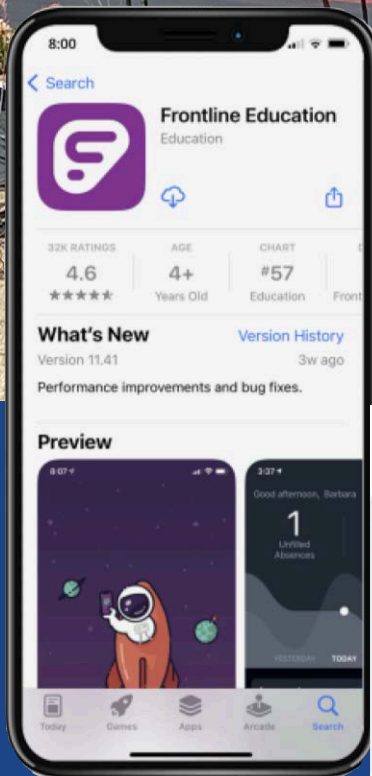


## Welcome to the Substitute Employee Resource Page.

Whether you are a certificated or classified substitute employee, this page contains the information you need to obtain your assignments as well as other helpful resources.

If you are a Certificated substitute or Classified substitute employee, you may obtain your assignment using the Frontline management system. You can download the App from your media store or scan the QR code below

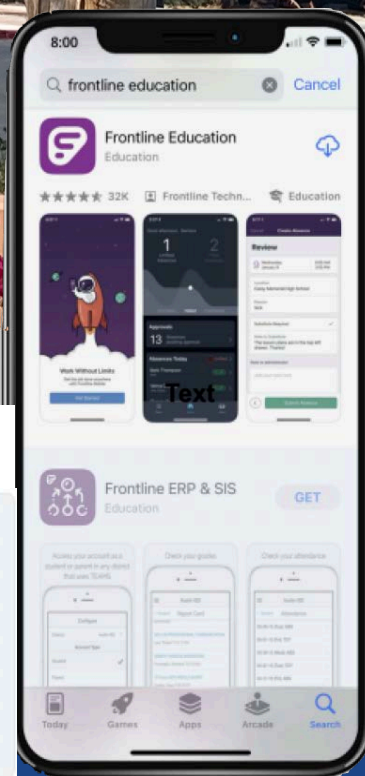


**Note:** You can alternately scan the following Apple/Android QR code for quick access.

Apple Device



Android Device



## Frontline Login Information

- Use the information provided to you via email to create your account.

## VISIT FRONTLINE

- Login to your account
- Check Available jobs

## SUBSTITUTE RESOURCES

- [Click Here](#)

## ACCEPTING ASSIGNMENTS ON FRONTLINE

- To view available jobs, click on Available Job button, Click on Calendar, or click on the Available Job tab. The calendar will display a bird's eye view of available jobs(shown in green). You can view the information about the job and click the Accept button.
- You can view a current job you have already accepted just by clicking the blue colored dates on the calendar or on the scheduled job tab.

## ACCEPTING ASSIGNMENTS BY PHONE

- PIN-last four digits of your phone number

## SUBSTITUTE ASSIGNMENTS

- Do not show up to an assignment if your assignment is not listed in the Absence Management System. Only substitutes who have been entered in the Absence Management System will be paid for their jobs.

## CANCELING AN ASSIGNMENT

- You may cancel an assignment up to two hours before the assignment begins. Please provide as much notice as possible as we will need to look for another substitute to cover your assignment. You will need to email or call the Classified or Certificated sub desk at the numbers/email below.
- Classified- [lilia.castillo@cvusd.us](mailto:lilia.castillo@cvusd.us) Phone 760-848-1088
- Certificated- [monica.valenzuela@cvusd.us](mailto:monica.valenzuela@cvusd.us) Phone 760-848-1026

### **PAID SICK LEAVE REQUESTS**

- In order to get paid you will need to add a non-work day to Frontline in addition to submitting the Paid sick leave request.
- After adding the non-work day in Frontline, fill out a paid sick leave request form and turn it into the HR department.

### **ADDING NON-WORK DAYS**

- Open your Frontline account
- Click on the Non-Work Day tab.
- Click on Add Non-Work day.
- Add the dates you will be unable to work.

- **Substitutes are not allowed to work overtime. Please do not accept working extra hours at a site without contacting HR first.**

### **CERTIFICATED SUBSTITUTE LONG TERM PAYROLL RATES**

- 10 consecutive days. A substitute teacher shall receive the long-term rate after 10 consecutive days. If a day is missed the 10 “consecutive” days are broken, therefore foregoing the long-term substitute pay. Unless the substitute has the sick hours to cover for that absence and turns in the paid sick leave request by the last day of the pay period. These 10 consecutive days must be maintained throughout the duration of the long-term assignment or through each pay period, if they break it after the initial 10 days then the remaining days will be paid at the regular daily rate.

### **MANAGING PERSONAL INFORMATION**

- In order to change your name, phone number, home address or email please fill out the form below.
- [Change of Personal Information](#)

## **RETENTION & REASONABLE ASSURANCE**

- In May of each year, the Human Resources Department sends a Notice of Reasonable Assurance to substitutes that qualify to return for the next school year. This notice must be completed and returned to the Human Resources Department. Failure to return the Notice of Reasonable Assurance form by the specified date will result in the assumption that you are NOT available and willing to work for the upcoming school year.

## **IF YOU ARE NOT INTERESTED IN WORKING AS A SUBSTITUTE ANY LONGER, PLEASE EMAIL THE APPROPRIATE HR STAFF MEMBER BELOW.**

- Classified- [lilia.castillo@cvusd.us](mailto:lilia.castillo@cvusd.us) Phone 760-848-1088
- Certificated- [monica.valenzuela@cvusd.us](mailto:monica.valenzuela@cvusd.us) Phone 760-848-1026

## **ASSIGNMENT ETIQUETTE**

- Arrive on time
- No last minute cancellations
- Report to the office
- Sign-In/Out Daily
- Use appropriate language and behavior
- Treat everyone respectfully

## **DRESS PROFESSIONALLY ACCORDING TO POSITION**

- CLASSROOM-Comfortable dress shoes/flats, sneakers. No Shorts.
- OFFICE-Business casual or professional attire. No shorts
- CUSTODIAL-No Shorts. Tennis shoes ok, long sleeve shirts preferred.
- MECHANIC- No shorts. Leather shoes, oil resistant, will protect from chemicals. Long sleeve shirts preferred.
- SECURITY-Dark blue tactical trousers with cargo pockets. The shirts should also be dark blue or gray, stay cool material. Shoes, boots and belt should be black.