



NRHEG
ISD 2168

2025-2026

Substitute Handbook

NRHEG School District 2168
306 Ash Ave
New Richland, MN 56072

507-465-3205 phone – 507-465-8633 fax

Information At-A-Glance

For General Questions: Elementary: Jean Greenwood, jgreenwood@nrheg.k12.mn.us
 Secondary: Nikki Cromwell, ncromwell@nrheg.k12.mn.us
For Payroll Questions: Corrine Schuller, Payroll Manager/HR, cschuller@nrheg.k12.mn.us

Useful Contacts:

Minnesota Professional Educator Licensing and Standards Board: <https://mn.gov/pelsb>

Teacher's Retirement System: <https://minnesotatra.org> or 800-657-3669

Public Employees Retirement Association: <https://mnpera.org> or 800-652-9026

Disclaimer

This Substitute Handbook is for your use as a source of information about NRHEG School District 2168 and your Substitute role. Nothing in this handbook creates or is intended to create a contract of employment, either expresses or implied. Nor does the handbook provisions establish an employment relationship where one would not otherwise exist. You are an **at-will** employee your relationship with the district may be terminated by you or the district at any time, with or without cause.

Frontline Education (Absence Management and Time & Attendance)

The district uses two programs from Frontline Education, Absence Management and Time & Attendance. These programs are accessed through the Frontline Single Sign On platform. Frontline has recommended that you bookmark their universal URL: <https://app.frontlineeducation.com>
 You will be provided a Frontline ID at the time of hire to use on the SSO platform.

When you're logged in, you can toggle between the different programs by using the top left menu option. It will look something like this:



Requirements to be a Substitute Teacher

1. Complete an online application.
2. Must have a valid Minnesota Professional Educator License or Short-Call Substitute Teaching License.
3. Successfully complete a criminal history background investigation.
4. Must complete all state mandated training modules by their due dates.
5. Complete the I-9 Employment Eligibility Verification form.
6. Have a current telephone number.
7. Provide his/her own transportation.
8. Demonstrate flexibility and a dedication to providing instruction.

Requirements to be a Paraprofessional Substitute

1. Complete an online application.
2. Successfully complete a criminal history background investigation.
3. Must complete all state mandated training modules by their due dates.
4. Complete the I-9 Employment Eligibility Verification form.
5. Have a current telephone number.
6. Provide his/her own transportation.
7. Demonstrate flexibility and a dedication to aiding instruction.

Blood Borne Pathogens/Mandated State Tutorials

In accordance with the OSHA Blood Borne Pathogens standard, 29CFR 1910.1030, an exposure control plan has been developed for the District. This plan covers all employees who could be in contact with blood and other potentially infectious materials as the result of performing their job duties. All Substitutes must complete all mandated tutorials.

Licensure

It is the Substitute's responsibility to keep track of how many days he/she works.

If a Substitute holds a Short-Call Substitute License, then he/she can replace the same teacher-of-record or a vacancy for up to 20 consecutive days. A Substitute with a Short-Call License is not eligible for long term assignments.

If a Substitute holds a Tier 1, Tier 2, Tier 3, Tier 4 then he/she can fill assignments in the same position for more than 20 consecutive days.

Professional Responsibilities of the Substitute

All Substitutes must first report to the **school's main office** to pick up a Substitute badge and sign in.

Substitutes are required to complete the work related to the teaching day. This includes but is not limited to the following:

1. Carry out the lesson plans left by the teacher.
2. Complete the regular assignments of the teacher, including supervision assignments such as: bus duty, hall duty, study hall, and lunchroom/recess duty.
3. Be actively engaged with students during your assignment and all other duties as assigned.
4. Complete all reports normally required of the regular teacher, including attendance.
5. Maintain classroom discipline with exemplary classroom management skills/techniques.
6. Whenever possible and with administrative permission, correct papers for assignments given during the stay in the classroom.
7. Be ready and willing to work as needed during free periods. If a Substitute is asked to teach a class or engage in other types of work (supervision, etc.) during the regular teacher's free periods, then do so. No additional pay will be given for working during a regular teacher's free periods.
8. Never leave students unattended. A licensed staff member should always be present with students.
9. Maintain a high level of integrity regarding confidential information about students, parents, staff, and other school related matters.
10. Please do not eat or drink in the classroom. A water bottle is acceptable.
11. Personal use of a cell phone or the laptop is not permitted during instructional time. To ensure that students are not disrupted, please turn your cell phone off or to silent.
12. Keep your comments professional and appropriate. Avoid discussion of students, teachers, or procedures at other buildings. Share any comments or concerns by using the feedback sheet in Absence Management or talk to an administrator.

If you have questions about any of the above or any other responsibilities, contact the building administrator, or the HR Department.

Student Classroom Management

The Substitute Teacher is responsible for classroom management. Should issues occur that may be disciplinary in nature, immediately obtain the assistance of the principal. Please read and follow the classroom management or behavior expectation plan. If no plan is included in the teacher's lesson plans, please ask a fellow teacher and leave a note requesting this be included for future needs.

Student Safety

Each member of the staff is responsible for the safety of students under his/her care. If any child appears to be ill or hurt, contact the nurse's office. Generally, a nurse or health assistant is always on duty at all school levels.

Emergency Procedures in the Building

Substitutes should take a few minutes to become familiar with the building and the emergency procedures (Fire Drill, Tornado Drill, Lockdown Protocol, and Active Shooter) for the building. If the information cannot be located, please request it from the main office.

Instructions for fire and tornado drill exit procedures are posted near the door of each room. If the class is away from the classroom when the fire alarm sounds, leave the building through the nearest exit, and proceed to a safe distance away from the building.

Appearance

Professional appearance (business casual attire at a minimum) and neat grooming are expected of all Substitutes in District 2168. Inappropriate attire includes but is not limited to low cut pants (includes, shorts and miniskirts), bare midriff shirts (shirts must cover torso), exposed undergarments, and shirts with foul or inappropriate language and/or images.

Emergency School Closing Information

Check Absence Management

Check the district website: <https://www.nrheg.k12.mn.us/>

Check local television stations

Change of Personal Information

Update your phone number or email address in Absence Management. Changes in personal information (name or address) should be made with the HR Department or via SMARTeR.

Assignment of Substitutes

Substitutes are not guaranteed a minimum number of assignments. We encourage all workers to complete a minimum of **20** assignments throughout the year. We will restrict substitutes to fill no more than 16 days a month. With administrative approval this can be overridden in special circumstances. Please make yourself available for a reasonable percentage of placements and if unable to work, enter it on your schedule within Frontline.

Procedures for Substitute Placements

Assignments are created through Frontline Education's **Absence Management**. The system is available 24 hours a day, 7 days a week via the internet or phone (<https://app.frontlineeducation.com> OR 1-800-942-3767). Substitutes can expect a call between 5:00 AM and 11:00 AM and 4:00 PM and 10:00 PM, unless you've changed your call settings. Calls in the morning are for placements for that day only. In special cases, Substitutes are called during school hours for assignments for that day. Assignments are not guaranteed and are based on the needs of the building.

If you are going to be unavailable for an extended period, please indicate that in your Absence Management Interactive Calendar.

Cancellations are made through Absence Management unless you are within one (1) hour of your reporting time. You will need to contact the appropriate building secretary in addition to logging into Absence Management to cancel the assignment. Substitutes canceling at the last minute will result in Absence Management blocking viewing access for any other open assignments for that day. Phone numbers of the buildings are located at the end of this handbook as well as available on our website. Should you become ill and cannot finish an assignment, contact the building administrator/secretary immediately so that a new Substitute can be obtained. Please do not leave your assignment without notifying the appropriate school personnel.

Removal from the Substitute Roster

Substitutes may be removed from the Substitute roster due to inactivity (lack of substituting), at their own request, or upon request(s) from several building administrators. Removal may be **temporary or permanent**. The HR Department will make and communicate the final decision.

Compensation & Benefits

Substitute Teachers:

	1-20 days		21-40 days		41+ Days		Retro Bonus after subbing 90 days in school year
	Full Day	Half Day	Full Day	Half Day	Full Day	Half Day	
New/Returning Casual Sub	\$160	\$80	\$170	\$85	\$180	\$90	n/a
Returning Sub with 90+ days prev year	\$170	\$85	\$170	\$85	\$180	\$90	\$200

Long Term Substitutes (covering for the same teacher for an extended period) are paid **\$258.45/day**
Paraprofessional Substitutes: 16.10/hour. Most Para substitute jobs will be a minimum of 3.5 hours. If there is a circumstance that a job is less than 3.5 hours, paraprofessional substitutes will be paid for a minimum of 3.5 hours.

All Substitute Teachers contribute to TRA. For more information regarding the specifics of these retirement plans, please contact <https://minnesotatra.org/>.
 Paraprofessional Substitutes contribute to PERA if the minimum required income is met. For more information regarding the specifics of these retirement plans, please contact <https://mnpera.org/>.

A Substitute Teacher who reports to a building as directed for a teaching assignment and upon arrival is made aware that the assignment has changed, is then expected to take the changed assignment. If you choose to decline the new assignment you will not be paid.

Substitutes may be covered under workers' compensation insurance for any injury sustained in the normal course of school duties. Please report an injury to the building administrator and complete an Accident Report Form with the nurse on the same day as the accident occurs.

The district requires all Substitutes to enroll in direct deposit. Fringe benefits are not available to Substitutes.

All Substitutes will accrue ESST (Emergency Sick and Safe Time) at a rate of 1 hour for every 30 hours worked. ESST can be used according to State Statute on days that they are scheduled to substitute.

Recording Time

Substitute Teachers should sign in and out at the start and end of their shift in the building office.

Paraprofessional Substitute timecards are automatically generated through Frontline Education's **Time & Attendance** when you accept an assignment in **Absence Management**. Timesheets will be based on the time in the absence request. You can review your timesheet at any time by logging in to Frontline Time and Attendance.

Timesheet Review Options	Your Process
Mobile Application	Log in with User ID and Password you create.
Website Login	Log in with User ID and Password you create. https://app.frontlineeducation.com

Your Time & Attendance User ID and Pin will be provided to you at the time of hire.

Work Hours

Work hours will be determined by the absence request entered by the staff member that is absent. Substitute Teachers will be expected to be available for the entire half day or full day period. If there is no student assignment they should check with the building principal and the office to see if there are any assignments to fill.

List of Schools & Contact Information

District Office

Secondary School

306 Ash Ave S, New Richland, MN 56072

507-465-3205

Early Childhood

Elementary and Secondary Schools

306 Ash Ave S, New Richland, MN 56072

507-465-3205

600 School St, Ellendale, MN 56026

507-684-3181

Macy Whiteside – Community Ed Director

507-417-2667

Elementary School

NRHEG Elementary School

600 School St, Ellendale, MN 56026

507-684-3181

Kim Meyer – Principal

507-416-2102

High School

NRHEG High School

306 Ash Ave S, New Richland, MN 56072

507-465-3205

Grant Berg - Principal

507-417-2603