

# **SUBSTITUTE TEACHER HANDBOOK**



**Substitute Teachers Make a  
World of Difference!**



**RIVERSIDE UNIFIED SCHOOL DISTRICT**

Department of Personnel –  
Leadership & Development

3380 Fourteenth Street  
Riverside, CA 92501  
(951) 788-7135

Revised January 8, 2023



## **RIVERSIDE UNIFIED SCHOOL DISTRICT**

Department of Personnel - Leadership and Development  
3380 Fourteenth Street  
Riverside, CA 92501

### **Frontline Substitute Teacher System**

Internet Website: [aesoponline.com](http://aesoponline.com)  
Toll Free Phone Number: 1-800-942-3767

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### **STATE TEACHERS' RETIREMENT SYSTEM (STRS)**

Please address questions concerning the State Teachers' Retirement System to:  
(951) 826-6538 at  
Riverside County Office of Education

## **WELCOME!**



Welcome to Riverside Unified School District!

You are a vital part of our teaching staff. Your contribution as a substitute teacher not only impacts the instructional program of our schools, but also greatly affects individual students, teachers, and our district, as a whole. What you do makes a difference!

As a substitute teacher you are encouraged to make suggestions that you believe will contribute toward the improvement of our schools. Riverside Unified is constantly seeking to improve our educational programs, and to grow in the understanding of the needs of our students, teachers, and schools.

We are confident that you will do everything possible to meet the standards outlined by the school you are assigned to, and the teacher for whom you are substituting. Every effort will be made to ensure that your day goes as smoothly as possible. When in doubt, do not hesitate to check with the office staff, an adjacent teacher, or the grade level team leader for additional information. Procedures may vary from school site to school site.

Please use this booklet as a guide to a successful career as a substitute teacher with Riverside Unified School District. The content is arranged to assist you in finding answers quickly to questions that may arise as you work at the various schools. If you do not find the answer in our booklet, please don't hesitate to ask.

We want you to succeed!

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## GETTING STARTED

### What do I do next?

Once you have been approved to substitute teach by the Department of Personnel – Leadership and Development, you will receive a welcome letter from Frontline and our district will issue you an RUSD ID Badge. Please carry this ID with you at all times while working at all Riverside Unified School District sites. Your employee number will be included in this badge and this is the number you will utilize to complete your time cards.

### How do I receive my Personal Identification Number (PIN)?

Once all of your employment documents have been completed you will be sent a letter from Frontline prompting you to create your own personalized password. The welcome letter from Frontline will also include an ID Number (your phone number) and PIN Number. You will use your Username and password to access the Online Web Access system. You will use your ID and PIN to interact with the Frontline Telephone Access system. Please keep your Username, Password, ID and PIN confidential. Do not give your Username and /or PIN to anyone. You are responsible for all jobs you accept through both systems.



**There are two ways that you can accept/decline jobs.**

### #1 - Through the Frontline Phone System 1-800-942-3767

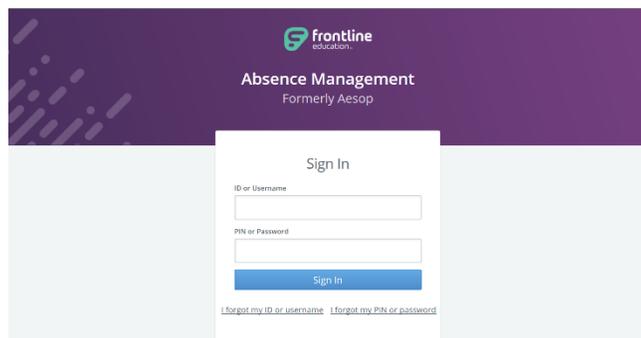


Refer to your Substitute Quick Reference Guide to learn how to accept and decline jobs that the system offers you. When you accept a position, the system will give you a job number, the absent teacher's name, along with any other information you may need; be sure to write this information down. Remember you **must have a job number** to ensure that the job has been assigned to you.

If the school site or an employee should ask you to come for a substitute assignment please let the school site secretary know so she can enter you in the substitute system and assign you to that job. If the school site has not entered you into that position, you will continue to be called by the automated system because the system believes you are still available. Job numbers are important in your employment with RUSD; without these job numbers periodic checks of your work history will not accurately record how often you have accepted work. This potentially could affect your continued employment with RUSD.

### #2 - Through the Frontline Website:

The most preferred method of accessing the Frontline system is through the internet. The Frontline website is: [aesoponline.com](http://aesoponline.com). Refer to the “Substitute Quick Start Guide” for directions on how to accept or reject jobs on the internet.





### Confirmation Email

Once you have accepted a position you will be sent an email with the job number and the details of the assignment. Make sure you keep this information for your records.

### What time does the system call-out to the pool of substitutes to offer jobs?

The system's "calling times" are:

Day of the Week	Today's Jobs	Future Jobs
Weekdays	Starts at 5:00 am	4:00-9:00pm
Saturdays	None	None
Sundays	None	4:00-9:00pm
Holidays	None	4:00-9:00pm



If the system cannot fill an open job, you may be called by the system offering you a job even though the start time of the job has passed. You may accept the job if you would like to work, but call the school site secretary to ask her if the job is still available. If it is, let the secretary know your expected time of arrival.

If the secretary states the job is no longer available, have the secretary release you from that assignment since you have already accepted it in the sub system. This will open up your availability for other jobs that may be available that day.

### Things you should know about the Frontline Substitute Management System

#### Renewing your permit

- The Frontline substitute system will send you an email to notify you 90 days in advance of the expiration date for your credential/permit and TB clearance.
- The expiration date of your permit may be found on the permit/credential which is available from the Commission website at [www.ctc.ca.gov](http://www.ctc.ca.gov). Your 30-Day Substitute Teaching permit is renewable one year from the date of issuance.
- The renewal of your permit/credential is the responsibility of the substitute teacher.
- For 30-day substitute teaching permit holders, Single Subject, Multiple Subject, and Special Education credential holders you must renew your permit through the Commission website at [www.ctc.ca.gov](http://www.ctc.ca.gov). After you have renewed your credential then call the district's substitute system technician letting her/him know you have renewed your permit. We are not automatically notified of your renewal.
- You should **renew your credential 30 days in advance** to ensure that the renewal will go through in a timely manner. Please note, if your credential is expired you will **not** be able to substitute teach until it has been renewed by the California Teaching Commission (CTC).
- Career Substitute Permit holders will need to renew with a paper application through the Personnel – Leadership and Development Department. The Career Substitute Permit is not renewable on-line. Due to the fact that the Career Permit is a paper application it is **imperative** that you complete this application **30 days in advance of the expiration date**. Contact the district's substitute system technician for assistance in completing this paper application.

#### Renewing your (TB) Tuberculosis

- The expiration date of your TB test is 4 years from the date it was administered to you. This date can be found on the TB document given to you by the clinic or doctor where you had your test taken.
- The renewal of your TB clearance/questionnaire is the responsibility of the substitute teacher.

### Renewal notification from the system

- If you have an expiring document in your profile, the system will notify you 90 days in advance before your document expires and you will not be allowed to substitute once the expiration date has been reached.

### Special instructions and multiple day jobs

- Remember to listen to special instructions, if any, when accepting a job. Teachers may leave important information and job requirements in the special instructions.
- If the system calls you for a job that is a multiple day absence, you must be able to substitute for all of the days required; not some of the days.



### Letters of Reasonable Assurance

- Each May, a letter of “**Intent**” or “**Reasonable Assurance**” is emailed to each substitute teacher’s email address notifying you that the District intends to utilize your services for the ensuing school year. It is your responsibility to email or submit to the Department of Personnel – Leadership & Development your **Reasonable Assurance** by the date indicated on the letter. Failure to do so will serve as notification to RUSD that you no longer wish to remain as a substitute teacher for the next school year.
- If you do not receive a letter of intent or assurance by the end of May, it is your responsibility to call the Substitute Desk in the Personnel Department, to verify whether or not an error has occurred. You must have a valid ID card to be on any school site.
- You must work a minimum of 27 days over the course of the school year in order to be offered “Reasonable Assurance” for the following school year.

### Late Arrivals and “No Shows”

- Be sure to call the school secretary if you cannot show up for a job you accepted from the system or if you are going to be late for a job. The secretary has the right to cancel you from a job and get another substitute if you are late 30 minutes or more. The system will record that you were a “No Show” for the job in your profile in the system. The site will then have the option of writing a “Notice of Unsatisfactory Performance,” and request that you no longer substitute at their school site.

### Canceling an Assignment

- If you are going to cancel an assignment, you must do so **at least 24 hours in advance**. Otherwise, the system will automatically schedule you for a “Non-Work Day” and you will not be able to accept any jobs that day.

### Changes to your profile

- A substitute teacher can modify the following items by logging into their account on the Frontline website ([www.aesoponline.com](http://www.aesoponline.com)) and choosing the “**Preferences**” tab at the top of the log in screen:
  1. **Phone Number:** This is the phone number that the system will use to call and offer you jobs as well as your ID number that you utilize to log in on the website.
  2. **Email Address:** This is the email address that Frontline and the district will utilize to send you all of your notifications and correspondence, therefore it is essential that your email address is accurate.
  3. **PIN number:** You can change your pin number to any 5 digit number.
  4. **Selection of Schools:** You can select the schools that you would like to work at. All accounts will be initially set up for the substitute to work at all schools within the district. If you want to change this default setting you will need to change it by going to the “Schools” tab under preferences and then select the schools you would like to work at.
  5. **Call Times:** The system will automatically set your schedule availability to our default setting of being available every day of the week. If you need to set a specific schedule you will need to change this by going to the “Call Times” tab under preferences and “edit” your daily schedule.

### **Setting Up Substitute Availability Schedule**

- Under the tab “Non Work Days” in the middle of the home page you will have the ability to set your weekly schedule. You can exempt a single day, a recurring day or week/s at a time. Just go to this tab and set up your own personal substitute availability schedule.
- It is extremely important that you set up this schedule if you are not available because the system will continue to call you and offer you positions.

### **What if there is a problem with a substitute job?**

**Be Flexible.** When you arrive at an assigned job and there is a problem with the job, please call the Substitute System Technician and we will try to accommodate you with another assignment, if at all possible. But remember to be flexible because there will be times when this will occur.

District policy specifies that the substitute teacher who has the job number assigned to them by the system is the substitute entitled to the job. This may be verified by calling the system technician.

If you are unable to report for an assignment, **immediately** call the system number or log in to the web site and cancel the job so that the system may begin calling for another substitute. Then call the school secretary to let her know you will not be in as planned. Remember when you accept a job we expect you to carry out that obligation and commitment and therefore you should only cancel jobs in case of an emergency or illness.

If you do not cancel yourself from the job the system will not call for another substitute to accept that assignment. Then the classroom will be left without a substitute teacher and the school site will have to make other arrangements with teachers at the site to cover the job. This may result in a “Notice of Unsatisfactory Performance” by the principal requesting to no longer use your services at their school site.

If an employee must cancel a job you are assigned to the system will contact you by telephone and send an email to inform you of the cancellation. Please listen carefully to the system. The system will tell you the job is cancelled then you must follow the prompts and accept notification of the cancellation. If you do not accept notification of the cancellation the system will continue to call you until you accept the cancellation.

## **JOB EXPECTATIONS**

### **What is expected of me as a substitute teacher?**

- Please remember that you are being paid to teach the students. Do not take your newspaper or book to the classroom. Do not use your iPad or computer for personal use during instructional time. This all reflects upon your abilities as a substitute teacher and as a future teacher.
- Do not talk on your cell phone or text during instructional time. You are free to use your cell phone during lunch or other non-instructional class times or periods.
- Be on time.
- Be prepared to teach the lesson plans left by the teacher.
- Be enthusiastic!
- Be in control of the classroom and yourself at all times.
- Have a sense of humor.
- Be flexible.
- Be honest.
- Have a definite objective.
- Set a good example for students.
- Be neat in appearance and dress. Dress professionally, comfortably, and in good taste.
- High ethical standards are to be maintained at all times.
- Riverside Unified School District is a **smoke-free district**. You may not smoke on any RUSD campus or work site, including the site parking lot.
- Return all supplies and equipment to storage. Secure cabinets. Be sure to leave the classroom in order.
- Close all windows, turn the lights off, and lock the classroom doors.
- **Return keys** and necessary materials to the school site secretary. **DO NOT take keys home with you.**
- Check with the secretary about possibly continuing the assignment. Acceptance of pre-arranged assignments from the school secretary or a teacher is allowed, however, you must receive a job number assigned by the system, from the secretary or employee. You will receive an email notification from Frontline with the job number.
- Be sure to sign and date your time card and ask the secretary for a copy before you leave the school site.

### **Some Dos and Don'ts of Substitute Teaching**

### DOs

- Do arrive early.
- Do let students know your expectations and the rules immediately.
- Do make sure you know the procedures for a fire drill.
- Do follow all of the lesson plans the teacher left for you.
- Do get student's attention by using a positive classroom management strategy. For example, counting, using a timer, raising your hand, having students clap or snap after you to repeat your pattern, having students respond with a phrase (Teacher says: "Class, class" students respond: "Yes, yes."), having students earn letters for good behavior by spelling out a word on the board as an incentive/reward for positive and appropriate behavior (for example: "free time," "game," or "recess").
- Do use positive praise to assist you with classroom management.
- Do verify the seating chart is accurate. Make your own, if needed.
- Do use appropriate rewards. Be careful **NOT** to give students food or candy with peanuts because a lot of students have peanut allergies.
- Do ask the principal or office for assistance if needed.
- Do make assignments due at the end of the period.
- Do ask students to copy off the board, if appropriate.
- Do start off with quiet time.
- Do put student aides to work.
- Do give points to those who are ready to participate.
- Do greet adult aides at the door and establish their role.
- Do have students chorally read aloud.
- Do make sure you have extra ideas/plans in case you finish the lesson plans early.
- Do establish special privileges such as: line leader, P.E. captains, etc.
- Do carry extra pencils with you in case students need to borrow one.
- Do follow school site procedures for bathroom use.
- Do introduce yourself to teachers in adjacent rooms whenever possible.
- Do avoid confrontations.
- Do leave a note for the teacher at the end of the day.
- Do walk elementary classes to recess and lunch.
- Do make sure you know the dismissal procedures for elementary students.
- Do ask the secretary if you have any recess or other duties.
- Do call the office if a student vomits in the classroom so it can be cleaned appropriately.
- Do report any allegations of suspected child abuse or neglect to the administration or the secretary.

### DON'TS

- Don't yell at the class or an individual student. This is not a good way to get the class' attention.
- Don't use belittling or foul language to discipline students.
- Don't throw things to get the attention of the class.
- Don't lose control. Take a minute to calm down before disciplining. Ask for help, if needed.
- Don't use a student's name on the board as a discipline measure for upper elementary or secondary grade levels. The name on the board may not work for this age group.
- Don't use worksheets with fill-in-the-blank activities because students can finish a whole packet in just a few minutes and then be idle.
- Don't discuss controversial issues.
- Don't use the computer in the classroom for internet access for yourself.

- Don't conduct any personal business during instructional time.
- Don't talk about your personal life or business with students.
- Don't use your cell phone when you are on the job. Use of cell phone is permitted during lunch break.
- Don't leave the classroom unattended. Please call the office for assistance, if necessary.
- Don't follow your own lesson plans. Use the lesson plans left by the teacher.
- Don't make comments to parents regarding student's particular handicap, condition, personal hygiene.
- Don't take the classroom key home.
- Don't allow students to take any type of medication.

### **YOUR FIRST DAY ON THE JOB**

#### **I've accepted a job...what's next?**

When you accept a job offered to you by Frontline, write down the job number; absent teacher's name; and the place, date and time of the job. If notification of the job was received after the start time of the job, contact the school site to let them know you just received notification of the job and that you have accepted the job. Make sure that the school secretary still needs a substitute to come in for the job you just accepted. Let her know approximately how long it will take you to reach the school site.

#### **What time do I report for the job?**

The time given by the Frontline system is your report and end time.



**Remember: Be on Time! Be on Time! Be on Time!**

If you arrive late 30 minutes or more for an assignment the secretary has the right to cancel you from the job assignment and to schedule another substitute for the position.

Please be aware that you are being paid for the time you actually start the job. If you are late for a job assignment you may be paid half-day pay if the time you actually started the job causes the job to be under 3 hours and 45 minutes even though the system gives an earlier start time. Please be prompt.

#### **Who do I report to?**

You will report directly to the principal's secretary. Be prepared to give her your ID, job number, and the name of the teacher you are substitute teaching for. Ask the school secretary about keys to the classroom and the lesson plan left by the teacher. Also, ask the secretary if there are any messages, bulletins, or notices in the teacher's mailbox you should know about. Do review the information, but do not remove the teacher's mail from his/her mailbox. After you have made contact with the school secretary, you will want to report to your classroom. The following information should be made available to you:

#### **What should the absent teacher have available for me?**

- Teacher should leave lesson plans, an extra roll sheet or class roster, and a seating chart.
- Teacher should leave answer keys to tests and worksheets.
- Teacher should leave notes as to where supplies (including paper), AV equipment, and teacher's edition textbooks are located to carry on the day's activities. Materials are usually left on the teacher's desk; or they can be left with the principal's secretary. If you cannot find

specific materials, ask the students, they are usually your best resource, or ask another teacher for assistance. (Students are expected to come to class with all necessary supplies, but sometimes you may need to provide them with some supplies.)

- Teacher should provide list of all extra duties, special duties, and responsibilities that are pertinent to the assignment of the regular teacher.
- Teacher should preview any movies or videos to be used and leave a synopsis for you.
- Teacher should leave information as to why some students might be missing (band, speech therapist, etc.) as well as a list of who goes where and when.
- Teacher should leave a list of students who have severe medical problems.
- Teacher should leave information regarding who rides which bus.
- Teacher should ask the substitute teacher to report beforehand to observe classroom instruction and routine when long-term absences are anticipated. Substitute teachers will be paid for this service. One (1) day is allowed to observe.

### **What should the school site make available to me?**

- Site secretary should provide keys to the classroom.
- School site should have information available about procedures in case of injury to students.
- School site should request substitute to fill out a time card at the beginning of the assignment, and have the substitute sign and date the time card before he/she leaves for the day. The school site will mail the time card to payroll for the substitute teacher giving a copy to the substitute teacher.
- School site should ensure that the substitute is following the teacher's lesson plan.
- School site should provide information for the substitute teacher to make contact with the regular teacher regarding future plans if the assignment is of an indefinite period.



### **What do I do before the students arrive?**

- Review the lesson plans carefully. Be sure to follow the planned assignments left by the teacher. Avoid going beyond the day's assignment. If the teacher did not leave a lesson plan, contact the school secretary or other office personnel to see if the teacher left lesson plans with them. If the staff does not have the teacher's lesson plan, ask if there is a team leader or peer teacher that you can share lesson plans with. As a last resort, ask if you may present your contingent lesson plans.
- Check for extra duties such as playground supervision, bus duty, etc.
- Review attendance and discipline procedures for that particular school site.
- Know and use your instructional aides, if present.
- Check lighting, ventilation, and emergency regulations.
- Write your name on the board.
- Check to see if the teacher left names of student helpers. They can be of value in taking attendance and other classroom routines. The student helpers enjoy this responsibility. Use them!

### **What do I do after students arrive?**

- Start the class promptly.
- Introduce yourself to the class.
- Take attendance. You will need to send your attendance report to the school office at the required time of the day. For elementary level, take lunch count and report figure to the school office or cafeteria as required. Make necessary announcements to the class.
- Assume the same responsibility as the regular teacher for students, equipment, and assigned materials.
- Expect and require cooperative student responses
- All visiting adults, including administrators, should introduce themselves.

### **What do I do at the end of the workday?**

Leave a *Summary Report* for the teacher. You must leave a written report for the teacher explaining what happened in the classroom during his/her absence. The report should also include a summary of work accomplished or not accomplished and why, comments regarding student's behavior (positive/negative), and any other information the teacher will find helpful.

After the students have been dismissed at the end of the day, use your last 20 or 30 minutes to correct papers and clean the classroom. When on a secondary campus, use the conference period for this purpose. When you are finished leave the lesson plans and teacher's report on the teacher's desk. Take the classroom key to the office. Make sure you have signed your time card, received a copy of your time card and received a job number for the job you just performed from the school site secretary.

### **What do I do with my time card?**

The secretary will give you a time card to fill out each day of your assignment. Write your name and employee number on the card then give it back to the secretary. Your employee number is your payroll number that is located on your paystub and your district ID card, not your PIN number for the automated system.

At the end of the day, sign and date your time card. Be sure your employee number is on the card and return it to the secretary. The school site secretary will give you a copy of your time card and then mail your time card to Payroll before the end of the payroll date. **Please be sure to keep your copy of the time card. This will be your official record of your time worked.**

### **What can students do and not do? -- Know Student Restrictions!**

- Expect and require cooperative student responses.
- Students should not leave the room without authorization or permission from the teacher. If this occurs, notify the office immediately.
- No student should leave the school without permission of the principal or school office personnel. Do not assume that an adult who comes to pick up a student is authorized to do so. **Check for a pass!** If a pass is not presented, send the person to the office for a pass. If the person does not cooperate, contact the office and/or teacher in the adjacent room.
- Students should not be allowed to move any heavy equipment.
- Students should not be in the classroom unless the teacher is present. Lock doors whenever you leave the classroom.
- Students are not allowed to use the paper cutter, particularly at the elementary level.
- Students at the elementary level should not use playground equipment except under the close supervision of the teacher.
- Students should be under the supervision of a teacher at all times.



### **What is the Procedure for Reporting Accidents?**

Promptly report accidents to the principal's office and fill out an accident report before leaving at the day's end.

### **What is the Procedure for Disciplining Students?**

Familiarize yourself with the Riverside Unified School District's "Code of Pupil Discipline" which is located in the appendix of this handbook. You must gain control of the students prior to engaging in any activity. This is very important regardless of the age of the students. You will be able to maintain control and conduct classes properly if you are familiar with the rules of the school and those set down by the regular classroom teacher. If you are "easy going" the students will take advantage of this. If you are firm and fair students will usually react accordingly. Be pleasant, yet firm.

Keeping students on task with worthwhile material and presenting lessons in an interesting manner usually keeps disciplinary problems to a minimum. If discipline problems do arise and you are unable to resolve them, the principal or assistant principal should be notified immediately. DO NOT let the situation get out of hand. Discipline can often be handled by a mutual understanding between you and the pupil. If you attempt to understand the student's problem and the student understands what you expect, problems may not develop.

- **DO NOT** use any physical force!
- **DO NOT** use foul or belittling language as a means to discipline a student. The school administrator will handle and administer any severe disciplinary measures.

You may make parent contact or arrange for a parent conference only after consulting with the administrator in charge of discipline. If it was necessary to confiscate any items from students, turn them in to the office before checking out for the day.

### **SUBSTITUTE TEACHER SALARY INFORMATION** **(Effective 7/1/2022)**

Pay rates are established each year by the Board of Education.

### **Daily Rate**

- 30 Day Substitute Permit.....\$200.00 (\$100.00 half day)
- 60 Day Career Substitute Permit.....\$210.00 (\$105.00 half day)
- Credentialed Substitute.....\$210.00 (\$105.00 half day)

### **Long Term Rate (after 20<sup>th</sup> consecutive day)**

- 30 Day Substitute Permit.....\$250.00\*
- 60 Day Career Substitute Permit.....\$250.00\*
- Credentialed Substitute.....\$250.00\*
- **Hourly Pay** - 30/60 Day Substitute Permit and Credentialed Substitute.....\$30/hour

### **Definitions:**

- **30 Day Substitute Permit:** The Emergency 30-Day Substitute Teaching Permit authorizes the holder to serve as a day-to-day substitute teacher in any classroom, including preschool, kindergarten, and grades 1-12 inclusive, or in class organized primarily for adults. The holder may serve as a substitute for no more than 30 days for any one teacher during the school year, except in a special education classroom, where the holder may serve for no more than 20 days for any one teacher during the school year.
  - This permit is valid for one year and is renewable
- **60 Day Career Substitute Permit:** The Emergency Career Substitute Permit authorizes the holder to serve as a day-to-day substitute teacher in any classroom, including preschool, kindergarten, and grades 1-12 inclusive, or in classes organized primarily for adults. The holder may serve as a substitute for no more than 60 days for any one teacher during the school year, except in a special education classroom, where the holder may serve for no more than 20 days for any one teacher during the school year. The permit is valid for one year and is renewable.
- **Credentialed Substitute:** This substitute has a valid teaching credential. Examples: Multiple Subject, Special Education Mild/Moderate, Single Subject English
- **Hourly Pay:** Substitute hired to provide intervention support/small group instruction, impact substitutes, substitutes hired to assist one-on-one students, substitutes hired. Not eligible for long term pay (20 or more consecutive days).

### **What is considered a full-time substitute workday?**

A full-day is considered 7.5 hours which includes your lunch break. Preschool Teacher's full-day is 8 hours per day. The start and end times given by the automated system (Frontline) includes time before and after the student's start and end times for preparation and cleanup of the classroom at the elementary level. Secondary level has time added before the student's start time for preparation and cleanup of the classroom. If your assignment ends before the 7.5 hours, you must contact the site administrator or secretary to see if there are any other duties for you to perform. **It is not permissible**

**for you to leave before the end of the 7.5 hour assignment.** If it is an early release day you are still obligated to stay the entire time; talk to the principal's secretary if you need an assignment during this time.

### **What is considered a part-time substitute workday?**

A **part-time assignment is three hours and forty-five minutes or less** and that time **does not include the lunch break**. This is a "duty free" lunch period and is not counted as time served. Half-day for Preschool Teacher's is 4 hours or less. The half-day assignment does not include the additional time before and after the students' start/end times for preparation and classroom clean up. The substitute must remain on campus for either the one-half day (3 hours and 45 minutes) or the full day (7 hours and 30 minutes).

### **Secondary Assignments and Prep Periods**

If you accept an assignment at a high school or junior high school you may be asked to substitute in another class during the regular classroom teacher's "Prep period." Due to the fact that you are not the regular classroom teacher you are not entitled to this prep period. Therefore, if you are asked to cover another class or do an alternate assignment during this designated "prep period" you must cover this assignment.

### **Expectations for Early Release Days**

Every Wednesday is an early release day in our district. Since a full day is considered 7.5 hours you may be asked to complete an alternate assignment after the students leave in order to complete your entire 7.5 hours of work time. If you accept a position on an early release day you must be willing to complete the alternative assignment. The assignment could range from covering during the after school HEARTs or Prime Time program, to copying, filing, working in the library, or any other assigned task by the school site.

### **Evaluation - How am I doing?**

Remember that your actions, your behavior, your manner, and your professionalism all reflect upon your ability to be a successful classroom substitute teacher and/or permanent teacher. Keep in mind that someone is always observing your work as a substitute teacher, whether it is the students, other teachers or secretary at the school site. Remember to act in a professional manner **at all times**. Being repeatedly requested by the school is, of course, one of the best evaluations you can have.

### **Disciplinary Procedure - What is the process for substitute teacher disciplinary action?**

When a school site deems it necessary to reprimand a substitute teacher for unsatisfactory job performance the school site will notify the Personnel Department by completing a *Notice of Unsatisfactory Performance by a Substitute Teacher* form.

The Personnel Department will review the information provided, and send a letter of unsatisfactory job performance to the substitute teacher's home address informing the substitute of the incident. There will **not** be any further investigation performed by the Personnel Department and the school site has the right to exclude a substitute from their site. The substitute teacher is **not** entitled to a copy of the Notice from the school site and **not** entitled to any further investigation.

**Under no circumstances shall a substitute teacher directly contact any school site staff member regarding disciplinary action taken by the school site.** All disciplinary procedures are handled through the Personnel Department and all correspondence shall be directed to the appropriate administrator in the Personnel Department. Please contact the Personnel Administrator if you have any questions regarding this procedure.

If the Personnel Department receives **3 *Notice of Unsatisfactory Performance by a Substitute Teacher***, **the substitute teacher may be terminated** from employment with Riverside Unified School District. If an incident was deemed egregious, a substitute teacher may be terminated for the first offense. A written letter of termination will be mailed to the substitute teacher's home address indicating a termination date.

**As a substitute employee you are an "at will" employee, which means that you may be released at any time, for any or no reason at all. If the Riverside Unified School District should receive three Notices of Unsatisfactory Performance, you may receive a letter of termination. The notices do not have to be within the same school year, it is throughout your entire employment with RUSD.**

## **TYPES OF SUBSTITUTE TEACHING ASSIGNMENTS**

**What types of substitute assignments are there?**

Substitute teacher positions are classified as:

- Short-Term-30-days for the **same** teacher in one school year (not consecutive days)
- Long-Term-21 days consecutive for the **same** teacher in one school year. (Must be approved by the Personnel Department prior to the assignment.)



### **What is considered a short-term assignment?**

Short-term assignments are daily assignments. Emergency 30-Day Substitute Permit “*authorizes the holder to serve as a day-to-day substitute teacher in any classroom; preschool, kindergarten, and grades 1-12 inclusive; or in classes organized primarily for adults within each county in which the permit is registered provided the employing agency has a completed Statement of Need on file for the school year. During the school year the holder may serve as a substitute for no more than 30 days for the same teacher, (not consecutive days) except in a special education classroom, where the holder may serve for no more than 20 days (not consecutive days) for the same teacher in one school year.* This requirement is set by the State of California Commission on Teacher Credentialing. (Education Code §80025)

### **What is considered a long-term assignment?**

A need for a long term assignment is established by the school site. When a substitute teacher is asked by the school site to work twenty days consecutively for the same teacher in one school year it is considered a long term assignment. A school year is defined as July 1 through June 30. Long term pay is retroactive to the first day of the assignment. This long term assignment must be pre-approved by the Personnel Department.

The process to substitute in a long term assignment is as follows: The school site notifies the Personnel Department regarding the substitute teacher they would like to use for their long term assignment. The Personnel Department will make sure that the substitute qualifies for the position and handles all the paperwork necessary to perform the long term assignment for the substitute teacher. The Personnel Department will then notify the school site and the substitute teacher.

When a substitute teacher is sent to a school for a long-term assignment, the substitute should continue to report until he or she is notified by the school site that their services are no longer required at that school for that particular assignment. The school site should enter a job in the system for the assignment. The school site should check the system to make sure that your long-term assignment has been discontinued in the Frontline system when the assignment has been completed.

Substitutes in long-term assignments are expected to follow the rules and expectations of the site administrators as set forth for regular teachers, including assigned supervisor duties. The school principal will be responsible for outlining the substitute teacher’s duties. For long-term assignments, the teacher should leave information for the substitute teacher to make contact with the regular teacher regarding future plans, if the assignment is indefinite.

The teacher should ask the substitute teacher to report beforehand to observe classroom instruction and routines if the job is for a long-term absence. Substitute teachers will be paid for this service. One (1) day is allowed to observe in the classroom.

### **What is a Career Substitute and how do I become one?**

To qualify as a Career Substitute Teacher, a substitute teacher must have served with the District for a minimum of 90 days each year for three consecutive years. A school year is defined as July 1 through June 30.

To inquire regarding qualification as a Career Substitute please send a written request to the system operator in the Personnel Department asking to be considered as a Career Substitute. The Personnel Department will contact Payroll to check your records of days worked. If you qualify, you will be asked to bring in a money order, payable to “CTC” and fill out paperwork for the Career Substitute Teaching Permit.

After you qualify and have applied for the permit, you will receive \$200.00 per day instead of the daily rate of \$200.00 per day.

Substitute teachers with a Career Substitute permit may substitute 60 days for the same teacher in one school year.

In order to maintain your Career Substitute Permit you must continue to work a minimum of 90 days each school year, otherwise this permit will not be renewable.

### **Credential Information**

#### **30-Day Substitute Teaching Permit**

A 30-day sub teaching permit “*authorizes the holder to serve as a day-to-day substitute teacher in any classroom, including preschool, kindergarten, and grades 1-12 inclusive. During the school year the holder may serve as a substitute for no more than 30 days for any one teacher, except in a special education classroom, where the holder may serve for no more than 20 days for any one teacher.*” (Education Code §80025.1) This permit is **active for one year** and must be renewed before the substitute may continue to work. It will be the substitute teacher’s responsibility to renew the permit when required. Working beyond 30-days for the same teacher in one school year is not allowed per the Commission on Teacher Credentialing (CTC).

Working 30-days **consecutively** for the same teacher in one school year is considered a long-term assignment and must be approved by the Personnel Department. (See section on long-term assignments.)

You must renew this permit by:

1. Accessing the Commission on Teacher Credentialing website at [www.ctc.ca.gov](http://www.ctc.ca.gov).
2. Follow the steps outlined on the Commission home page.
3. Please note that the processing time to renew your permit by the Commission takes a minimum of 10 working days. Therefore, you need to renew your permit at least **30 working days before your permit expires**. If your permit is expired you will **not** be allowed to take any further substitute assignments.
4. It is the substitute’s obligation to call the Personnel Department to let them know when your new permit has been granted and renewed by the Commission on Teacher Credentialing (CTC). The district is **not** notified by the CTC that you have renewed your permit.

### **PAYROLL/RETIREMENT INFORMATION**



### **Time Cards**

You are responsible to make sure your card is completely filled out, signed and dated and given to the school site principal's secretary each day. The school site secretary will send your time card to Payroll for you. Payroll will not pay you unless your card is complete. Time cards received after the Payroll due date will have the payment deferred until the following month's payroll. The last day of the pay period is the 10<sup>th</sup> of each month. If the 10<sup>th</sup> falls on a holiday or weekend, the last day of the pay period will be the first workday before the 10<sup>th</sup> of each month. Your check will be mailed to the address on your W-4, eight (8) to ten (10) working days after the 10<sup>th</sup> of each month.

### **Deductions**

It is necessary for the substitute teacher to furnish the Payroll Department with a withholding exemption certificate (W-4). Federal and state income tax will be deducted according to established schedules. If you are a member of the State Teacher's Retirement System (STRS), you will have Retirement and Medicare deducted from your monthly check. If you are not a member of STRS, you will have Social Security and Medicare deducted from your monthly check.

### **Retirement Contributions**

Substitute teachers are made members of the State Teachers Retirement System (STRS) if they perform 100 or more complete days of service during the school year for one employer (district). Once a substitute teacher has elected to be in STRS, either in Riverside Unified or another school district, they must elect STRS in any other school district in California they become employed with. "Once a member, always a member."

Retirement contributions are deducted through the payroll procedure. The current contribution rate is eight percent. A substitute teacher can elect to be a member of STRS without waiting 100 days. The substitute teacher must request this option. You are vested in STRS after five years of service is accumulated.

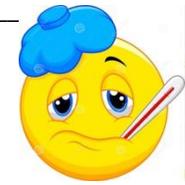
If you were a previous member in STRS and withdrew funds, you can repay those funds with interest and receive past service credit. (This is done through STRS and not the District.) All services performed while a member of STRS can be eligible service for retirement. Those who terminate teaching service in the State of California may request a refund of contributions or leave the money to collect interest. If you plan to return to teaching in California, it may be best to leave the funds in STRS. Check with your financial advisor.

Those substitute teachers who are also members of the Public Employees Retirement System (PERS) can also become members of STRS if they qualify by teaching the 100 days in any school year. Those employees in PERS can remain in PERS if so desired. It is possible to retire from both systems with a minimum of five years of service in each system.

### **Employment of Retired Teachers**

STRS retired personnel may be employed as substitute teachers, however, they cannot earn more than the amount designated by STRS as a substitute teacher in the same fiscal year. Check with Riverside County Office of Education - Fiscal Services Department regarding the current maximum allowable earnings.

**Healthy Work Place/Healthy Families Act (AB 1522)**  
**Paid Sick Leave Law for Certificated and Classified Substitutes**



**Entitlement:**

- A substitute who, on or after July 1, 2015, works in California for 30 or more days within a year from the beginning of employment is entitled to paid sick leave.
- Paid sick leave accrues at the rate of one hour per every 30 hours worked, paid at the substitute's regular wage rate. Accrual shall begin on the first day of employment or July 1, 2015, whichever is later.
- Accrued paid sick leave shall carry over to the following year of employment and will be capped at 48 hours or 6 days. However, the substitute is limited to utilizing a maximum of 24 hours or 3 days per anniversary year.
- The substitute **must have been offered and accepted a substitute assignment** in order to utilize their accrued sick leave for the specific day/s.

**Usage:**

- A substitute may use accrued paid sick days beginning on the 90<sup>th</sup> day of employment.
- An employer shall provide paid sick days to a substitute for the following reasons: for themselves or a family member for the diagnosis, care or treatment of an existing health condition or preventive care, or specified purposes for an employee who is a victim of domestic violence, sexual assault, or stalking.
- Substitute's sick leave must be used at a minimum of 2 hour increments of time, unless the assignment is under 2 hours.

**Exemptions**

- PERS retired members who return to work as a substitute are **exempt and not entitled** to this sick leave benefit.

**How Does a Substitute Record Their Use of Paid Sick Leave in Frontline?**

- The substitute must first accept an assignment and write down the job number.
- The substitute **must use the on-line Frontline system (only)** to "cancel" the assignment and choose "Sick - Paid Leave" from the drop down menu of cancellation reasons.
- Then the substitute **must create a "Non Work"** day for the date and time that the assignment was for.
- In the "Reason" section of the non-work day you **must record the job number and type in "Paid Sick Leave."**
- This will allow the substitute to be paid for that day using their accrued sick leave time.
- You have to cancel the assignment at **least 2 hours before it begins** otherwise the system will not allow you to cancel, and you will not be able to utilize your sick leave.
- **It is the substitute's obligation to record their sick leave in this manner. Failure to do so will result in the substitute not being paid sick leave for that absence.**
- For more detailed step-by-step directions please see the document entitled "Substitute Paid Sick Leave Guide for Frontline" in the substitute handbook.
- Remember, if the substitute does not have sufficient amount of time in their sick leave balance they will only be paid for the amount of time that they have accrued.
- Substitutes will be notified of their sick leave balance and usage on their monthly pay stubs.
- It is **the substitute's responsibility** to make sure that they have a sufficient amount of sick leave available when utilizing this option in the Frontline system.
- If your absence is for more than one day during a multi-day assignment **and you want to use a paid sick leave day** you must contact the school site principal's secretary to do this for you because Frontline will not allow you to cancel on a multi-day assignment.

**Education Codes Regarding Student Suspension and/or**

## **Expulsions**

### **EC 48900 - Suspension and Expulsion; Hazing**

A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.  
(2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
  - (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288,

288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.

- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- (r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
- (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:
  - (1) While on school grounds.
  - (2) While going to or coming from school.
  - (3) During the lunch period whether on or off the campus.
  - (4) During, or while going to or coming from, a school sponsored activity.
- (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- (u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.
- (v) A superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a pupil subject to discipline under this section.
- (w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

**Education Code 48900.2 - Suspension for sexual harassment**

In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5.

For the purposes of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.

**Education Code EC 48900.3 - Suspension for hate violence**

In addition to the reasons set forth in Sections 48900 and 48900.2, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233.

**Education Code 48900.4 - Suspension and expulsion**

In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.

**Education Code 48900.5 - Suspension**

Suspension shall be imposed only when other means of correction fail to bring about proper conduct. However, a pupil, including an individual with exceptional needs, as defined in Section 56026, may be suspended for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.

**Education Code 48900.6 - Community Service; disciplinary action**

As part of or instead of disciplinary action prescribed by this article, the principal of a school, the principal's designee, the superintendent of schools, or the governing board may require a pupil to perform community service on school grounds or, with written permission of the parent or guardian of the pupil, off school grounds, during the pupil's non-school hours. For the purposes of this section, "community service" may include, but is not limited to, work performed in the community or on school grounds in the areas of outdoor beautification, community or campus betterment, and teacher, peer, or youth assistance programs. This section does not apply if a pupil has been suspended, pending expulsion, pursuant to Section 48915. However, this section applies if the recommended expulsion is not implemented or is, itself, suspended by stipulation or other administrative action.

**Education Code 48900.7 - Suspension and expulsion**

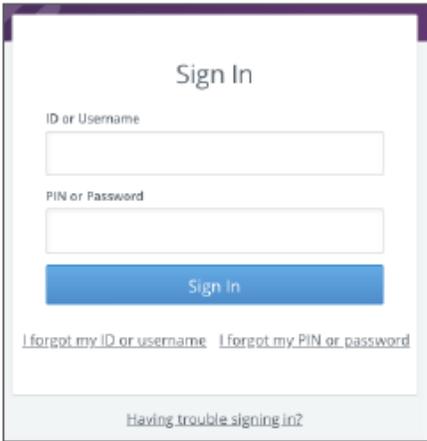
(a) In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both.

(b) For the purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

APPENDICES



# Absence Management



## SIGNING IN

Type [aesoponline.com](http://aesoponline.com) in your web browser's address bar or go to [app.frontlineeducation.com](http://app.frontlineeducation.com) if you have a Frontline Account.

The Sign In page will appear. Enter your ID/username and PIN/password and click Sign In.

## RECOVERING CREDENTIALS

If you cannot recall your credentials, use the recovery options or click the "Having trouble signing in?" link for more details.

## SEARCHING FOR AVAILABLE JOBS

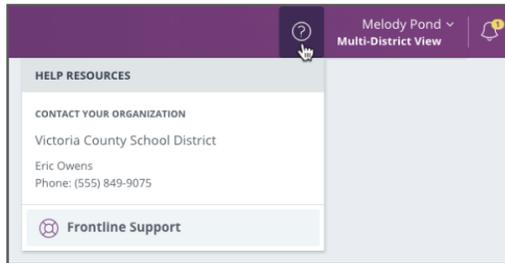
You can review available jobs directly on the homepage. These potential jobs appear in green on the calendar and in list form under the "Available Jobs" tab.

To accept a job, click the **Accept** button beside the absence (or click **Reject** to remove a job from the list).

April 2018							May 2018							June 2018						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7	6	7	8	9	10	11	12	3	4	5	6	7	8	9
8	9	10	11	12	13	14	13	14	15	16	17	18	19	10	11	12	13	14	15	16
15	16	17	18	19	20	21	20	21	22	23	24	25	26	17	18	19	20	21	22	23
22	23	24	25	26	27	28	27	28	29	30	31			24	25	26	27	28	29	30
29	30																			

2 Available Jobs		1 Scheduled Jobs		2 Past Jobs		0 Non Work Days	
Date	Time	Duration	Location	Filter			
Barker, Bob							
Mon, 4/30/2018	11:00 AM - 6:00 PM	1 Full Day	Victoria County School District Victoria County Community Schools	<input type="button" value="Reject"/> <input type="button" value="Accept"/>			



## GETTING HELP AND TRAINING

If you have questions, want to learn more about a certain feature, or want more information about a specific topic, click **Help Resources** and select **Frontline Support**. This opens a knowledge base of help and training materials.

## ACCESSING ABSENCE MANAGEMENT ON THE PHONE

In addition to web-based, system accessibility, you can also find and accept available jobs, manage personal information, change your PIN number, and more, all on the phone.

### When You Call into Absence Management

To call, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

When calling the absence management system, you can:

- Find available jobs – **Press 1**
- Review or cancel upcoming jobs – **Press 2**
- Review or cancel a specific job – **Press 3**
- Review or change your personal information – **Press 4**

### When the Absence Management System Calls You

If an available job has not been filled by another substitute two days before the absence is scheduled to start, the system will automatically begin to call substitutes and try to fill the job.

Keep in mind, when the system calls you, it will call about one job at a time, even if you're eligible for other jobs. You can always call in (see "When You Call into Absence Management" section above) to hear a list of all available jobs.

**Note:** When the system calls, be sure to say a loud and clear "Hello" after answering the call. This will ensure that the system knows you picked up the call.

When you receive a call, you can:

- Listen to available jobs – **Press 1**
- Prevent absence management from calling again today – **Press 2**
- Prevent absence management from ever calling again – **Press 9**

If you are interested in the available job, **Press 1**. You will be asked to enter your PIN number (followed by the # sign). The absence management system will list the job details, and you will have the opportunity to accept or reject the job.



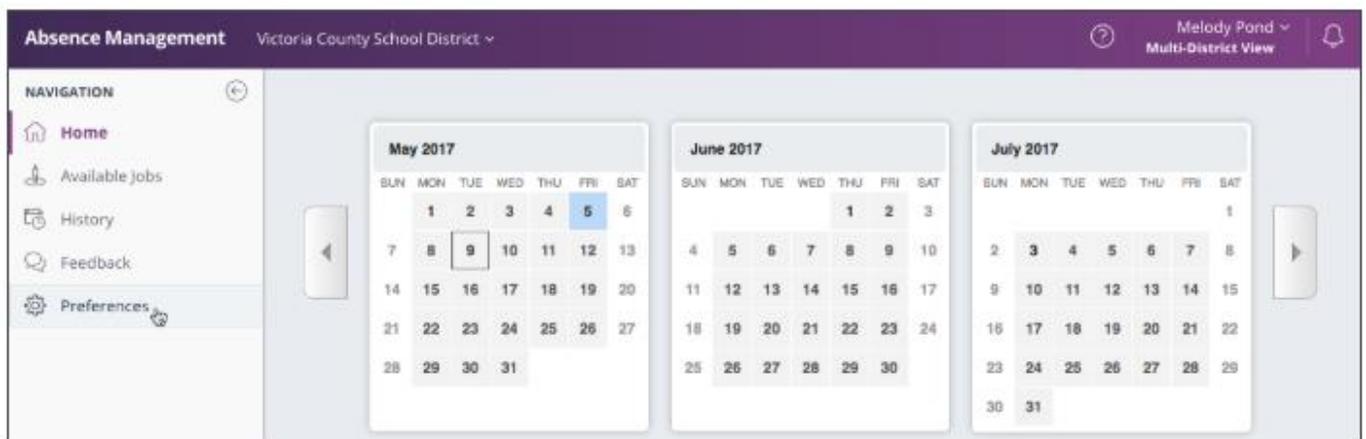
## Choosing Your Preferred Schools

Updated - July 30, 2018

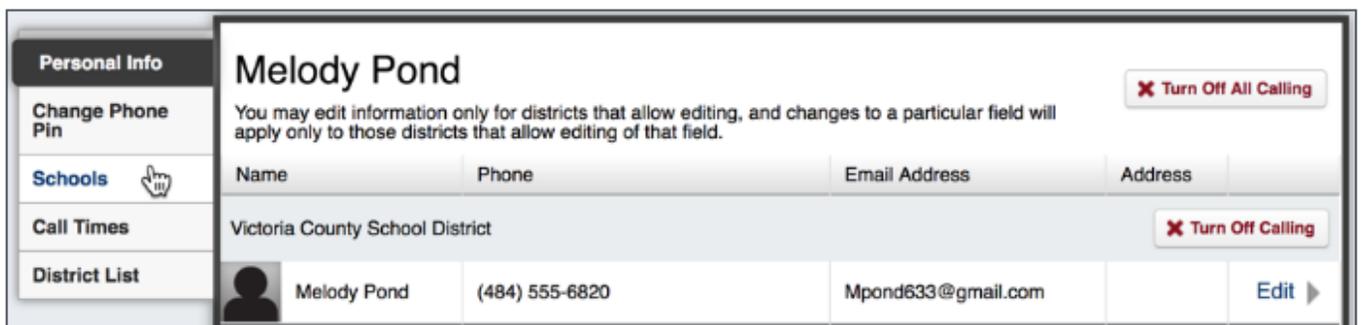
You can create a preference list within your absence management application to identify the locations where you do and do not want to work.

New substitutes will see jobs at all schools by default. You do *not* have to make any changes if you wish to maintain full visibility.

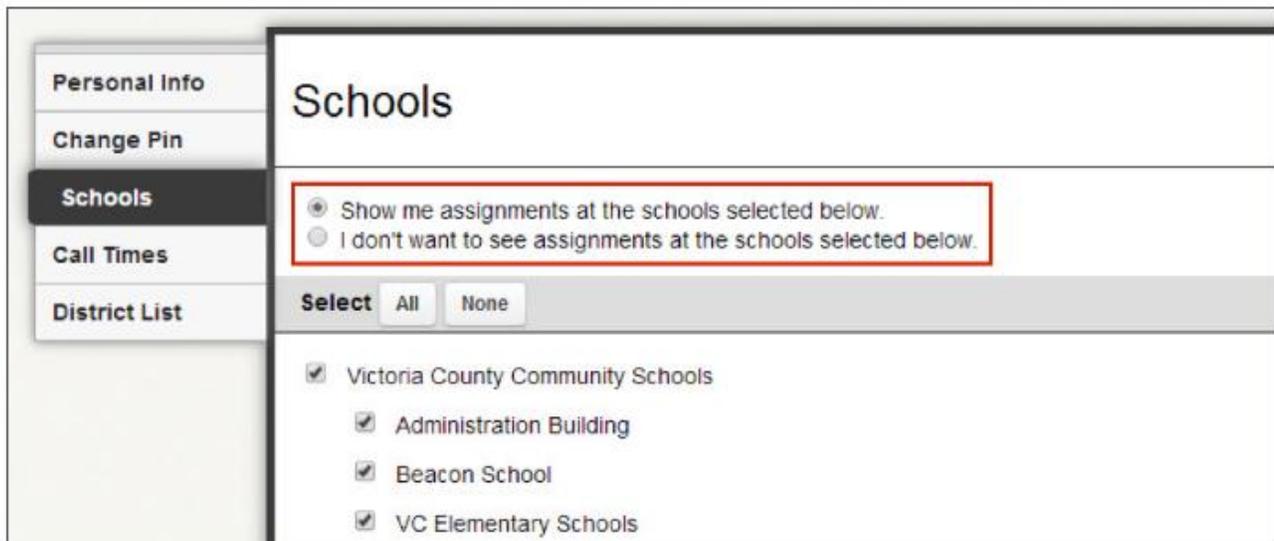
To view the "Preferred Schools" list, click **Preferences** in the side navigation.



Then, locate and select **Schools** in the side bar.



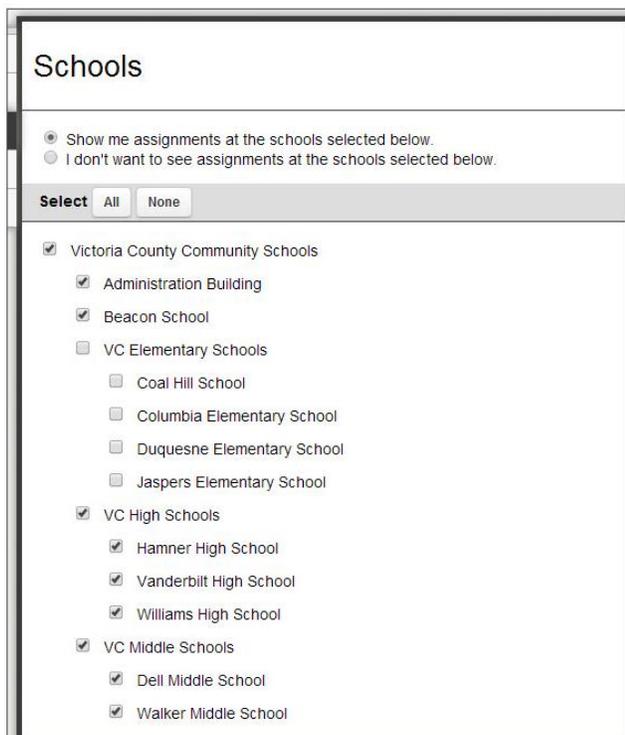
The "Schools" section includes two options at the top of the page. The first option will allow you to select all the locations where you wish to see assignments. The second list indicates the places where you do *not* want to see jobs. Click the radio button to alternate between these two lists.



You can now add or remove the necessary locations.

Click the checkboxes to identify the individual schools that you do or do not want to see (or click the **All** or **None** button to collectively add/remove all the locations in your list).

In the example below, the substitute does not want to see jobs from elementary schools.



## Managing Your Personal Info

Updated - July 30, 2018

You can reference the "Preferences" option to review your district-related details. These include personal information, PIN management, affiliated schools, call times, and affiliated districts.

You can easily add or update this information by selecting the **Preferences** option in your side navigation.

The screenshot shows the 'Absence Management' interface for Victoria County School District. On the left is a navigation menu with options: Home, Available Jobs, History, Feedback, and Preferences (highlighted with a red box). The main area displays three monthly calendars for May, June, and July 2018. Below the calendars are four tabs: Available Jobs (1), Scheduled Jobs (1), Past Jobs (3), and Non Work Days (0). A table lists job details for 'Barker, Bob' on 'Thu, 5/10/2018' from '11:00 AM - 6:00 PM' for a 'Full Day' at 'Victoria County School District' and 'Victoria County Community Schools'. The table includes 'Reject' and 'Accept' buttons.

By default, the system displays the "Personal Info" page, where you can view current profile details. Review the name, phone, email address, and home address sections and click **Edit** to make any necessary adjustments.

The screenshot shows the 'Personal Info' page for Melody Pond. The page title is 'Melody Pond'. Below the title is a warning: 'You may edit information only for districts that allow editing, and changes to a particular field will apply only to those districts that allow editing of that field.' The page is divided into sections: 'Change Phone Pin', 'Schools' (Victoria County School District), and 'District List'. The 'District List' section shows a table with columns for Name, Phone, Email Address, and Address. The entry for Melody Pond has the phone number '(484) 555-6820' and email 'Mpond633@gmail.com'. An 'Edit' button is highlighted with a red box. There are also 'Turn Off All Calling' buttons in the top right and middle right.

The "Edit Personal Info" popup displays. Simply edit one or more fields as necessary and then click one of the "apply" buttons, depending on whether or not you want the update to take effect for one particular district or all that you happen to belong to. Multi-district subs have permissions associated to each district, and you can apply specific changes to each, based on permissions.

Your permission level determines the information (fields) that you can update. Most districts allow their substitutes to change email address and phone number.

**Edit Personal Info** [Close]

First Name: Melody [Warning Icon]  
Last Name: Pond [Warning Icon]  
Phone: 8466895747  
Email Address: Mpond633@gmail.com  
Confirm Email: [Empty]  
Language: English  
Your language preference can be changed in your [Account Settings](#).

Street: 538 Mockingbird Drive [Warning Icon]  
Street 2: [Empty]  
Street 3: [Empty]  
Street 4: [Empty]  
City: Frankville  
State: PA  
Zip Code: 14543

Buttons: Cancel, Apply only to Victoria County School District, Apply to All Districts

Once you "apply" your changes, absence management confirms that your information has been saved.

**Personal Info** Melody Pond [Close] [Turn Off All Calling] [Dismiss Message]

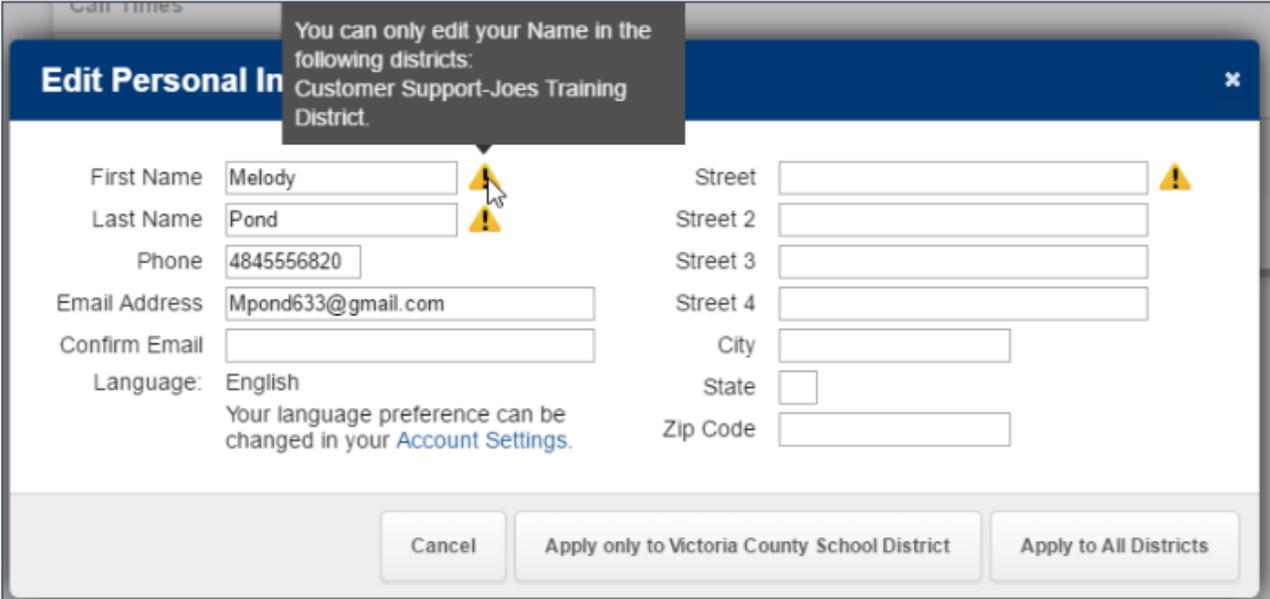
You may edit information. **Your information has been saved.** Changes to a particular field will apply only to those districts that allow editing of that field.

Schools	Name	Phone	Email Address	Address
Victoria County School District	Melody Pond	(484) 555-6863	Mpond633@gmail.com	[Edit]

Buttons: Turn Off All Calling, Dismiss Message, Turn Off Calling

### Field Warning Indicators

The yellow triangle with an exclamation point beside any particular field can be informative. By hovering over the indicator as shown in the following image, a tool-tip window displays. In this example, while Melody Pond has access to more than one district, the tool-tip acts as a reminder to let her know that by updating her name, that would only be effective in "Customer Support-Joes Training District".



## Adding Non-Work Days

Updated - July 26, 2018

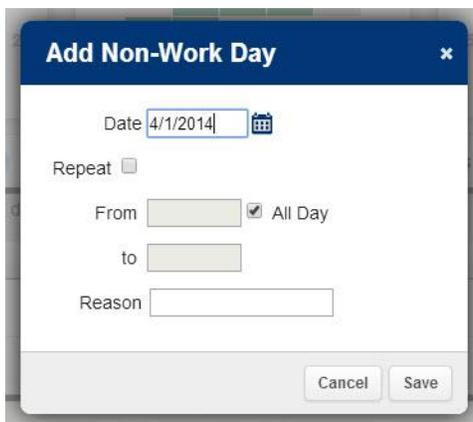
If you have days or partial days when you are not able to substitute, you can create "Non-Work Days" so the absence management system will not offer you jobs on those days. Click the Non-Work Days tab to view your non-work days and to create new ones. The tab will have a number on it indicating how many Non-Work Days you have scheduled.



This list shows non-work days for the past 30 days. View more by clicking the History tab

Date	Time	Reason	
Fri, 4/11/2014	All Day		<input type="button" value="X Remove"/>
Fri, 4/25/2014	All Day		<input type="button" value="X Remove"/>

To create a new Non-Work Day click the **Add Non-Work Day** button. This will bring up a window where you can enter your Non-Work Day info.



**Add Non-Work Day**

Date

Repeat

From   All Day

to

Reason

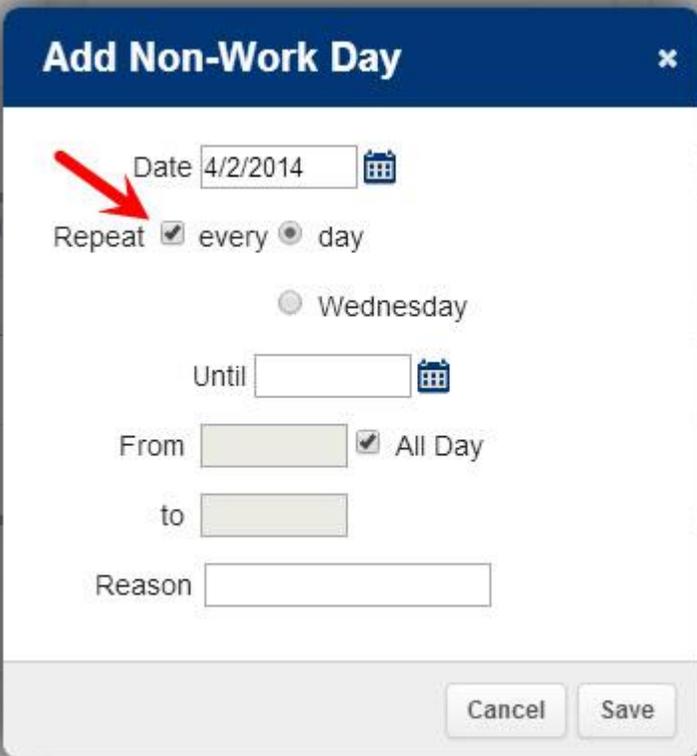
To create a single Non-Work Day...

- **Date** - Type the date into the box or use the calendar icon to select the date.
- **From/to** - Enter the start and end times for when you can't work. You must un-check the "All Day" box to edit the times.
- **Reason** - Enter the reason for your non-work day.

Click the **Save** button when you are ready to save the Non-Work Day.

## Repeating Non-Work Days

You can also create a Non-Work Day that will repeat. For example, maybe you can't work on Tuesdays for the entire month. When creating the Non-Work Day, click the check box for "Repeat" (shown below).



**Add Non-Work Day** ×

Date  

Repeat  every  day

Wednesday

Until  

From   All Day

to

Reason

Then, mark the circle for Tuesday, put in the end date you want this to repeat until, and click the **Save** button to save the repeating Non-Work Day.

## Removing a Non-Work Day

In your "Non-Work Days" tab, you will see a Remove button for any Non-Work Days that are still in the future. Click the **Remove** button for the specific Non-Work Day you want to remove.



You will receive a confirmation pop-up. Click **Remove** to confirm (or if you would like to close the window without removing the Non-Work Day, click Cancel).



## Substitute Paid Sick Leave Guide for

### Overview

In order to comply with California State Assembly Bill No. 1522, Riverside Unified School District will be utilizing Frontline in order to track the use of granted paid sick leave time for substitutes. Substitutes will accrue paid sick leave according to the specific criteria communicated by that law. This document outlines the specific **three-step process** and instructions on how a substitute will need to enter Paid Sick Leave time that has been accrued **in order to be paid for that time.**

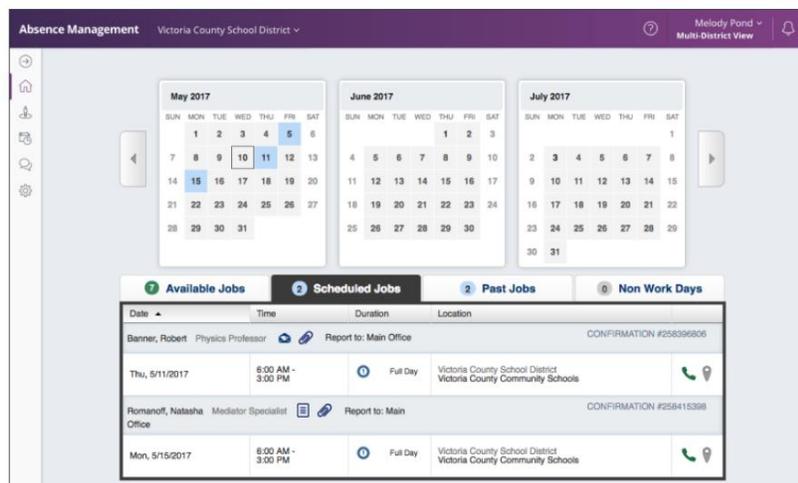
### Process

If a substitute has accepted an assignment and would like to use their accrued paid sick leave they must do the following:

1. Write down the Confirmation Number of the absence
2. Cancel the absence in Frontline and choose the cancellation reason from the dropdown menu
3. Create a Non Work Day in Frontline for the corresponding time the absence was scheduled for. The **confirmation number must be recorded along with the phrase *Paid Sick Leave* in the “Reason” box when entering the Non Work Day.** The times of the Non Work Day must also match the exact times that the cancelled absence was scheduled for.
4. You have to cancel the assignment **at least 2 hours before it begins** otherwise the system will not allow you to cancel, and you will **not** be able to utilize your sick leave.
5. If you have a multi-day assignment, the system will not allow you to cancel your assignment, therefore you will have to work the site secretary and they can assist you with entering a paid sick day.

### Finding Scheduled Jobs

To view a list of your currently scheduled jobs in absence management, click the **Scheduled Jobs** tab on your home page. The tab will have a number on it indicating how many currently-scheduled jobs you have at this time.



When you click this tab, your scheduled jobs will be listed in the main window. The details of each job will be displayed including the name and title of the employee, the time of the absence, the duration, and the location of the job. Your confirmation number will also be listed here. The phone and map icons can be accessed on this page as well. Look for the job you wish to cancel.

## Substitute Paid Sick Leave Guide for

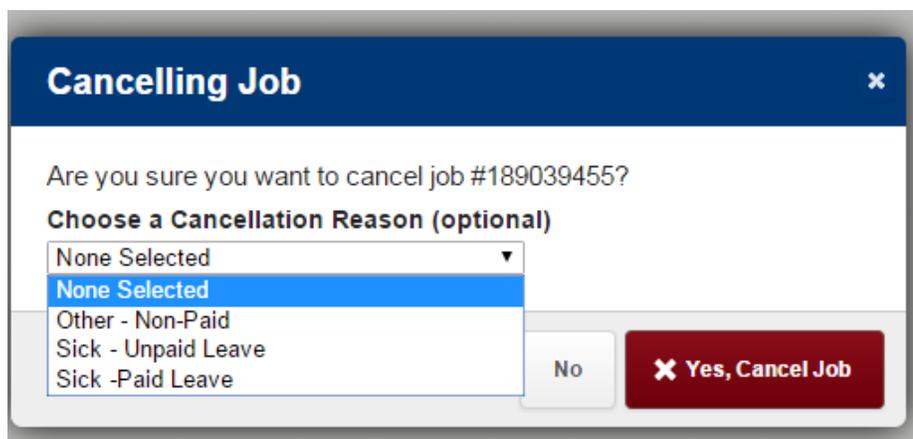


### Canceling the Assigned Job

Depending on the permissions given to you in absence management, you may be able to cancel a job after you have accepted it. Not all absences will have the option to cancel. As an example, if a job is too close to its start time, absence management may not allow you to cancel it. If you do have the ability to cancel a job, you will see a red **Cancel** button.



When you click the Cancel button, you will see a pop-up window asking you if you are sure you want to cancel the absence. Choose a cancellation reason from the dropdown box provided. Then, click **Yes, Cancel Job** to confirm. **Note: Make sure you copy/record the confirmation number here before confirming, in order to record it when you enter your Paid Sick Leave.**



### Explanation of Cancellation Reasons

- **Other – Non-Paid** - choose this option if you need to cancel a job for any reason that is **not** due to an illness.
- **Sick – Unpaid Leave** – choose this option if you are sick but **do NOT** have accrued sick time or **do NOT** want to use your accrued time for this absence.
- **Sick – Paid Leave** – choose this option if you **have accrued sick** time and wish to use this time to get paid for the assignment.
- After you have canceled the absence, you will see a pop-up letting you know the absence has been successfully cancelled. Dismiss the pop-up by clicking the “X”.

## Substitute Paid Sick Leave Guide for

### [In order to Get Paid for Your Accrued Sick Leave You Must Complete This Final Step](#)

After you cancel your absence and record the confirmation number, you will need to **create a "Non-Work Day"** so Frontline has record of your Paid Sick Leave request. Click the **Non-Work Days** tab to view your non-work days and to create new ones. The tab will have a number on it indicating how many Non-Work Days you have scheduled.

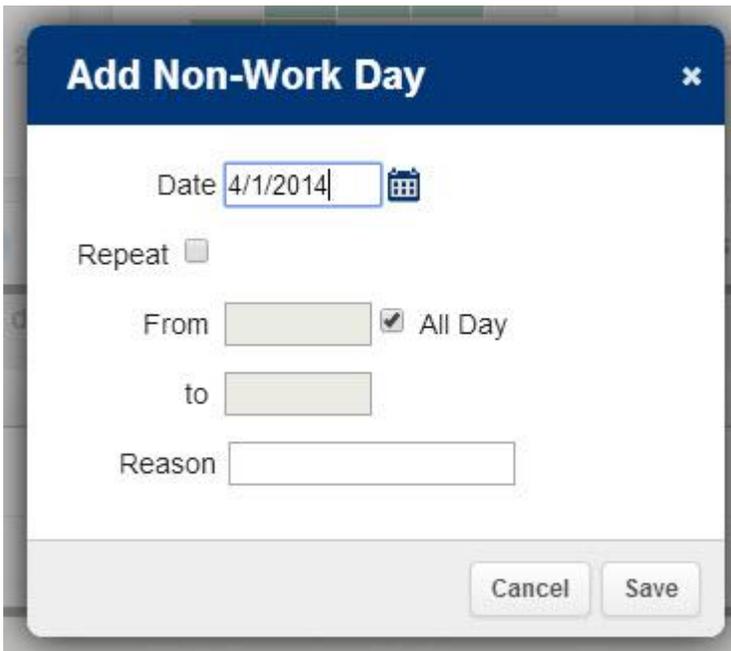


The screenshot shows the 'Non Work Days' tab selected. The interface includes a navigation bar with tabs for 'Available Jobs', 'Scheduled Jobs', 'Past Jobs', and 'Non Work Days'. Below the tabs, a message states: 'This list shows non-work days for the past 30 days. View more by clicking the History tab'. A table lists two non-work days:

Date	Time	Reason	
Fri, 4/11/2014	All Day		<input type="button" value="X Remove"/>
Fri, 4/25/2014	All Day		<input type="button" value="X Remove"/>

A red arrow points to a green '+ Add Non-Work Day' button in the top right corner of the table area.

To create a new Non-Work Day click the **Add Non-Work Day** button. This will bring up a window where you can enter your Non-Work Day info.



The 'Add Non-Work Day' dialog box is shown. It features a title bar with the text 'Add Non-Work Day' and a close button (X). The main area contains the following fields and controls:

- Date: 4/1/2014 (with a calendar icon)
- Repeat:
- From: [ ]  All Day
- to: [ ]
- Reason: [ ]
- Buttons: Cancel, Save

## Substitute Paid Sick Leave Guide for



### How To Create a Single Non-Work Day

- **Date** - Type the date into the box or use the calendar icon to select the date.
- **From/to** - Enter the start and end times for when you can't work. You must un-check the "All Day" box to edit the times and these times must match the absence times that you have cancelled out of exactly.
- **Reason** - Enter the reason for your non-work day. ***NOTE: In order to get paid for accrued Sick Leave, you must use the following format in the Reason Box:***
  - ***Actual Confirmation Number; Paid Sick Leave***
  - ***Example:***

Reason

Click the **Save** button when you are ready to save the Non-Work Day.

Riverside Unified School District will then be running reports based on Frontline Non Work Days entered in order to pay substitutes for Accrued Sick Leave that has been used and entered into the system. ***NOTE: Failure to follow the above process and the exact steps that have been laid out could result in forfeiture of payment. Accrued sick leave will still be available for future use; however, the exact steps must be followed in order to get paid for using Paid Sick Leave. Additionally, substitutes must utilize the on-line Frontline system (only) in order to use their accrued sick leave.***

**NOTE:** If your absence is for more than one day during a multi-day assignment **and you want to use a paid sick leave day** you must contact the school site principal's secretary to do this for you because Frontline will not allow you to cancel on a multi-day assignment.