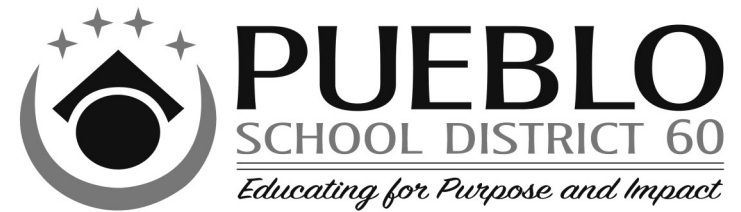


SUBSTITUTE Handbook



**PUEBLO SCHOOL DISTRICT 60
315 W. 11th Street
Pueblo, Colorado 81003**

June 2022

Substitute Pay

	Full Day 6 or more hours	3/4 Day 4.01-5.99 hours	1/2 Day 4 hours or less
1 Year Authorization (High School Diploma)	\$115.00	\$86.25	\$57.50
1 Year Authorization (Enrolled in CSU-P education program)	\$120.00	\$90.00	\$60.00
3 Year Authorization (Bachelor's Degree)	\$125.00	\$93.75	\$62.50
Long Term Assignment 3 Year Authorization - HQ (12 consecutive days or more)	\$140.00		
5 Year Authorization (Current / Expired teaching license)	\$165.00	\$123.75	\$85.50
Long Term Assignment 5 Year Authorization - HQ (12 consecutive days or more)	\$215.00		
Substitutes are paid as total hours worked per day and not per job.			
Classified Substitute Pay	\$13.50 / hour		
Retired ESP Substitute Pay	\$20.00 / hour		

Substitute Teacher Daily Schedule

- 1 to 4 hours = 1/2 day
- 4.01 to 5.99 hours = 3/4 day
- 6 hours and over = full day

Question

How long can a substitute teacher work the same job if he/she is not highly qualified?

Answer

You can work in a job for up to twelve (12) days. You must be highly qualified to work in the same job for more than thirteen (13) days.

Question

What are the qualifications to be considered a highly-qualified substitute teacher?

Answer

To be considered highly qualified, you must have an endorsement in the content area that you are teaching, or have 36 college semester hours which equals 24 in the content area plus 12 in education, or have passed the PLACE/ Praxis Exam for the content area.

Question

I believe my paycheck is incorrect, what do I do?

Answer

Make sure the jobs you worked fall within the correct pay period. If you feel there is an error call the Substitute Manager 719-549-7139.

Frequently Asked Questions

Question

An employee indicated he/she assigned me to a job and I showed up for the same job. However, another substitute also showed up for the job. Why did this happen?

Answer

When checking your assignments, make sure the job is under your job assignments. If there is no job number under your job assignment the job has not been assigned to you. The employee may have erroneously put the job out for call out and the job was picked up by another substitute.

Question

If a substitute was requested for a job and another substitute shows up for the same job, who gets the job?

Answer

The substitute who accepted the job via the automated system is assigned to the job and works the assignment.

Question

I showed up for a job and I was told the job was canceled. Why wasn't I notified?

Answer

If the employee cancels their job, the automated system does attempt to contact you during the next call out period. However, you may not have been available to take the call and therefore did not receive notification that the job was canceled. It is recommended that on the morning of your assignment, you check by either calling or going online to the automated system to review your job assignments. If the job is not assigned to you then the job was canceled.

Plan Period Coverage for substitute teachers:

If a substitute teacher is asked to cover a different class during the plan period, it is up to the substitute if they choose to help the school with coverage (they are not paid extra for the class coverage). If a substitute teacher is asked to cover during the PLC (Professional Learning Community) that is not a choice, it is part of the absent teacher's schedule. If a teacher sold their plan and they teach straight classes, the substitute is not paid extra for not having a plan.

Payroll Closing Dates: Pay day is the last working day of the month.

Payroll dates	Pay Day
August 8 - September 7	September 30, 2022
September 8 - October 7	October 31, 2022
October 8 - November 7	November 30, 2022
November 8 - December 7	December 30, 2022
December 8 - January 7	January 31, 2023
January 8 - February 7	February 28, 2023
February 8 - March 7	March 31, 2023
March 8 - April 7	April 28, 2023
April 8 - May 7	May 31, 2023
May 8 - June 7	June 30 2023
June 8 - July 7	July 31, 2023

PERA

All substitute and former full-time employees are required to have PERA deductions withheld from their salaries.

PERA retirees are limited to 110 days or 720 hours per CALENDAR year. Performance of services for more than four (4) hours per day counts as one (1) day, you may work a total of 720 hours per CALENDAR year.

RESIGNATION

Substitutes who terminate their services with the District shall be required to submit **WRITTEN NOTIFICATION** of resignation to the Substitute Manager in the Human Resources Office.

HOUSE BILL 98-1071—"SUBSTITUTE TEACHER"

"Substitute teacher" means a teacher who normally performs services as an employee of a school district for four hours or more during each regular school day, but works on one continuous assignment for a total of less than ninety regular school days, or FOR LESS than one semester or equivalent time as determined by the annual school year calendar of the district in which the teacher is employed during the academic year.

"Substitute teacher" also means an itinerant teacher who, as an employee of a school district, normally performs services on a day-to-day or similar short-term basis during an academic year as a replacement teacher for a non probationary teacher employed pursuant to section 22-63-202, a probationary teacher employed pursuant to section 22-63-2-3, or a part-time teacher while the non-probationary, probationary, or part-time teacher is absent or otherwise unavailable. "Substitute Teacher" does not include any non probationary or probationary teacher who is assigned as a permanent substitute teacher within the school district.

Accessing Time and Attendance through Absence Management

If you are logged in to the absence management system, you can access time and attendance simply by selecting the app switcher and clicking the Time & Attendance option.

Submitting a timesheet for approval

You can easily submit your timesheet for approval right from your home page. First log into the Time & Attendance system and click the timesheet icon.

Here, you can view records of scheduled time, entries of time worked and a summary for the week of the time collected .

The days of the week appear as blue bars. The darker blue bar is the day you have selected. When you select a day, the job location and type will appear directly underneath the bar. Your schedule time is listed underneath.

Before submitting a timesheet you can add, delete or edit the time logged on the timesheet.

When you are satisfied with your timesheet, you can submit it for approval, click the save changes button. To discard any changes, click the cancel button.

This will open a window where you can choose which timesheets to submit. Check the boxes next to the timesheets you would like to submit, then click continue. Another pop up window will appear where you can type comments for your approver to see. When you are finished click the SUBMIT timesheet.

Getting Help and Training

If you have questions, want to learn more about certain features, 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

Dial 1-800-942-3767. You'll be prompted to enter your ID number followed by the # sign.

Press 1 - Find available jobs

Press 2 - Review or cancel upcoming jobs

Press 3 - Review or cancel a specific job

Press 4 - Review or change your personal information

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.

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 even 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.

RESPONSIBILITIES OF THE SUBSTITUTE

REPORTING TO AN ASSIGNMENT: Report to the school office upon entering the building and receive information regarding room assignments, lesson plans, duties, and mailbox materials for the day's activities. At this time, you should present your CONFIRMATION NUMBER. You must report to the school on time and must stay for the complete assignment. At the end of the scheduled assignment, return keys, if given, and check out through the main office.

GENERAL INFORMATION: Allow time to become familiar with the physical set-up of the room or office. Locate materials and necessary forms to carry out the assignment in a successful manner. Familiarize yourself with the rules for emergency drills and assigned exits. Introduce yourself to anyone with whom you come in contact in person or on the phone throughout the day.

LESSON PLANS & INSTRUCTIONS FOR TEACHER SUBSTITUTES: Check the teacher's plan book. If the plans are not clear, talk to the Principal or the secretary. Follow any duties listed for the day including lunch or cafeteria duty, indoor and outdoor supervision, bus duty, or study hall assignments. Follow the lesson plans left by the regular teacher. If sub plans are not available, the substitute should check with the department chair teacher or principal. A summary of the day's activities should be left for the regular teacher. In your day's summary, report only the necessary and don't neglect the positive aspects of the day. Remember that each teacher has different approaches, so please do not criticize his / her regular procedures. Follow each school's policy or teacher's instructions on grading the assigned work.

INSTRUCTIONS FOR EDUCATIONAL SUPPORT PERSONNEL (ESP): Please follow instructions left for you by the absent employee.

CELL PHONES: Cell phones may be with the substitute but do not text or talk on the cell phone during class time.

CLASSROOM BEHAVIOR: The District has a “hands off” policy. You may not strike, push, shove, or grab a student. Exceptionally difficult problems of student control should be referred to the Principal’s office. **DO NOT KEEP THE STUDENTS AFTER SCHOOL WITHOUT NOTIFYING THE SCHOOL OFFICE.**

POLICIES AND REGULATIONS: Personal injury to students should be reported to the school office immediately. Any student appearing to be ill should be sent to the office. Students are not allowed to leave the classroom or school without proper passes, permission, or notification to the school office. (Employee’s policies are the District’s policy and procedures).

WORKERS COMPENSATION: All work-related injuries must be reported to the Principal’s office within **24 HOURS** along with following the Injury/Accident Report Steps: 1. Injured employees call the 24/7 Work Injury Nurse Line 833-746-8306 2. Employee completes the accident report forms (all 4 pages). Supervisor signs accident report and send all forms to Pam Lucero in HR 3. Employee completes the steps given by the 24/7 Nurse (First Aid, Telehealth, or see an authorized medical provider). Please contact Pam Lucero 719-549-7132 with any questions.

Time & Attendance

- ◆ Time & Attendance is the District’s time keeping system. In this system, you will be able to view your timesheet.
- ◆ All substitutes need to use the time kiosks to punch in and out for each assignment .

If working an assignment that is more than 5 hours, all CLASSIFIED substitutes must punch in and out for an unpaid 30-minute lunch.

If you miss a punch or you are having issues with the timeclock, please fill out an exception form with the school office. You may also send an email with your correct times to the Substitute Manager. All changes to time cards must be in writing.

- ◆ Substitutes are required to approve their timesheet in Time & Attendance every month (by the 8th of each month)

If you need to make changes to your timesheet, please email the Substitute Manager at jill.stevenson@pueblod60.org

Your time is your responsibility and this is how you will be paid.

Professional Development

- ◆ The Professional Growth tab in Frontline will allow you to view class offerings for the District.
- ◆ Professional Development classes are open to substitutes.

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 for the absence (or click reject to remove a job from the list).

Instructional Calendars: The Instructional Calendars can be found on the District website.

Frontline Systems The Frontline system allows you access to Absence Management, Time & Attendance and Professional Growth.

Go to www.pueblod60.org
Click on INTRANET
Click on the Frontline

Absence Management

The Absence Management system allows substitutes to accept assignments two ways:

- ◆ Online through Absence Management website

District 60 staff may report absences 24 hours a day, seven days a week. Sub jobs will be visible in the system as soon as absences are entered and will be visible to you based on qualifications and account settings.

- ◆ Through the phone system

Automated calls are made from 5:30 am - 12:00 noon (for the current day's openings) and from 5:30 pm - 10:00 pm (for next day / future openings). Calls will be for jobs available to you based on qualifications and account settings.

To hear available jobs, you can call Absence Management at 1-800-942-3767.

Concentra	Concentra (previously CCOM)	Southern Colorado Clinic
4117 N. Elizabeth Pueblo, CO 81008	4112 Outlook Blvd. Pueblo, CO 81008	3676 Parker Blvd. Suite 220 Pueblo, CO 81008
719-545-0788	719-562-6300	719-553-2207

(IF AN UNAUTHORIZED MEDICAL PROVIDER TREATS A SUBSTITUTE, THE SUBSTITUTE WILL BE RESPONSIBLE FOR PAYMENT OF SAID TREATMENT.)

COMPLETING AN ASSIGNMENT: Leave the classroom or office area neat and in order, close and lock the windows, lock the door, and if given keys turn them into the main office.

SAME-DAY CANCELLATIONS: When a substitute cancels a previously accepted assignment on the day of the accepted assignment, the school or office is with little or no opportunity to fill the assignment. This is very disruptive and leaves the school or office without a substitute.

PROFESSIONAL ETHICS: General rule: Jeans, T-Shirts, and sandals are not considered professional or appropriate for the school or office setting. Personal appearance is very important. Substitutes' attire should reflect the professional position of the employee. Dress is business casual. (Exceptions: Appropriate athletic clothing may be worn when teaching physical education classes.)

Your attitude and professionalism will have a great deal to do with your acceptance by the faculty, staff, and students. Maintain a professional attitude towards your work. Substitutes are expected to observe the same ethical codes as the employees.

Do not expect to leave the assignment for personal phone calls. Messages will be delivered to you. Keep any personal outgoing calls or calls on your cell phone use to a minimum.

Do not make any personal calls or use your cell phone in the classroom except in case of an emergency.

Do not call the absent employee concerning the work or anything else you are doing for him / her unless they have requested that you do so, or you go through the principal.

STUDENTS' RECORDS, EMPLOYEES' RECORDS, AND INFORMATION OF ANY KIND IN THE DISTRICT ARE CONSIDERED CONFIDENTIAL AND MUST BE TREATED AS SUCH.

DISTRICT EMAIL:

Go to www.pueblod60.org
Click on Intranet (Right side, middle of the page)
Click on the M (Gmail)
Email log in format is:
Username - firstname.lastname@pueblod60.org
Password - MmmddL##

Email should be available about 1 week after your hire date. If you have issues registering your email account, please contact the Technology Help Desk at 719-549-7122.

Mmm = First 3 letters of birth month with the first letter caps
dd = 2 digits birth date
L = first initial last name caps
= last 2 digits of employee number

DISTRICT ID BADGES: All substitutes must have a District ID badge. First-time badges are provided free of charge. If you lose or misplace your badge, the Human Resources Office will reprint it for \$10 (cash or checks only). Payment is required at the time of service.

TIME & ATTENDANCE: Time & Attendance is the District's time keeping system. **All substitute teachers** will be required to punch in when beginning and out when finishing an assignment. **All ESP Substitutes** will be required to punch in when beginning, out when leaving for lunch, in when coming back from lunch and out when finishing an assignment. If you have any issues with punches, missed punches, etc. please complete an exception form. **It is important to APPROVE your time in Time & Attendance by the payroll closing date (7th of every month). Approving your timecard is equivalent to your electronic signature. Remember, your time is your responsibility and this is how you will be paid.**

EMPLOYEE PORTAL:

Go to www.pueblod60.org
Click on INTRANET
Click on Employee Service Portal

Employee Service Portal is the system where you will be able to print out your pay stubs & W-2s. Employee portal should be available in 1 week after hire date.

Click on **create an account**, and follow the prompts.

PROFESSIONAL DEVELOPMENT:

Go to www.pueblod60.org
Click on INTRANET
Click on FRONTLINE (sign on)
Click on Professional Growth

Professional Development Login: is the same as the Frontline ID insights login.