



PURCHASING • SHARED SERVICES • INSURANCE

**SUBSTITUTE CONSORTIUM
EMPLOYEE HANDBOOK
2022-2023 School Year**

Updated 5/27/22

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1. **Stark County Schools Council Substitute Consortium – SUBSTITUTE TEACHERS**

- a. The Stark County Schools Council Substitute Consortium maintains a licensed Substitute Teacher database for the school districts affiliated with the Stark County ESC as listed below:

Alliance City	North Canton City
Brown Local (Malvern)	Northwest Local
Canton Local (Canton South)	Osnaburg Local (East Canton)
Carrollton Exempted Village	Perry Local
Dalton Local	Plain Local
Fairless Local	RG Drage Career Technical Ctr (Stark JVS)
Jackson Local	Sandy Valley Local
Lake Local	Stark County ESC Preschool Classrooms
Louisville City	Stark County ESC Special Education Classrooms
Marlington Local	Strasburg-Franklin Local
Massillon City	Tuslaw Local
Minerva Local	

*Separate substitute paperwork required to sub in these districts:

Canton City and Green Local

- b. The Substitute Consortium hires substitutes to take the place of regular teachers who are absent due to illness or approved leave, or to temporarily fill positions created by emergencies. The employment of a substitute teacher may be discontinued whenever such services are no longer needed.
- c. Before substitutes can go into the classroom or get paid for substitute teaching, credentials must be verified. Therefore, ALL of our substitutes are “inactivated” at the end of every school year and “reactivated” after yearly credentials are submitted, validated, and processed.
- d. Credentials Required for Substitute Teaching:
- Annual Substitute Application (online – Stark County ESC)
 - Official College Transcript showing Bachelor’s Conferred Date
 - Background Check through Fingerprinting
 - Valid Standard Teaching License OR Substitute Teacher License issued by the Ohio Department of Education
- e. Substitute job posting and application information can be found on our website: [Stark County ESC Sub Webpage](#)
- f. Authorization to Accept and Distribute Electronic Records and Use Electronic Signatures:
- Unless a provision of law enacted after September 14, 2000 specifically prohibits the use of an electronic record for the specified purpose, the Governing Board authorizes the acceptance and distribution/transmission of electronic records, and electronic signatures to and from the Stark County Schools Council staff and other persons, as well as between Stark County Schools Council staff members. The Board further authorizes Stark County Schools Council staff to create, generate, send, communicate, receive, store, process, use and rely upon electronic records and electronic signatures. *Ohio Revised Code Chapter 1306 adopted 11/16/2012*
- g. Licensure Information from the Ohio Department of Education
- Substitute teaching details can be found here: [ODE Substitute Licensure](#)
 - Substitute teaching license is only required if you do not hold a valid standard teaching license.
 - You must hold a bachelor’s degree to apply for a substitute teacher license (degree does not need to be in education); official transcript showing bachelor’s conferred date is required.

Stark County Schools Council Substitute Consortium (continued)

- Substitute license is based on post-secondary degree major course of study.
- License areas are outlined in Ohio Revised Code 3301-23-44 (D) (2) (a) through (e).
- When applying for a substitute teaching license, be sure to use IRN #049825 (Stark County ESC) for the superintendent's signature.
- If you have questions about the ODE license application process, you may call ODE Office of Educator Licensure at 877-644-6338.

h. Substitute Email and Approval Process

- Stark County Schools Council Substitute Consortium will assign a gmail account to all approved substitutes. You are encouraged to check it frequently. (firstname.lastname@subs.sparcc.org)
 - ◊ This gmail will be the vehicle used for all communication between the Council and substitutes.
 - ◊ This gmail is more professional and immediately identifies you as a county sub.
 - ◊ Substitute renewal instructions will be sent to this gmail account in early May.
- Three additional forms must be completed and signed electronically. You will receive an email with instructions on completing these forms.
- Once credentials have been verified and forms are electronically submitted, a confirmation email will be sent to all approved substitute teachers.

2. Stark County Schools Council Substitute Consortium – **SUBSTITUTE EDUCATIONAL AIDES**

- a. The Stark County Schools Council Substitute Consortium maintains a licensed Substitute Educational Aide database for the county-wide preschool and special education classes located in the following school districts:

Brown Local (Malvern)	Minerva Local
Canton Local (Canton South)	Northwest Local
Fairless Local	Plain Local
Jackson Local	Portage Montessori
Lake Local	RG Drage Career Technical Ctr (Stark JVS)
Louisville City	Sandy Valley Local
Marlington Local	Tuslaw Local
- b. The Substitute Consortium hires substitute educational aides to take the place of regular educational aides who are absent due to illness or approved leave, or to temporarily fill positions created by emergencies. The employment of a substitute aide may be discontinued whenever such services are no longer needed.
- c. Before substitute aides can go into the classroom or get paid for substituting, credentials must be verified. Therefore, ALL of our substitute aides are "inactivated" at the end of every school year and "reactivated" after yearly credentials are submitted, validated, and processed.
- d. Credentials Required for Substitute Educational Aides:
 - Annual Substitute Application (online – Stark County ESC)
 - Copy of Diploma
 - Official College Transcript showing at least 48 semester hours OR passing the ParaProfessional Assessment
 - Background Check through Fingerprinting
 - Educational Aide Permit with ESEA Endorsement or Valid Standard Teaching License OR Substitute Teacher License issued by the Ohio Department of Education

Stark County Schools Council Substitute Consortium – EDUCATIONAL AIDES (continued)

- e. Substitute Educational Aide job posting and application information can be found on our website: [Stark County ESC Sub Webpage](#)
 - f. Authorization to Accept and Distribute Electronic Records and Use Electronic Signatures:
 - Unless a provision of law enacted after September 14, 2000 specifically prohibits the use of an electronic record for the specified purpose, the Governing Board authorizes the acceptance and distribution/transmission of electronic records, and electronic signatures to and from the Stark County Schools Council staff and other persons, as well as between Stark County Schools Council staff members. The Board further authorizes Stark County Schools Council staff to create, generate, send, communicate, receive, store, process, use and rely upon electronic records and electronic signatures. *Ohio Revised Code Chapter 1306 adopted 11/16/2012*
 - g. Licensure Information from the Ohio Department of Education
 - Educational Aide details can be found here:
<https://education.ohio.gov/Topics/Teaching/Licensure/Apply-for-Certificate-License/Educational-Aides-and-Monitors>
 - When applying for an Educational Aide Permit, be sure to use IRN #049825 (Stark County ESC) for the superintendent's signature.
 - If you have questions about the ODE license application process, you may call ODE Office of Educator Licensure at 877-644-6338.
 - h. Substitute Email and Approval Process
 - Stark County Schools Council Substitute Consortium will assign a gmail account to all approved Substitute Educational Aides. You are encouraged to check it frequently. (firstname.lastname@subs.sparcc.org)
 - ◊ This gmail will be the vehicle used for all communication between the Council and substitutes.
 - ◊ This gmail is more professional and immediately identifies you as a county sub.
 - ◊ Substitute renewal instructions will be sent to this gmail account in early May.
 - Three additional forms must be completed and signed electrically. You will receive an email with instructions on completing these forms.
 - Once credentials have been verified and forms are electronically submitted, a confirmation email will be sent to all approved substitute aides.
3. Applicant Employee Criminal Record and Disclosure of Criminal Conviction
- a. All employees working in an educational setting in the State of Ohio are required to submit to a periodic background check prior to employment. Background checks include both an Ohio Bureau of Criminal Investigation (BCI) and Federal Bureau of Investigation (FBI) check.
 - b. ODE will not issue credentials until the mandatory background checks have been completed. Background checks for substitute licenses and educational aide permits must be submitted electronically to ODE at the time of fingerprinting in order for ODE to process the license.
 - c. Stark County ESC is authorized to conduct background checks for employment purposes through the Ohio Attorney General's Office for both BCI and FBI. The current cost for the BCI background check through the Stark County ESC is \$27; the cost of the FBI background check is \$31. If you require both background checks, the cost is \$53.

Applicant Employee Criminal Record and Disclosure of Criminal Conviction (continued)

- d. **Forms of Payment Accepted:** Credit/Debit Card, Personal Check, Cashier's check or money order only. **NOT accepted:** Cash.
- e. This service is available by appointment only at <https://fingerprint.youcanbook.me/>
- f. If background check(s) were completed by an agency other than the Stark County ESC within the last 365 days AND electronically sent to ODE for licensure, paper copies of your background check results can be accepted and sent to: Stark County Schools Council; Attention: Substitute Office; 6057 Strip Ave NW; Canton OH 44720
- g. Please note: ODE will not release background checks to the Stark County ESC or the Stark County Schools Council.
- h. Any individual who has completed a BCI check in the past 12 months, but does not have a paper copy of the results may submit a Request for Copy of Background Check form to the Ohio Bureau of Investigation. Please note that this can take up to 30 days and your employment will be delayed until the background check has been provided.
- i. The Ohio Attorney General's office has advised that the background check information may only be released to the individual/organization authorized on the BCI waiver for release of criminal history information. It is not permissible for the Stark County ESC to copy and distribute the results of a criminal history background check to multiple organizations.

4. Absence Management Systems

- a. Stark County Schools Council is using the automated substitute management system, **SmartFindExpress**, for finding and managing substitute teaching jobs in the following school districts/classes:

Brown Local	North Canton City
Canton Local	Northwest Local
Dalton Local	Osnaburg Local
Fairless Local	RG Drage Career Technical Ctr (Stark JVS)
Lake Local	Stark County ESC Preschool Classrooms
Louisville City	Stark County ESC Special Education Classrooms
Marlington Local	Strasburg-Franklin Local
Massillon City	Tuslaw Local
Minerva Local	
- b. The following school districts are using the sub management system called Frontline/AESOP for finding and managing substitute teaching jobs in the following districts:

Alliance City	Perry Local
Carrollton Exempted Village	Plain Local
Jackson Local	Sandy Valley Local
- c. If you wish to substitute teach for Canton City Schools or Green Local Schools, you will need to contact them directly as they require separate paperwork.
- d. Stark County Schools Council is using the automated substitute management system, **SmartFindExpress (SFE)**, for finding and managing *SUBSTITUTE EDUCATIONAL AIDES* for our county-wide Preschool and Special Education classrooms.

5. Consortium Composite School District Calendar

- a. A composite school calendar of our Substitute Consortium member schools is located on the Stark County ESC substitute resources webpage: [Substitute Resources](#)
- b. This composition calendar includes the days each school district is in session during the school year.
- c. Please check this calendar if you want to verify whether a school district is in session or not.

6. Accepting a Substitute Assignment

- a. Both Absence Management Systems use the telephone to call for subs and also have a website where you can look for future assignments and can accept or decline online.
- b. SmartFindExpress also has a free mobile app for finding and accepting sub assignments.
- c. While it is not ideal, the two systems do not talk to each other . . . so, if you have an assignment in SmartFindExpress, we ask that you mark yourself “unavailable” in Frontline/AESOP and vice versa. This will prevent you from accidentally double-booking or getting calls when you are not available.
- d. While it does not happen often, sometimes staffing circumstances within the school may necessitate a change of your substitute assignment after you arrive at school. The building principal/designee has the authority to reassign you to other duties based upon the needs of the school building. The school district will make any necessary changes in your substitute record for the day.
- e. If the teacher/aide for whom you are subbing has a planning period, you will likely be asked to cover an extra class or perform other duties. Your work day consists of a 7.5 hour day.
- f. If you accept an assignment in a trade class, you will NOT cover labs unless you have the proper certification. You will only cover classroom bookwork.

7. Accepting a Posted Assignment After the School Day Has Started

- a. Occasionally an assignment may be posted after the school day has started.
- b. If you are interested in that assignment, please contact the school directly to verify that the position is still available before you accept the assignment.
- c. If the school elects to fill the assignment, you need to confirm your anticipated arrival time at the school and discuss whether the assignment will be pro-rated.

8. Cancellation of Substitute Assignment

- a. If you must cancel a substitute assignment, you may be asked in Absence Management to select a cancellation reason.
- b. Substitutes may cancel an assignment online without contacting the school, as long as it is cancelled PRIOR to the posted district cut-off time.
- c. If you must cancel an assignment AFTER the cut-off time, you must personally contact the appropriate school building.
 - Do NOT leave a voicemail with the school district or the Substitute Consortium office and do not send an email to our help desk as it MAY NOT reach the appropriate person prior to the start of your assignment.
 - You will find the phone number of the school where you have accepted an assignment posted in your Absence Management Assignment.
 - The school buildings and phone numbers are also listed in the “Substitute Resources” on the ESC sub webpage.
- d. If you believe the district where you are scheduled to work may have a delayed start or calamity day, please refer to the school district’s website, local television, radio, internet, or other communication methods for the latest additional updates and announcements.

9. Job Shopping

- a. Choosing to cancel a substitute assignment in order to then accept a different assignment, is considered “job shopping” and is NOT an acceptable practice.
- b. It is also considered “job shopping” if you request to be released from an assignment that you accepted and then accept another substitute assignment on the same day.
 - This action may result in your being excluded from accepting future assignments in the district.

Job Shopping (continued)

- NOTE: If the building principal/designee arranges for you to fill another assignment that conflicts with your previously scheduled assignment(s) within the same district, it is not considered job shopping, and you will not be penalized for an intra-district re-assignment.
- c. While you are on assignment, it is only acceptable to search and accept new substitute assignments at a time when you do not have responsibilities to students or to your assignment (i.e., before school, after school, or lunch time are acceptable times to search and accept future assignments).
- d. You may be excluded as a substitute if it is determined that your account was used to accept a substitute position while you were on an assignment as a substitute.

10. No Call – No Show

- a. When you accept a substitute position, it is expected that you will report for that assignment as scheduled (this includes partial day assignments).
- b. If you accept an assignment and do not report or do not contact the school district to let them know, it is considered “No Call – No Show” and may be cause for you to be removed from accepting future assignments within the district.

11. Adding or Deleting Districts

- a. The district “location preference” section of your application is used by the Substitute Consortium office to match the substitute with the school district(s) where you would like to substitute.
- b. If you are not seeing available jobs, you might need to ADD additional locations.
- c. If you would like to ADD or REMOVE districts from your location list, please send an email with your changes to: substitute@apps.sparcc.org

12. Annual Reactivation and Reasonable Assurance for All Substitute Consortium Employees

- a. It is our hope that you will consent to serve as a substitute teacher/aide for future school years.
- b. The Substitute Consortium office sends an email in early May to all active Substitute Consortium employees with instructions on how to complete the annual renewal process and also advising that you will have **reasonable assurance** that you can perform similar services when the next school year begins.
- c. You will want to check your @subs.sparcc.org gmail account for this information.

13. Unemployment Benefit Eligibility

- a. Pursuant to Ohio Law, unemployment benefits based on service in an educational institution shall not be paid to any individual for any week of unemployment as listed below:
 - Unemployment begins during the period between two successive academic years or terms, OR
 - Unemployment begins during a similar period between two regular, but not successive terms OR
 - Unemployment begins during an established and customary vacation period or holiday recess
- b. Unemployment benefits shall be denied if the individual performs services in the first of those academic years or terms or in the period immediately before the vacation period or holiday recess and has **reasonable assurance** that the individual will perform services in any such capacity for any such institution in the second of those academic years or terms or in the period immediately following the vacation period or holiday recess.

14. Expectations of Substitute Teachers/Aides

a. Conduct

- Unless otherwise stated in this Handbook, employees of the Substitute Consortium are required to conform to the same requirements, policies and procedures as employees of those districts or agencies in which they perform their duties, including but not limited to requirements regarding absence reporting, dress code, student disciplinary procedures, distribution of literature, and use of internet and technology.
- Employees of the Substitute Consortium are expected to discharge their duties in a professional, responsible, ethical, honest, and legally compliant manner at all times.
- Employees who fail to comply with law, regulations, directives, policies, administrative guidelines, rules of professional conduct and/or this Handbook or otherwise fail to appropriately discharge the duties of their position, may be subject to discipline, including but not limited to suspension and/or termination from employment.

b. Teaching Climate

- In the classroom, teachers/aides are expected to design learning targets and their teaching around the identified needs for each student. As a substitute teacher/aide, you are expected to maintain a teaching climate that supports those goals.
- As a Substitute Consortium employee, you are expected to observe and follow each district's policies and procedures as well as the lesson plans showing the day's work to be accomplished.
- In the event that you do not follow those expectations, it could result in a warning, or being removed as a substitute from a school building, an entire district, or the Stark County Schools Council Substitute Consortium.

c. Attendance

- Substitutes are required to arrive to their assignment on time and remain in the building until the end of the posted work day as listed for that assignment.
- Arriving late or leaving early from an assignment is not acceptable and could result in a reduction of pay and/or one's being removed from accepting future substitute assignments within that district.

d. Substitute Daily Schedule (including changes at the building that may occur after you have accepted an assignment)

- Substitute employees are expected to follow the schedule of the person for whom they are substituting.
- While it does not happen often, sometimes staffing circumstances within the school may necessitate a change of your substitute assignment after you arrive at school.
- The building principal/designee has the authority to reassign you to other duties based upon the needs of that school. The school district will make any necessary changes in your substitute record for the day.
- You should check with the building administrator/designee as to whether or not you should attend any meetings for the absent staff member.

e. Personal Appearance

- The Substitute Consortium retains the authority to address apparel and grooming issues where dress and/or grooming are deemed objectively inappropriate or will have an adverse impact on the operation of the Substitute Consortium, its member districts, and/or agencies and/or their programs.

Expectations of Substitute Teachers/Aides (continued)

- All substitute employees are expected to serve as role models for students and co-workers with regard to dress and grooming.
 - Regardless of the assignment, your clothing should be clean, neat, and in good repair.
 - Typically, business casual (or better) would be appropriate for classroom assignments.
- f. Physical Demands/Requirements
- The following are typical of substitute duties performed in school settings (i.e., classroom, gymnasium, cafeteria, auditorium, and/or recreational areas):
 - ◊ Frequent walking, standing, stooping, lifting
 - ◊ An occasional lifting of equipment and/or materials
 - ◊ Other physical activities may also be required.
 - ◊ Occasional travel with students on field trips may be necessary.
 - ◊ Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
 - ◊ Hearing is required to perceive information at normal spoken word levels.
 - ◊ Visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surrounds and activities.
 - ◊ The worker is subject to inside and outside environmental conditions, noise, and hazards.
 - ◊ Occasional movement of students by wheelchairs and other mechanical devices may be required.
 - ◊ Regular instruction to special needs children may be necessary.
 - ◊ Daily personal and close contact with children to provide classroom management and learning environment support is required on assigned days.
 - ◊ Regular contact with other staff members and building administrator(s) is required on assigned days as a substitute.
- g. Student Discipline
- Substitute teachers/aides are responsible for appropriate classroom management.
 - Corporal punishment is prohibited.
 - Substitute teachers/aides are encouraged to seek assistance from the principal or another teacher as needed.
 - The following is representative of the types and areas of misconduct that are expressly prohibited by policy in most school districts.
 - ◊ No student shall disrupt any school activity by acts of violence, force, coercion, threats, rioting, sit-ins, walk-outs or false reports.
 - ◊ No student shall destroy or damage public or private property by any means.
 - ◊ No student shall strike, hit, threaten, cause any physical harm, blackmail, extort or intimidate another person.
 - ◊ No student shall participate in any hazing activity.
 - ◊ No student shall act in violation of policies and intervention procedures regarding tobacco, alcohol and other drugs.
 - ◊ No student shall possess or attempt to possess, handle, transport, transmit or conceal dangerous weapons or “look-alike” counterfeit weapons, firearms, knives, ordnance or dangerous instrument.

Expectations of Substitute Teachers/Aides (continued)

- ◇ No student shall be truant from school or tardy to classes or activities they are assigned.
- ◇ No student shall use profanity or obscenity in any form, either verbal or nonverbal.
- ◇ No student shall steal or appropriate for his/her own use the property of others or any school property.
- ◇ No student shall be disrespectful of or harass any staff member.
- ◇ No student shall practice academic dishonesty such as cheating, plagiarizing or copying, or encouraging or assisting others to engage in such dishonest acts.
- ◇ No student shall engage in inappropriate display of sexual or sexually related behavior.
- ◇ No student shall violate the policy regarding dress and appearance.
- ◇ No student shall repeatedly ignore or break orders of staff members.
- ◇ No student shall use the building or property without proper authorization and shall not be in an unauthorized area during the school day.

15. Performance

- a. The following list of behaviors or issues is provided to outline some examples of actions that may result in your removal or exclusion as a substitute employee within a school or school district or the entire substitute consortium.
 - Ineffective student or classroom management. (i.e. substitutes are expected to be actively involved and engaged with the classroom or assignment)
 - Leaving your classroom/assignment unattended while students are present.
 - Failure to maintain confidentiality of student information.
 - Failure to implement (or fully implement) lesson plans and/or work assignment provided.
 - Making inappropriate comments to students, parents and/or fellow staff members.
 - Accepting an assignment and then cancelling after the cut off time or not showing up. (No call, No show)
 - Cancelling an assignment after the cut off time to accept another assignment. (Job Shopping)
 - Repeated cancellation of substitute assignments.
 - Failure to arrive for an assigned duty as scheduled.
 - Touching a student or staff member in an inappropriate manner. (must establish and maintain appropriate boundaries)
 - Demonstrating unprofessional attitude. (i.e. rude or discourteous treatment of students/staff/or public)
 - Failure to provide adequate supervision of students or creating a situation where students are unsupervised.
 - Using an electronic device during class while on assignment for any purpose other than to provide support to the class you are teaching. This includes accessing your cell phone/iPad/web browsing in a non-emergency situation while you have responsibility for students. Electronic devices should be turned off or set to vibrate during work time. Phone calls should not be accepted and text messages should not be created or responded to during class time.
 - Leaving the building assignment during assigned work hours without explicit permission from the building principal/supervisor.

Performance (continued)

- Failure to leave follow-up notes regarding your assignment.
 - Dismissing students early from a class period or at the end of the school day.
 - Unprofessional dress.
 - Inappropriate and/or unauthorized use of school resources including but not limited to computers, phones, materials. Including Network Acceptable Use, and Social Media policy.
 - Violation of Licensure Code of Conduct for Ohio Educators as outlined in the Stark County Schools Council Substitute Employee Handbook.
 - Being under the influence of alcohol or drugs.
 - Use of tobacco products (including electronic cigarettes) on school grounds, including inside one's own vehicle.
 - Failure to follow reasonable directions from Building Administrators and/or District Designee.
 - Bringing food to the classroom for yourself or students. (You are permitted to bring your own lunch and eat it during your lunch period; however, no food should be eaten during class time.)
- b. Substitute Employee Performance Report
- The building administrator/designee has the authority to observe and evaluate your work performance. If there is a concern regarding your performance as a substitute, the school district will typically share that concern(s) with you (and our office as well) so that you may be aware and make any necessary adjustments.
- c. Right to Exclude Substitute Teachers/Aides
- Administrators reserve the right to exclude substitutes from an individual teacher's classrooms, grade levels or entire buildings.
 - Substitutes who are excluded from a district within the Substitute Consortium may also be excluded from all Substitute Consortium ABSENCE MANAGEMENT school districts. If you are removed from eligibility to substitute for the Substitute Consortium, reinstatement is handled on a case-by-case basis.
 - **The Substitute Consortium reserves the right to remove any substitute employee at its sole discretion at any time.**

16. Licensure Code of Professional Conduct for Ohio Educators

- a. Educators are entrusted by the public with the responsibility of providing a high-quality education to every student. Through various roles, these professionals devote themselves to providing a safe and nurturing environment in which all students can learn. In alignment with the Standards for Ohio Educators and the Ohio Academic Content Standards for Students, our state's educators strive for excellence through high expectations that they hold for themselves and their students. The professional conduct of every educator affects attitudes toward the profession. Educators are trustees of the profession and share with the broader community the responsibility of providing high-quality public education. Aware of the importance of maintaining the confidence and trust of students, parents, colleagues, and the public, Ohio educators maintain the highest degree of professional conduct for themselves and their peers. The Licensure Code of Professional Conduct for Ohio Educators serves as the basis for decisions on issues pertaining to licensure that are consistent with applicable law, and provides a guide for conduct in situations that have professional implications for all individuals licensed by the State Board of Education, such as teachers, principals, superintendents, and other persons serving schools (e.g., school nurses, coaches, substitute teachers). Ohio is nationally known as a state that produces high-quality educators and recognizes

Licensure Code of Professional Conduct for Ohio Educators (continued)

that its 250,000 practicing educators hold the fundamental beliefs defined in the following eight principles:

- Educators behave in a professional manner, realizing that one's actions reflect directly on the status and substance of the profession.
- Educators maintain a professional relationship with all students at all times, both in and outside the classroom.
- Educators accurately report information required by the local board of education or governing board, state education agency, federal agency or state or federal law.
- Educators adhere to federal, state and local laws and statutes regarding criminal activity.
- Educators comply with state and federal laws related to maintaining confidential information.
- Educators serve as positive role models and do not use, possess or unlawfully distribute illegal or unauthorized drugs.
- Educators ensure that school property, public funds or fees paid by students or the community are used in the best interest of students and not for personal gain.
- Educators fulfill all of the terms and obligations in their employment contract.
- [Code of Professional Conduct](#)

17. Stark County Schools Council Policies and Guidelines

a. Nondiscrimination

- The Board's policy of nondiscrimination extends to students, staff, job applicants, the general public and individuals with whom it does business and applies to race, color, national origin, ancestry, citizenship status, religion, sex, economic status, age, disability or military status.
- The Board does not discriminate on the basis of legally acquired genetic information.
- The Board does not permit discriminatory practices and views harassment as a form of discrimination. Harassment is defined as intimidation by threats of or actual physical violence; the creation, by whatever means including the use of electronic communications devices, of a climate of hostility or intimidation; or the use of language, conduct or symbols in such a manner as to be commonly understood to convey hatred, contempt or prejudice or to have the effect of insulting or stigmatizing an individual.
- Employees or students who engage in discrimination of another employee or student shall be subject to disciplinary action.
- Permission, consent or assumption of risk by an individual subjected to discrimination does not lessen the prohibition contained in this policy.
- The U.S. Department of Education has published regulations for implementing Title IX of the Education Amendments of 1972, which prohibits sex discrimination in federally assisted education programs.
 - ◇ Title IX states, in part: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any education program or activity receiving federal financial assistance."
 - ◇ The Board ensures compliance with Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964 and the regulations promulgated through the U.S. Department of Education.
- *Stark County Educational Service Center, Policy Manual AC and ACA*

Stark County Schools Council Policies and Guidelines (continued)

b. Sexual Harassment

- All persons associated with the District, including, but not limited to, the Board, the administration, the staff and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Sexual harassment, whether verbal or nonverbal, occurring inside or outside of District buildings, on other District-owned property or at school-sponsored social functions/activities is illegal and unacceptable and will not be tolerated. Any person who engages in sexual harassment while acting as a member of the school community is in violation of this policy.
- Definition of Sexual Harassment: Unwelcome sexual advances, request for sexual favors or other verbal or physical conduct of a sexual nature may constitute sexual harassment when:
 - ◊ Submission to such conduct is made, either explicitly or implicitly, a term or condition of a person's employment or educational development;
 - ◊ Submission to, or rejection of, such conduct by an individual is used as a basis for employment or education decisions affecting such individual or
 - ◊ Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive environment.
- Examples of sexual harassment-type conduct may include, but are not limited to, unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; repeated sexual jokes, flirtations, advances or propositions; verbal abuse of a sexual deficiencies; coerced sexual activities; any unwanted physical contact; sexual suggestive or obscene comments or gestures; or displays in the workplace of sexually suggestive or obscene objects or pictures. Whether any act or comment constitutes sexual harassment-type conduct is often dependent on the individual recipient.
- The Grievance Officer: The Board directs the Superintendent to appoint one or more sexual harassment grievance officers who are vested with the authority and responsibility for investigating all sexual harassment complaints in accordance with the procedures set forth in the accompanying regulation and staff and student handbooks.
- Sexual Harassment matters, including the identity of both the charging party and the accused, are kept confidential to the extent possible. Although discipline may be imposed against the accused upon a finding of guilt, retaliation is prohibited.
- The Board has developed complaint procedures, which are made available to every member of the school community. The Board has also identified disciplinary penalties, which could be imposed on the offenders.
- *Stark County Educational Service Center, Policy Manual ACAA*

c. Drug Free Workplace

- The Board endeavors to provide a safe workplace for all employees, realizing that the use/abuse of drugs and alcohol can endanger the health, safety and well-being of the nonuser, as well as the user.
- Because of the Board's commitment to provide a safe workplace, no employee shall unlawfully manufacture, distribute, dispense, possess or use any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcohol or any other controlled substance, as defined in State and Federal law, in the workplace.

Stark County Schools Council Policies and Guidelines (continued)

- “Workplace” is the site for the performance of any work done in connection with the District. The workplace includes any District building, property, vehicles or Board-approval vehicle used to transport students to and from school or school activities (at other sites off District property) or any school-sponsored or District activity, event or function, such a field trip or athletic event in which students are under the jurisdiction of District authorities.
 - As a condition of employment, each employee shall notify his/her supervisor, in writing, of his/her conviction of any criminal drug statute for a violation occurring in the workplace as defined above, not later than five days after such conviction.
 - Employees are given a copy of the standards of conduct and the statement of disciplinary sanctions and are notified that compliance with the standards of conduct is mandatory. Employees who violate the policy shall be subject to disciplinary proceedings in accordance with prescribed administrative regulations, local, State, and Federal law and/or the negotiated agreement, up to and including termination. Any employee in violation of the policy may be required to participate in a drug-abuse assistance or rehabilitation program approved by the Board and may be subject to termination.
 - All employees are provided the opportunity to participate in a drug-free awareness program to inform them of requirements, services and penalties.
 - A list of the local drug and alcohol counseling, rehabilitation and re-entry programs and services offered in the community is made available to employees.
 - *Stark County Educational Service Center, Policy Manual GBP*
- d. Uniformed Services Employment and Reemployment Rights Act
- The Uniformed Services Employment and Reemployment Rights Act (USERRA) protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.
 - The Substitute Consortium adheres to the rights outlined in the USERRA.
- e. Jury Duty
- The Substitute Consortium recognizes and appreciates the nature of jury duty. The Substitute Consortium does not have the authority to cancel your jury duty assignment. We will release you from an assignment in order to allow you to serve. Please note that jury duty is not considered a paid day.
- f. Confidential Information
- Employees of the Substitute Consortium are expected to keep student information confidential as required by federal and state law, including the Family Educational Rights and Privacy Act, 20 U.S.C. §1232g, 34 C.F.R. Part 99, the Individuals with Disabilities Education Improvement Act, 20 § 1400, 34 C.F.R. Part 300, and Ohio Revised Code Section 3319.321. Further, employees are reminded that all written, electronic, or recorded communications produced in the course of their employment may constitute public and/or student records that may be subject to release upon request by the appropriate parties.
- g. First Aid
- As a substitute, you are expected to provide good quality supervision to the students entrusted to your care. In the event of an injury, please use common sense rules and immediately contact the principal or another teacher. If a fire

Stark County Schools Council Policies and Guidelines (continued)

drill or tornado drill occurs while you are on duty, please follow the classroom teacher nearest to your room to the proper exit.

- The Superintendent/designee develops guidelines for the emergency care of any student or staff member who is injured or becomes ill at school or while engaged in a school-sponsored activity.
- The guidelines provide for at least one person in each building to have special training in first aid. In the case of an emergency involving a student, the emergency medical authorization form is followed and efforts are made to contact the parent/guardian.
- The following requirements will be adhered to by all personnel:
 - ◊ A trained person is responsible for administering first aid. A physician and/or an emergency medical service will be called in case of serious illness or injury.
 - ◊ In accordance with law, the parents of all students will be asked to sign and submit an emergency medical authorization which will indicate the procedure they wish to be followed in the event of a medical emergency involving their child. The permits will be kept readily at hand in the health center of each school.
 - ◊ Only emergency care and first aid will be provided. A physician will outline first aid treatment and emergency care for various types of illness and injury. Use of medications will be limited to topical applications as authorized for certain types of injuries by a physician or to such medication as may have been officially authorized for an individual child.
 - ◊ In cases where the nature of an illness or injury appears serious, the parents will be contacted and the instructions on the student's emergency card followed. In extreme emergencies, arrangements may be made for a student's immediate hospitalization whether or not the parent can be reached.
 - ◊ No student who is ill or injured will be sent home alone. Parents will be contacted in case of illness or injury.

• *Stark County Educational Service Center, Policy Manual EBBA and EBBA-R*

h. Workers' Compensation

- In accordance with the Workers' Compensation Act, coverage is provided to employees who are injured or who contract an occupational disease in the course of, and arising out of, his/her employment. In such cases, the Substitute Consortium employee is entitled to file a claim.
- Workers' compensation provides for medical care and disability compensation, which is based on the employee's salary. Payment of compensation for work loss can only be filed when the injury causes more than seven (7) days of work loss.

i. Reporting Work Related Staff Injuries or Accidents

- All injuries or accidents involving Substitute Consortium employees must be reported to the employee's supervisor IMMEDIATELY by telephone or in person and followed up the same day with a written report using the Substitute Consortium Employee's First Report of Injury or Accident form.
- If you experience a work-related injury, please complete the forms found on our website www.starkcountyescc.org under Accident Reports.
- Should you have any questions or concerns regarding your claim, please contact Laura Hagy at laura.hagy@apps.sparcc.org.

Stark County Schools Council Policies and Guidelines (continued)

- The first report of injury must be sent to laura.hagy@apps.sparcc.org or faxed to (330) 492-6381 within 24 hours of the accident or injury. In an emergency, seek immediate medical attention. The physician is required to call the Managed Care Organization (MCO) within 24 hours of treatment to report the injury. If an employee sustains a workplace injury while s/he is under the influence of alcohol or a controlled substance not prescribed by his/her physician, s/he may be disqualified for compensation and benefits under the Workers Compensation Act.
- If the employee tests positive or refuses to submit to a test for alcohol and/or other drugs after sustaining a workplace injury, the employee may dispute or prove untrue the presumption or belief that alcohol and/or other drugs are the proximate cause of the injury (i.e., rebuttable presumption).
- j. Network Privacy and Acceptable Use Policy for Employees
 - It is the intention of the Substitute Consortium to protect the privacy of employees who use the Stark County ESC and/or Substitute Consortium computers, computer networks, telephone systems (including wireless phones and VoIP), and electronic messaging systems (collectively, “the systems”), to the maximum extent possible given the operational and security needs of the Stark County ESC and/or Substitute Consortium. The purpose of the Acceptable Use Policy is to identify the limitations on this privacy and the general restrictions applying to the use of the systems of the Stark County ESC and/or Substitute Consortium. All employees of the Substitute Consortium must sign indicating that they have read and agree to comply with the “Network Privacy & Acceptable Use Policy for Staff members.”
 - ◇ Security and Integrity
 - a. Employees shall not take any action which would compromise the security of any computer, the network or messaging systems. This includes the unauthorized release or sharing of passwords and the intentional disabling of any security features of the system.
 - b. Employees shall not take any actions, which may adversely affect the integrity, functionality, or reliability of any computer (for example, the installation of hardware or software not authorized by SPARCC, the Superintendent or designee).
 - c. Employees shall report to the Director any actions by staff or students which would violate the security or integrity of any computer, the network or messaging systems as well as any use by staff or students that violate SPARCC, Stark County ESC, or Substitute Consortium policies whenever such actions become known to them in the normal course of their work duties.
 - ◇ Right of Access
 - a. Although the Substitute Consortium respects the natural desire of all persons for privacy in their personal communications and will attempt to preserve this privacy whenever possible, the operational and security needs of the Substitute Consortium’s systems require that full access be available at all times. The Substitute Consortium therefore reserves the right to access and inspect any computer, device, or electronic media within its systems and any data, information, or messages which may be contained therein for any reason, with or without reasonable suspicion. All such data, information, and messages are the

Stark County Schools Council Policies and Guidelines (continued)

- b. property of the Substitute Consortium. Staff members should have no expectation that any messages sent or received or any documents or files on the Stark County Schools Council's systems/equipment will remain private.
 - ◇ Compliance
 - a. Employees of the Substitute Consortium are expected to comply with the Network Privacy and Acceptable Use Policy for Employees. Access to the systems is a privilege which may be withdrawn in the event of noncompliance with the above Policy. Disciplinary and/or legal actions may be taken for violation of this Policy.
- *Stark County Educational Service Center, Policy Manual EDE and EDE-R*
- k. Social Media Guideline
 - The Substitute Consortium recognizes the importance of social media for its employees. However, use of social media by employees may become a problem if:
 - ◇ It interferes with the employee's work;
 - ◇ Is used to harass co-workers or clients;
 - ◇ Creates a hostile work environment; or
 - ◇ Violates any law, regulation, policy, or terms of this Handbook.
 - The Substitute Consortium encourages employees to use social media within the parameters of the following guidelines and in a way that does not produce the adverse consequences mentioned above.
 - The Substitute Consortium participates in social media only through official authorized Substitute Consortium channels. Only employees specifically authorized by Substitute Consortium may speak on its behalf through these channels.
 - *Note: As used in this guideline, "social media" includes, but is not limited to, blogs, forums and social networking sites such as LinkedIn, Twitter, Facebook, Pinterest, Instagram, YouTube and Google+.*
 - The following requirements apply to all social media posts by employees:
 - ◇ All postings on social media must comply with the Stark County ESC and Substitute Consortium's privacy policies. If you are unsure about the confidential nature of information you are considering posting, you should first review the Stark County ESC and/or Substitute Consortium privacy policy and then consult communications team.
 - ◇ Only those designated as content providers are authorized to contribute on behalf of the Stark County ESC and/or Substitute Consortium. Keep in mind you are representing the Substitute Consortium to a large external audience.
 - ◇ Comply with copyright laws, and cite or reference sources accurately.
 - ◇ Do not post or otherwise disclose confidential or proprietary Substitute Consortium material on a social media site.
 - ◇ We encourage you to direct complaints or concerns about your job or working environment to your management team, rather than through social media.

Stark County Schools Council Policies and Guidelines (continued)

- ◇ All requests for employment or vendor references or recommendations, even those that are received through social networking, should be directed to the Stark County ESC Treasurer to handle in accordance with Substitute Consortium's standard procedure of responding to official reference requests.
 - ◇ Any social media account established or used by Substitute Consortium, including login and password information, is Substitute Consortium property.
 - ◇ Managers and senior leadership as well as employees must, by virtue of their positions, consider whether personal thoughts they publish may be misunderstood as expressing Substitute Consortium positions.
 - ◇ All Stark County ESC and/or Substitute Consortium policies apply to social media activity including, but not limited to, policies related to illegal harassment, code of conduct, ethics, nondisclosure, and protecting confidential and/or proprietary information as defined in the Employee Handbook and the Acceptable Usage Policy (AUP).
 - ◇ Please note that this guideline applies even if your social networking is anonymous or under a pseudonym. If you engage in such social networking, and violate this policy, Substitute Consortium may take steps to determine your identity.
 - ◇ Do not refer to clients by name. Remember, there are privacy policies that protect client information from disclosure without their permission.
 - Violation of this guideline or associated policies may lead to discipline up to and including the immediate termination of employment. At no time will this guideline or associated policies be interpreted or applied in such a way as to interfere with any employee rights or protections under applicable local, state or federal law, including but not limited to, the National Labor Relations Act, nor will any employee be disciplined for engaging in any legally protected activity.
- I. Reporting Suspected Child Abuse and Neglect
- The Substitute Consortium is concerned with the physical and mental well-being of the children we serve and will cooperate in the identification and reporting of cases of suspected child abuse and/or neglect in accordance with the law. Section 2151.421 of the Revised Code requires that school teachers, employees and/or authorities, which includes Substitute Consortium employees, who know or have reasonable cause to suspect that a child under 18 years of age or a developmentally disabled or physically impaired child under 21 years of age has suffered or faces a threat of suffering any physical or mental wound, injury, disability or condition of a nature that reasonably indicates abuse or neglect of the child shall immediately report that knowledge or suspicion to Children's Services Intake for Stark County 330-455-5437; Carroll County 330-627-2571; or Tuscarawas County 330-339-7791; or a municipal or county peace officer in the county in which the child resides or in which the abuse and/or neglect is occurring or has occurred. Employees should also report such information to their supervisor.
 - A quality reporting/referral usually includes the names and addresses of the child and parent(s) or person(s) having custody of the child; the child's age and birth date; the observable/factual information regarding the nature and extent of the suspected abuse and/or neglect; and any other first-hand/factual information that may be helpful.
 - *For complete policy, see Stark County Educational Service Center, Policy Manual JHG*

Stark County Schools Council Policies and Guidelines (continued)

m. Bullying and Other Forms of Aggressive Behavior

- Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the Stark County ESC or Substitute Consortium, including activities on school property, on a school bus, while in route to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.
- *For complete policy, see Stark County Educational Service Center, Policy Manual JFCF & JFCF-R*

n. Safety Drill Procedure

- School buildings conduct safety drills throughout the year. In addition to the traditional fire and tornado drills, there may also be safety drills for extreme weather or utility failure, such as water main break or loss of power. In addition, school buildings will also conduct safety drills which may be initiated by a variety of events such as:
 - ◇ facility emergency, (i.e. utility failure, fire, natural gas leak, train derailment)
 - ◇ weather related issue (snow, ice, flooding, tornado)
 - ◇ violence and/or crime (if a threat is reported outside of the school building or in the community)
 - ◇ student welfare, or an act of terrorism

o. Gifts and Solicitations

- PUBLIC GIFTS: Gifts, grants or bequests are accepted by the Board, provided the conditions of acceptance do not remove any portion of the control of the District from the Board.
- Any person or organization desiring to give a gift or make a grant or bequest to the Board must contact the Superintendent, who submits the request to the Board.
- Proposals for giving funds, equipment or materials to the District with a "matching" agreement or restriction are discouraged. Acceptance of donated equipment or materials may depend upon the compliance with, or experience related to, the Board's policy of standardizing materials and equipment.
- Whenever the District has an established project, contributions that reduce the cost or hasten the completion are welcome.
- STAFF GIFTS & SOLICITATIONS: The Board authorizes the expenditure of public funds to purchase meals, refreshments and tokens of appreciation for employees and Board members in the completion of their responsibilities. The Board believes that such expenditures are necessary, on occasion, to further a public purpose in the general operation of the District. Such public purpose includes, but may not be limited to, employee development activities, employee recognition activities and certain routine meetings that may be enhanced by such amenities.
- Such expenditures shall be consistent with the Board's purchasing policy and within the appropriation limits established by the Board.

Stark County Schools Council Policies and Guidelines (continued)

- Any gifts to be presented to departing employees by their respective groups are at the discretion of the group involved.
- Any compensation paid by a vendor to a District official or employee, after the official or employee has participated in selecting the vendor, is considered “public money” and must be returned to the District.
- The Superintendent/designee annually approves all solicitations that are to be permitted in the schools. No organization may solicit funds of staff members on Stark County ESC premises, or may anyone distribute any fundraising literature without the expressed approval of the Superintendent.
- STUDENT GIFTS & SOLICITATIONS: There are differences in the economic status of families represented by the students in the District, and the Board wishes to avoid any embarrassment to students or hardship on families that lack financial resources. The Board does not wish to burden the community with numerous, repeated solicitations by the students.
- The following guidelines are in effect:
 - ◊ Teachers discourage gifts from students. Notes of appreciation are appropriate.
 - ◊ Charity or general solicitations from students are permitted only after written approval has been given.
 - ◊ There is no solicitation of money from local industries, businesses, District residents, parents or by any school organization without the approval of the Superintendent. All solicitations and fundraising activities by student groups must be in compliance with the District’s policy on student fundraising activities.
 - ◊ Permission is never given for the school to sponsor non-school fundraisers or to provide for student involvement in such activities.
- *Stark County Educational Service Center, **Policy Manual KH, GBI, JL***
- *Ohio Ethics Commission Advisory Opinion 2008-01 Revised 1/17*
- *Auditor of State Bulletin 2000-006, Ohio Ethics Commission Advisory Opinion 2008-01 Revised 3/09*

18. Payroll Information

a. Electronic Documents

- All payroll forms are electronic documents to be completed online. NEW substitute teachers/aides will receive an email to their @subs.sparcc.org gmail account with instructions to login and complete electronic forms. If you have previously been paid (within the last year) by the Stark County ESC, you will not need to complete new payroll forms. If you have any questions or need assistance with this process, please email Jodi Locke at subpayroll@apps.sparcc.org or call her at 330.492.8136, ext. 2248.

b. The I-9 Form

- The Homeland Security Act of 2002 requires employers to verify the identity and employment authorization of new employees hired for employment in the United States. The employer must examine the employment eligibility and identify the documents(s) to determine whether the documents reasonably appear to be genuine and relate to the employee.
- The employee must also upload acceptable documents evidencing identity and employment authorization. If you need assistance uploading your ID’s, you may bring them to the substitute office for assistance.

Payroll Information (continued)

- You must complete AND submit your payroll forms online in order to be paid for your services. You will be notified (via subs.sparcc.org gmail) if a form is sent back for revision with the reason to be revised.
- c. Payroll Deductions
 - The Substitute Consortium is permitted to act on behalf of individual employees to deduct a certain amount (percentage) from the employee's paycheck and remit to an agent designated by the employee. It is the purpose of this policy to designate those purposes not otherwise mandated by law for which the Substitute Consortium is willing to act in behalf of an employee.
 - The Substitute Consortium is required by law to make deductions from the wages of employees for Federal and State income tax, municipal income tax, school income tax (R.C. 9.42), School Employees Retirement System (R.C. 3309.47, 3309.56), and State Teachers Retirement System (R.C. 3307.51, 3307.62) without prior authorization. Any other deduction requires prior Stark County ESC Governing Board authorization.
 - The Substitute Consortium authorizes in accordance with the provisions of law cited herein that deductions be made from an employee's paycheck upon proper authorization. It is the employee's responsibility to notify subpayroll@apps.sparcc.org of any changes in home address.
- d. Retirement Contributions
 - All Substitute Consortium employees are required to contribute to the appropriate public retirement system based on the nature of their qualifications, duties and work assignment.
 - All certified/licensed employees contribute to the State Teachers Retirement System (STRS). There is no provision for any employee to waive retirement system participation. Contribution rates are set by law. Additional details regarding STRS are available at www.strsoh.org
 - All non-certificated/non-teaching employees performing school-related duties contribute to the School Employees Retirement System (SERS). There is no provision for any employee to waive retirement system participation. Contribution rates are set by law. Additional details regarding SERS are available at www.ohsers.org.
- e. Payroll Schedule
 - The SmartFindExpress reconcile process is completed according to the payroll schedule that is posted under "Substitute Resources" on the www.starkcountyesc.org substitute webpage.
 - If you have questions regarding payroll issues, please send a detailed email to the following email address: subpayroll@apps.sparcc.org, and a member of the payroll team will review the issue. If you have an issue that requires immediate attention, you may call 330.492.8136, ext. 2248.
 - When substitute teaching with one or more of the districts using Frontline/AESOP, payroll paperwork must be completed at each individual district.
- f. Reinstatement of substitute account for those who did not work the previous school year.
 - If you previously were employed as a substitute with the Substitute Consortium but it has been over 12 months since you have been paid, you will receive an email with instructions to login and complete the necessary forms. If you have any questions or need assistance with this process, please email Jodi Locke at subpayroll@apps.sparcc.org or call 330.492.8136, ext. 2248.

Payroll Information (continued)

- g. MESSAGE FROM THE SCESC PAYROLL OFFICE 2022-2023 SCHOOL YEAR
- Payroll documentation is YOUR responsibility.
 - If you previously were employed as a substitute with the Substitute Consortium but it has been over 12 months since you have been paid OR if you are a new sub with the SmartFind districts, you will be assigned the Substitute Payroll Checklist to be completed ASAP – please refer to the Payroll Date schedule under “Resources for Approved Subs” on the www.starkcountyesc.org substitute webpage.
 - You will be notified of the checklist through your @subs.sparcc.org gmail account.
 - If you need assistance completing the documents or uploading the two forms of identification and direct deposit information, please call to make an appointment.
 - The payroll documentation must be completed within **THREE MONTHS** from the first date worked in order to be paid. This is crucial to report to the Federal, State and Retirement entities in a timely manner.
 - Contact Jodi Locke with any questions or concerns (subpayroll@apps.sparcc.org or 330-492-8136, ext. 2248)
19. Summary of Benefits – Substitute Teachers
- a. Medical Insurance:
- In order to be offered medical insurance, a substitute must work an entire year and average 30 hours per week during that time. At such point, an offer of medical coverage will be extended.
- b. State Teachers Retirement System (STRS)
- Participation is mandatory
 - ◇ Employee contribution: 14% of gross pay
 - ◇ Employer contribution: 14% of gross pay
20. Summary of Benefits – Substitute Educational Aides
- a. Medical Insurance:
- In order to be offered medical insurance, a substitute must work an entire year and average 30 hours per week during that time. At such point, an offer of medical coverage will be extended.
- b. State Employees Retirement System (SERS)
- Participation is mandatory
 - ◇ Employee contribution: 10% of gross pay
 - ◇ Employer contribution: 14% of gross pay

FORMS and RESOURCES Located Online (alphabetical)

www.starkcountyesc.org

"Substitute Resources"

- Absence Management District Contacts
- Composite School Calendar
- [Daily Record](#) (for your own personal use)
- District Cut-Off Times
- Pay Rates Per District
- School Building/Principal List
- SmartFind – Login Link <https://starkcountyesc.sfe.powerschool.com/>
- SmartFind – Important Sub Notes
- SmartFind – Payroll Schedule
- Substitute Consortium Handbook
- Substitute Management Details
- Substitute Payroll Information

2022-23 Substitute Employee Handbook Acknowledgement*

I have read and understand the Stark County Schools Council Substitute Consortium Employee Handbook. I specifically acknowledge that I have read, understand and agree to the terms of the Network Acceptable Use Policy. I further agree to abide by all guidelines and policies contained within this handbook and understand that said guidelines and policies are subject to revision at any time. This handbook applies to all substitute categories within the consortium.

Existing substitutes are to review the most recent substitute handbook annually. The current version of this handbook is available on our web site at www.starkcountyesc.org under "Substitute Resources."

I understand and agree that this handbook and its contents represent the documented employment relationship between me and the Substitute Consortium. I understand that the policies, procedures, and benefits contained within this handbook do not imply, create, or constitute a contract of employment, express or implied, between the Substitute Consortium and me, and are not intended to alter in any way the at-will employment relationship that exists between the Substitute Consortium and me.

I further understand that compensation may vary dependent specifically on the nature and duration of an assignment. I understand that misuse of the Absence Management calling system and any violation of the guidelines and policies of the Stark County Educational Service Center and/or Substitute Consortium, put me at risk of being removed completely from the Absence Management system and substituting for any of the districts or agencies associated with the Substitute Consortium.

I further understand that I generally **will not be eligible for unemployment benefits** in connection with my employment as a substitute, as is stated in the *Reasonable Assurance of Continued Employment & Unemployment Benefit Eligibility* section of this handbook. A composite calendar including the beginning, ending and non-scheduled school days for each district in our consortium is available on our www.starkcountyesc.org sub webpage under "Substitute Resources."

****Document is subject to change without prior notification***

You will need to electronically sign this Substitute Employee Handbook Acknowledgement form before your name is "activated" in the sub system.

Frequently Asked Questions:

- 1. Why do I have to use a different email account?**
 - a. The assigned firstname.lastname@subs.sparcc.org gmail account is a secure way to communicate, especially with regard to payroll.
 - b. It immediately identifies you as a county substitute teacher.
 - c. This sub email is more professional than many personal emails.
 - d. We highly encourage you to check it frequently so you do not miss any important notifications.
- 2. Why are there so many systems with logins and passwords?**
 - a. The web-based programs we use are secure and contain a lot of data that is pulled into payroll and other necessary reports.
 - b. As the primary user, you are responsible to keep your login and password information confidential.
- 3. Can a district or school block me from substitute teaching?**
 - a. The Substitute Consortium reserves the right to remove any substitute employee at its sole discretion at any time.
 - b. See conduct and performance sections of the Substitute Consortium Handbook.
- 4. Why are there two different sub management systems?**
 - a. While it is not ideal to have two systems, some of our districts are not yet ready to introduce another new system to their staff.
 - b. If you have an assignment in SmartFindExpress, we ask that you mark yourself “unavailable” in Frontline/AESOP and vice versa – this will prevent you from accidentally double-booking or getting calls when you are not available.
- 5. I thought there was a huge need for substitute teachers, but why don’t I see many available assignments?**
 - a. Certain parameters are set in SmartFind and you may be disqualified for a job if you have too many “unanswered” calls or “hang-ups.”
 - b. If you are not seeing available jobs, you might need to ADD additional locations (send an email request to add districts to: substitute@apps.sparcc.org)
- 6. How do I stop so many telephone calls every morning and evening?**
 - a. Many, many phone calls go out to available substitute teachers, because there are so many assignments to fill.
 - b. You should answer and either accept or decline the assignment. You may get another call – that will be for a different assignment.
 - c. You are allowed to “block” phone calls; however, you will NEVER receive a call from SmartFind (even cancellations). If you do block your calls, you must either download the free mobile app or use the website to accept or decline assignments: [Direct Link to SmartFindExpress](#)
- 7. What is the pay for a half-day assignment?**
 - a. Your pay will be pro-rated based on the number of hours of the assignment.
- 8. Why did I get a check in the mail when I signed up for Direct Deposit?**
 - a. Your first paycheck is a physical check that you must cash at the bank.
 - b. Your next pay will be direct deposited to your account, and a pay stub will be mailed to you.
- 9. When do I get paid for my substitute assignments?**
 - a. The SmartFind districts are paid through the ESC. Please see the posted payroll schedule on our resources page on our website: [Substitute Resources](#)