

QUINCY SCHOOL DISTRICT

Food Service Substitute Handbook



Quincy School District #144

119 J St SW | Quincy, WA 98848

Phone: 509.787.4571 | Fax: 509.787.4336

Welcome to the Quincy School District!

Welcome to the Quincy School District! We value the contribution of our substitutes as you play a vital role in our district as we strive to provide meaningful educational programs for our students.

Much of your success as a substitute will depend on your positive relationship with co-workers and department supervisors. You are expected to follow the regular procedures of your position as closely as possible, and to fulfill all of the regular employee responsibilities as outlined in the instructions prepared for you.

This handbook is designed to assist you in being the best substitute possible while in the Quincy School District. This handbook is presented as informational only, and does not reflect all of Quincy School District's policies and procedures, nor is it intended to create a contract between the Quincy School District and any one or all of its temporary service employees.

Please read the handbook carefully and keep it where it is readily available for your reference.

Hiring Forms:

The following must be on file and *approved* at the Quincy School District office:

- Quincy School District Application
- Background check (fingerprints arranged for a fee through the QSD)
- Current immunization records
- Two forms of personal identification
- I9
- W4
- Direct Deposit form
- Reasonable Assurance Form
- Receipt of Acknowledgement (for sub handbook)
- Food Handlers Card

*****It is a substitute's responsibility to notify the Quincy School District of any changes in name, phone number and address, or requests to be removed from the active sub list*****

School District Facility Ground Rules:

- No smoking or tobacco allowed.
- No weapons allowed.
- No drugs or alcohol allowed.
- Do not use school equipment or supplies for personal purposes.

Helpful Phone Numbers:

Role	Phone	Email	Admin Assistant
Sub Facilitator – Melissa Baker	787-4571	mkrautsc@qsd.wednet.edu	
Payroll		payroll@qsd.wednet.edu	Tara Barker
Food Service Director – Derek Som	899-7279	dsom@qsd.wednet.edu	Emalee Lindberg
Kitchen Manager – Georgia Day	787-3501 x 3902	gday@qsd.wednet.edu	
Admin Assistant – Emalee Lindberg	797-3013	elindber@qsd.wednet.edu	

Assignment Procedures:

As a sub, **there are no guarantees of how often you will work.** There are times when the district has a greater need than others, and there is no way to fully anticipate when absences will occur. The hourly pay is established by a Collective Bargaining Agreement between The Quincy School District and Quincy PSE. The rate of pay for an assistant cook sub is \$12.93 per hour and \$13.37 for a head cook. For a kitchen helper sub, the pay rate is \$12.14 per hour.

- When you applied for employment as a substitute, you implied that you are willing to accept work as it becomes available. Please keep your contact information up to date. It is important that you answer our calls, even if you are not able to work. We do our best to contact all the subs we have on our list, however, repeated unanswered / unreturned call attempts will mean we will contact you last.

Professional Conduct:

Confidentiality: Substitutes are required by Federal law to keep all information about the students and their families confidential. Student information includes all academic, behavioral, medical and personal information. **Disclosure of student information by a substitute is a violation and may result in the discontinuation of a sub's working status with the Quincy School District.**

Representation: When substitutes come into contact with building, district, and community individuals, their speech and actions reflect upon the Quincy School District. All relationships with administrators, teachers, staff, parents and children should remain on a professional basis.

Communication: In the event a substitute has any questions or concerns, it will be expected that they follow basic steps for resolution. It is recommended that a substitute start by talking to their supervisor. Resolution should first begin in the department, with contact of the district office reserved as the final step.

Dress Code: You are expected to dress appropriately for your assignment. Keep your appearance neat and clean, and dress comfortably with safety in mind.

- Soft soled, non-slip shoes that cover the entire foot are required--no sandals or flip-flops.
- No clothing that has pictures or slogans that depict alcohol or drugs.
- No gang related displays of colors, signs or slogans.
- Long pants must be worn at all times.
- Long hair is to be pulled back

Interaction with Students: All interaction with Quincy School District Students should be professional and focused on learning and safety. Conversations regarding politics, religion, money or topics of a personal nature are not appropriate.

Harassment, Intimidation & Bullying: The Quincy School District is committed to a safe and civil educational environment for all students, employees, volunteers and visitors, free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentionally written message or image, including those that are electronically transmitted, a verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability), or other distinguishing characteristics. Full policies and procedures regarding harassment can be found on the Quincy School District website.

Timesheet Information:

Blue timesheets can be obtained from Georgia in the office, and a new timesheet should be started on the first work day of each month. Timesheets should include:

- Full name and pay period at the top
- Start and end times
- Daily total, excluding a lunch if applicable
- Location / position worked (ie: Pioneer – Assistant Cook)

Date	Start Time	Lunch Out	Lunch In	End time	Total Hours	Location & Position
1	5:30 am	11:00	11:30	2:00 pm	8	Pioneer – Asst Cook
2	7:00 am			11:00 am	4	Jr High – Asst Cook

Signed timesheets are due to your supervisor on the last working day of each month. Your supervisor will sign the timesheet and turn it into the district office to be processed. Please make a copy of your timesheet for your records prior to handing your timesheet into your supervisor.

Once you have received your first paycheck, please reference the *Skyward – How to Lookup Pay Stubs* document, found on pages six and seven of this handbook, to access your digital paystubs.

Payroll Information:

Paychecks from the Quincy School District are available on the *last working day of each month*. The Quincy School District requires you enroll in direct deposit--this ensures your paycheck will be deposited into your bank account on *the last working day of the month*. This also prevents delays that may occur by mail, vacations or district office closure.

Sub paychecks are processed *the month following month of work*. For example: Sub hours worked in October will be paid the last working day of November and hours worked in November are paid at the end of December, etc... No pay advancements are available.

Insurance / Benefit Information:

Health insurance is not provided to substitute employees. If you would like to set up a 403B retirement account through your own broker, you may do so, however, no contributions will be made by the district for this account. If you have questions about this, please contact Mary or Tara in our Payroll department at payroll@qsd.wednet.edu or by phone at 509-787-4571.

School Closures or Delay Information:

It is the substitute’s responsibility to determine if there is a delay or cancellation of school due to inclement weather. However, Georgia will contact you in the event of a delay. In the event that it is necessary to close schools or delay opening because of extreme weather conditions or other unusual circumstances, the following radio and television stations will be notified:

RADIO		TELEVISION	
KWNC	1370 AM	KREM	2
KW3	103.9 FM / 96.7 FM	KXLY	4
KWIQ	1020 AM / 100.3 FM	KHQ	6
KBSN	1470 AM / 99.3 FM	KAYU	38
KYSN	97.7 FM		

Viewing Payroll Documents:

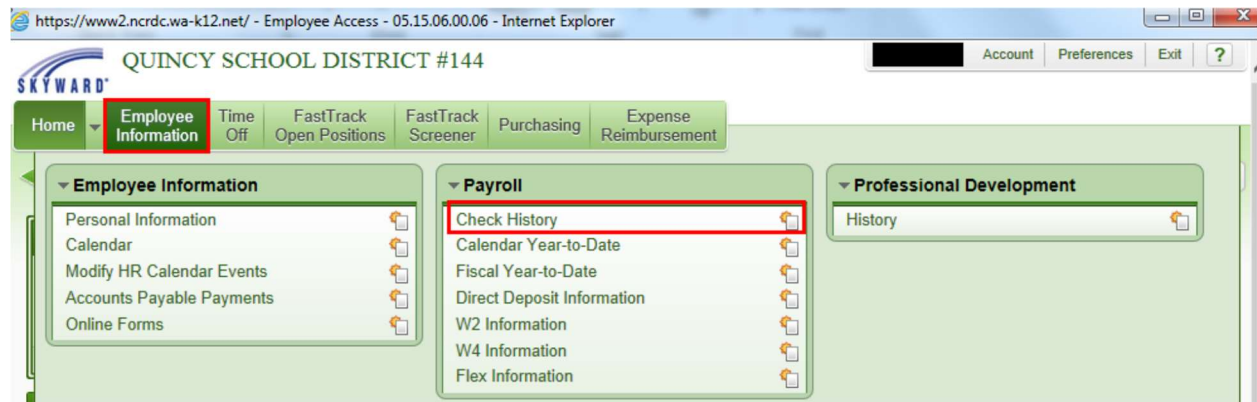
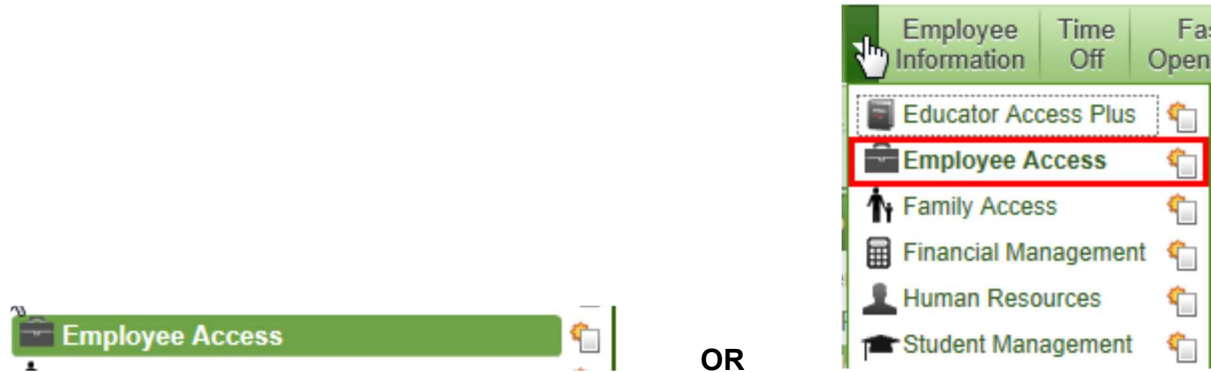
After you receive your first paycheck, you may view your paycheck statements and other payroll information through Skyward on the QSD website. Please reach out to Melissa at the district office to obtain login information.

To access the Skyward system, go to www.qsd.wednet.edu and click the ‘Staff’ tab. From there, go to ‘Teacher Access Plus – Skyward’ and enter login information.

Skyward – How to View Pay Stubs:

1. To view your pay stub, you must follow the following path in Skyward:

Employee Access/Employee Information/Payroll/Check History



2. Once you have clicked on Check History, you will see a list of all checks by date. You will need to highlight the desired check and click the 'Show Check' button to the right.

The screenshot shows the Skyward Check History page. A table lists checks by date and number. The 'Show Check' button is highlighted with a red box.

Check Date	Check Number	Gross Wages	Net Amount	C T
07/31/2015	900032246			R
06/30/2015	900031799			R
05/29/2015	900031331			R
04/30/2015	900030865			R
03/31/2015	900030390			R
02/27/2015	900029918			R

3. Your paystub will then appear for you to view. In order to print it out, you will need to click the 'Print' button. It will then bring up a dialog box that asks you again if you want to print and gives you options as to what information that you want to print out on the paystub. You can make your choice and then click 'Print' again.

Check Number 900032246

Check Information for [REDACTED]

Employer Information
Name: QUINCY SCHOOL DISTRICT
Address: 119 J ST SW
QUINCY, WA 98848-1330

Employee Information
Name: [REDACTED]
Address: [REDACTED]

Check Detail Information

Print
Back

Print 07/31/2015 Check Information

07/31/2015 Check Information

Don't print Social Security Number
 Print last 4 digits of Social Security Number
 Print full Social Security Number

You must enter the SSN for authentication in order to print the full SSN: [REDACTED]

Print
Back

4. Once job has completed, click 'View Report' and a PDF version of your paystub will appear. You will then need to click the printer icon on the PDF to get it to print to your network printer

Request Complete

07/31/2015 Check Information has finished processing.

View Report
Back