new substitutes must submit evidence of a TB examination within the past sixty (60) days. The requirements must be fulfilled every four years.

- **WITHHOLDING TAX**

Federal Withholding Exemptions Form W4 shall be filled out with Twin Rivers Unified School District, Human Resources Department.

- **EMPLOYMENT ELIGIBILITY VERIFICATION (FORM I-9)**

Employment eligibility verifications are required of all District employees. Evidence of identity and eligibility must be shown at the time the I-9 form is completed and must be the original documents.

- **OATH OF ALLEGIANCE**

All employees of the Twin Rivers Unified School District are required to take an Oath of Allegiance. The oath shall be confirmed at the Twin Rivers Unified School District Human Resources Department. The Superintendent or designee will exempt a prospective employee from taking the oath if it is determined that the employee is raising a valid religious objection.

- **PAY PERIOD**

The payday for substitute employees is the tenth (10th) of the month. If the 10th occurs on a holiday/weekend it will be the last working day prior to the holiday/weekend. The pay period runs from the sixteenth (16th) of the month to the fifteenth (15th) of the following month.

- **ADDRESS, NAME, & TELEPHONE NUMBER CHANGES**

Changes in address or telephone number must be submitted in writing. Forms are available in the Human Resources Department as well as on the website under "Online Forms" for this purpose. Name changes can be made only when accompanied by a social security card specifying the new name.

- **CHILD ABUSE REPORTING REQUIREMENT**

YOU ARE HEREBY NOTIFIED Penal Code § 11166 requires any child care custodian, medical practitioner, non-medical practitioner, or employee of a child protective agency who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of a child abuse, to report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

"Child care custodian" includes teachers, administrative officers, supervisors of child welfare and attendance, or certificated pupil personnel employees of any public or private school; administrators of a public or private day camp; licenses, administrators of employees community care facility licensed to care for children; Head Start teacher; licensing workers or licensing evaluators; public assistance workers; employees of a child care institution including, but not limited to, foster parents, group home personnel, and personnel of residential care facilities; and social workers or probation officers.

DRUG-FREE WORKPLACE

YOU ARE HEREBY NOTIFIED that it is a violation of Board Policy for an employee at the workplace to unlawfully manufacture, distribute, dispense, possess or use any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or other controlled substance, as defined in the Drug Free Workplace Act of 1988.

'Workplace' is defined as any place where District work is performed, including a school building or other school premises; any District-owned or school-approved vehicle used to transport students to and from school or school activities; and any off school sites when accommodating a school-sponsored or school-approved activity or function, such as a field trip or athletic event, where students are under District jurisdiction.

As a condition of your continued employment with the District, you will comply with Board Policy on Drug-Free Workplace and will, any time you are convicted on any criminal drug statute violation occurring in the workplace, notify your supervisor of this conviction no later than five (5) days after such conviction.

ASSIGNMENT PROCEDURES

The SubFinder System or a Human Resources Technicians, Beverly Boutte at 566-1779 or Diana Wood at 566-1781 will contact most substitutes between 5:00 AM - 11:00 AM. It is helpful to have paper and pencil ready to write down information regarding the assignment.

Certificated reporting time for jobs is twenty (20) minutes before the assignment begins for elementary positions and ten (10) minutes before the assignment begins for secondary positions. This reporting time has already been allocated into the start time you receive from SubFinder.

Classified substitutes should arrive (10) minutes before the assignment begins.

Late start Wednesdays are for the students only and substitutes should arrive at the regular scheduled time.

When you receive a late call, you have **ONE HOUR** to arrive from the time you have accepted the assignment. Notify the Human Resources Technicians for Substitute Services, Beverly Boutte at 566-1779 or Diana Wood at 566-1781 **IMMEDIATELY** if there is a problem arriving at the site on time.

When you report to a site for an assignment you should:

- Be on time. If you are not going to be on time, you must contact Human Resources so they can contact the site.
- Check in with the Administration Office to advise the secretary of your arrival and receive directions regarding your assignment.
- Fill out and sign the time reporting document (i.e., time card, time sheet, etc.).
- Wear appropriate clothing. As a role model for students, your appearance and actions are important. Shorts, tank tops, flip flops, and similar clothing are not appropriate.

If a substitute has been on a long-term assignment and is told by the site they are no longer needed, the substitute should then call Human Resources to be certain they are back on the available call list.

It is highly unlikely that substitutes will work every day since absences are unpredictable. It is, therefore, impossible to estimate how many days a substitute will work in any given school year. Substitutes **MAY NOT** accept assignments from anyone other than a Human Resources staff member. Schools may request a substitute to return the following day, however, the site **MUST** contact Human Resources and request the substitute return. Substitutes already assigned elsewhere for the following day may not be retained.

Payment will only be made to those individuals whose assignments have been authorized through the Human Resources Division. All jobs must be accepted through the SubFinder System.

STARTING AND DISMISSAL TIMES

Starting times will vary depending on the department and/or job responsibilities. Be sure you clarify the time you are to report to work, the location, and the number of hours to be worked when accepting the assignment.

The opening and closing times may vary from school to school due to transportation schedules and type of program the school is operating. As a general rule, Substitute Services/SubFinder will provide starting times when assigning substitutes. Substitute teachers are expected to remain on campus until all duties are completed.

EMPLOYEE RELATIONSHIPS AND RESPONSIBILITIES

There are two basic ingredients for success: courtesy and cooperation. This is true whether you are in contact with the public, with other employees, with students or with teachers. The District expects you to be a loyal, productive, prompt, and competent employee. When you arrive at your assigned site, report to the Administration Office and ask to be furnished with the following instructions and/or information:

- Hours you are to work; as well as lunch, relief periods, time to report to work and departure times.
- How to record your time.
- Responsibilities of your job, what is to be done, who will assign work, to whom completed work be delivered and who will answer questions about your work.
- How and where supplies are obtained.
- Where to park your vehicle.

Certificated substitutes shall:

- Follow lesson plans left by the teacher. If no lesson plans are available, substitute teachers should have materials and lesson plans prepared for any level they expect to teach so that they can teach effectively.
- Be available for any special assignments that fall within the responsibility of a teacher during the instructional day. Substitutes may be asked to perform duties as would be required by the regular classroom teacher, including teaching during a prep period.
- Learn the correct attendance procedures, take roll accurately and turn in required attendance forms.
- Keep copies of all notices and bulletins received and leave them in the plan book for the regular teacher.
- Leave important conferences with parents for the regular teacher.
- Check out at the office at the end of the day, return any keys or equipment, fill out and sign time sheet if you have not already done so.

Classified substitutes shall:

- Be prompt both in reporting for work and in completing assigned tasks. Arrive at the site on time.
- Report to the Administration Office immediately upon arrival at the school in order to receive assignment information and instructions.
- Notify immediate supervisor if an emergency makes it necessary for you to leave before the end of the working day. If you are going to be absent, contact Human Resources Technicians, Beverly Boutte at 566-1779 or Diana Wood at 566-1781 at least 30 minutes prior to your start time.
- Give attention to personal grooming and a neat appearance.
- Ask for clarification if instructions given by your supervisor are not clear. Make certain you understand how the work is to be done, when you are expected to finish a certain task, and which jobs must be done first.
- Strive for accuracy, especially on a new job or with unfamiliar material. You gain nothing if mistakes are made and the work has to be done over. However, if you do make a mistake, accept correction graciously, find out what was wrong, and learn from your mistakes.
- Ask the administrator or designee for help on any particular problem that cannot be solved satisfactorily from the information available.
- Refrain from repeating confidential or personal information. Disclosing such information could result in your assuming personal liability. Please remember also, that while many items are matters of public record, the releasing of such information is the function of specific offices or individuals. For those of you working in schools, make certain you refer to the administrator any unauthorized requests for personal information about pupils or employees.
- Remain until the end of the workday. If a substitute is paid for a full day and the specific assignment is less than the full day, the administrator has the prerogative to assign other duties to the substitute.
- Report to the Administration Office before leaving.

PAYROLL INFORMATION

TIME SHEETS

It is the responsibility of the substitute to see that their monthly time sheets are sent to the payroll department on time. It is the responsibility of the substitute and the site to make certain the time reporting document (i.e., time sheet) is correctly filled out and signed at the end of each assignment.

- Time sheet must be completed in ink.
- Print name as it will appear on the pay warrant. Please do not use nicknames.
- Last four (4) digits of your Social Security numbers must be clearly written.
- Indicate who you are substituting for and the job number.
- Indicate the number of periods or hours worked.

OVERTIME - MUST HAVE PRIOR APPROVAL

Substitute employees are paid on a monthly basis with salary warrants issued on the 10TH of each month following the pay period in which service began.

You can choose to pick up your pay warrant from the Business Office or have it mailed to your home. Automatic deposit is not an option for substitute employees at this time.

Your pay is subject to three compulsory deductions: 1) Federal Withholding Tax, 2) State Income Tax, and 3) FICA/Medicare

Please note: Substitute employees do not earn sick leave, vacation, or holiday pay.

STATE TEACHERS RETIREMENT SYSTEM (STRS)

If you are a retired teacher and are receiving a retirement allowance from STRS, you should keep in touch with the system. It is the responsibility of the retired teacher to keep a record of their earnings. Exceeding the limitations may result in being reinstated to active service and the retirement allowance terminated. **All earnings are reported to STRS.**

PUBLIC EMPLOYEE RETIREMENT SYSTEM (PERS)

Classified substitutes employed by Twin Rivers Unified School District are not eligible to participate in PERS until after having worked 1,000 hours per fiscal year.

EVALUATIONS

The principal or his/her designee may complete an evaluation form on each substitute who is assigned to his/her school site/department. The principal may consult with other staff members and/or the absent employee on the evaluation.

Completed evaluations shall be forwarded to Human Resources - Substitute Services. Original evaluations will be inserted into the substitute's file and one (1) copy to be forwarded to the substitute.

In the event that a substitute receives an "unsatisfactory" evaluation, he/she shall have the opportunity to respond with a written statement that will be attached to the evaluation. If we should receive three unsatisfactory evaluations during a twelve month period the Twin Rivers Unified School District will no longer be utilizing your services as a substitute. Termination may occur prior to the second "unsatisfactory" evaluation, depending on the circumstances.

TERMINATIONS

The site Administrator or Human Resources Department may release substitutes from an assignment and/or service within the District at any time when such action is in the best interest of the students and/or District.

SEXUAL HARRASSMENT

YOU ARE HEREBY NOTIFIED sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting when:

- Submission to such conduct is made either expressly or by implication a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting the individual;
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or of creating an intimidating, hostile, or offensive working or educational environment or of adversely affecting the student or employee's performance, evaluation, advancement, assigned duties, or any other condition of education, employment, or career development; or
- Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Sexual harassment also includes any act of retaliation against a student or employee for reports of violations of this policy or for participation in the investigation of a sexual harassment complaint.

Other examples of conduct, which may be considered sexual harassment, whether committed by a student, supervisor or any non-supervisory District personnel, are:

- unwelcome sexual flirtations or propositions
- verbal abuse of a sexual nature
- graphic verbal comments about an individual's body
- sexually degrading words used to describe an individual
- the display in the educational or work environment of sexually suggestive objects or pictures.

Notifications

A copy of the District's sexual harassment policy and regulations shall:

- be included in the notifications that are sent to parents/guardians at the beginning of each school year
- be displayed in a prominent location near each site administrator's office
- be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session
- be provided to all employees and to new employees upon hiring
- appear in any school or District publication that sets forth the school or District's comprehensive rules, regulations, procedures, and standards of conduct.

Investigation

A student or employee who feels he or she has been or is being sexually harassed, or who is aware of or suspects the occurrence of sexual harassment, or who desires counseling on coping with sexual harassment should immediately contact the site administrator, supervisor, the Assistant Superintendent of Human Resources, or the Superintendent. Each complaint will be investigated confidentially by the Superintendent or designee in order to determine if sexual harassment has occurred. All investigations will be conducted in a manner designed to ensure the privacy of all parties concerned. When the investigation involves a District employee, the Human Resources Department shall be informed of and will assist in the investigation and resolution of complaints.

Enforcement

If, as a result of investigation, a determination is made that a student or an employee has sexually harassed another student or employee, appropriate disciplinary action will be implemented. Any student or employee found to have sexually harassed a student or employee will be disciplined according to the nature and severity of the offense. Disciplinary actions that may be taken against an employee may include verbal reprimand, transfer or discharge from employment. Disciplinary actions, which may be taken against a student, may include verbal reprimand, suspension, or expulsion from school.

Tobacco-Free Workplace

YOU ARE HEREBY NOTIFIED employees shall **NOT** smoke, chew, or possess tobacco or nicotine products on school property, during school hours, or at school events.

Tuberculin (TB) Screening

YOU ARE HEREBY NOTIFIED all employees of the District are required to have a tuberculin skin test or a chest x-ray every four (4) years. Food Service employees are required to be tested every two (2) years.

ACCIDENTS AND SAFETY

Be alert at all times to safety hazards. Notify the site administrator or designee of all accidents, injuries, or unsafe area. Safety and prevention are the combined efforts of all. If you witness an accident involving a student, it must be reported to site administration.

When a work related injury occurs, no matter how minor, it should always be reported to the site administrator or designee. The site administrator/designee is required to investigate all reported injuries.

Workers' Compensation

YOU ARE HEREBY NOTIFIED the Labor Code requires all employees who sustain a work-related injury to report it immediately to their supervisor. This is required even if no treatment is required at the time. If treatment is required after you have reported your injury, you are required to follow the steps below.

- **In the Event of Injury: Report the injury** to your Supervisor or Site Administrator (or their designee).
- **Call the Early Intervention Nurse (EIN) at 1-877-742-3467.** If necessary, you will be directed for medical treatment to an occupational medical facility. (*If you wish to see your personal treating physician, you must have predesignated them and this form must be on file in the Worker's Compensation office.*) Seeking medical treatment before reporting your injury to the EIN will be considered self-procured and the District will not be responsible for payment.
- **Contact Worker's Compensation in Employee Relations @ 566-1600 ext 1537.**
- **After MEDICAL APPOINTMENTS:**
 1. Provide a copy of your medical work status to your supervisor the same day, or at the beginning of the next workday.
 2. You may fax or e-mail a copy to Worker's Compensation in Employee Relations @ 566-3599.
- If your doctor returns you to work on **MODIFIED LIGHT-DUTY:**
 1. Your supervisor and/or Employee Relations will determine the type of modified light-duty that is available for you. When the District is able to provide modified light-duty work and you choose not to return to work, you will not be entitled to temporary disability benefits.
- Upon returning to **FULL DUTY** you must:
 1. Submit your final medical discharge note to your supervisor.
 2. Fax or e-mail a copy to Worker's Compensation in Employee Relations @ 566-3599.

Anyone who knowingly files or assists in the filing of a false Workers' Compensation claim may be fined up to \$50,000 and sent to prison for up to five years (Insurance Code §1871.4). It is a felony for an employee to make a false Workers' Compensation claim (Labor Code §4906).