# SUBSTITUTE GUIDE 2025-26 RESOURCES & FAQS

MENLO PARK CITY SCHOOL DISTRICT

Updated on 08/20/2025

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## Getting Started

Welcome back to the 2025-26 school year! We are thrilled to have you join us as a guest teacher and/or classified substitute for the Menlo Park City School District. Below, you will find important information, including FAQs, details on substitute compensation, pay dates, and more!

# Your 2025-26 Task Checklist

**Here are the tasks you need to complete in order to substitute for the upcoming school year.**

| TASK OR TOOL | STATUS |
|---|---|
| *Make sure that you are able to sign into your Frontline account and view open substitute vacancies* | ☐ |
| *Please ensure your valid and active permit or credential to substitute is current and up to date. Renewals are your responsibility, and can be done up to a year in advance via the CTC website. (This applies to Guest Teachers only; not Classified Subs)* | ☐ |
| *Please ensure that you have submitted proof of your negative TB test to HR (must be dated within the last 4 years)* | ☐ |
| ***Complete all annual mandatory trainings via Vector Solutions - this must be done within the first 7 DAYS of your first scheduled sub assignment, otherwise your sub account will be deactivated.*** | ☐ |

# VECTOR SOLUTIONS: Mandatory Training Videos

**Within the first 7 days of your first scheduled sub assignment for the school year, you must complete Mandatory Training Videos for our district. You must then take these trainings annually prior to each school year.**

Expect to receive an email from Vector Solutions, our online training platform, notifying you of your new account if you do not already have one.

Please ensure that you verify your email address per their email.

- Once you log in to Vector, you'll see your Assigned Trainings. Please view/complete within 7 days of your first substitute assignment.
- Training videos must be viewed on your own time (unpaid by the district). They are best viewed on a desktop computer, with pop up blockers turned off your browser (as some of the courses require

pop ups to be enabled).
- Questions/Troubleshooting: email Adrianne - amaracha@mpcsd.org

| FREQUENTLY ASKED QUESTION | ANSWER |
|---|---|
| **How often do substitutes get paid?** | Paychecks are issued **monthly** on the last business day of the month (with the exception of December and July). **Please see the chart below for dates and pay periods.** |
| **What if I don't sign up for Direct Deposit?** | **If you do not sign up for Direct Deposit/EFT (Electronic Funds Transfer),** your checks will be "live" and mailed directly to your home address on pay day unless you make prior arrangements (i.e. pickup) with Hope Culp, Payroll Technician: hculp@mpcsd.org |
| **What happens when I sign up for Direct Deposit?** | **If you did sign up for Direct Deposit**, please ensure that: 1) You completed the Direct Deposit form in the online Payroll Packet, and **2) You attached a voided check.** Your form will not be processed without the voided check. |
| **Do I have any Sick Leave as a substitute?** | Substitutes can use up to **5 days** of paid sick leave each school year. Unused sick leave shall NOT carry over to the following school year of employment. Substitutes are eligible to take sick leave once they have: 1) Completed 90 calendar days of employment AND 2) completed 30 work days for the District.<br><br>You must complete a Sick Leave Request form (please contact HR@MPCSD.ORG) **and** notify the Site Office (once the leave is approved by HR) in advance if the sick leave is planned, as may be the case with scheduled doctors' visits. If the need is unforeseeable, you need only give notice as soon as practical, as may occur in the case of unanticipated illness or a medical emergency. |
| **When do I qualify for Long Term Substitute Pay?** | You qualify for the Long Term Sub Rate of $315 per day on the 21st day of continuous service in the same classroom assignment. |
| **Didn't find what you're looking for?** | Reach out to our team via HR@MPCSD.ORG, and we'll help you! |

# When Do I Get Paid?

| Pay Period | Pay Date |
|---|---|
| July 8 - August 6, 2025 | August 29, 2025 |
| August 7 - September 3, 2025 | September 30, 2025 |
| September 4 - October 3, 2025 | October 31, 2025 |
| October 4 - November 3, 2025 | November 26, 2025 |
| November 4 - November 28, 2025 | December 19, 2025 |
| November 29, 2025 - January 6, 2026 | January 30, 2026 |
| January 7 - February 2, 2026 | February 27, 2026 |
| February 3 - March 4, 2026 | March 31, 2026 |
| March 5 - April 3, 2026 | April 30, 2026 |
| April 4 - May 4, 2026 | May 29, 2026 |
| May 5 - June 5, 2026 | June 30, 2026 |
| June 6 - June 30, 2026 | July 30, 2026 |

*Remember that if you **do not** have Direct Deposit, your paycheck will be a hard copy mailed out to your home on Pay Day (which means you may receive it in the mail 2-4 days after pay day, but may vary depending on USPS delivery speed). If you prefer to pick it up at the District Office on Pay Day, please make arrangements in advance with Payroll: HCULP@MPCSD.ORG*

# How Much Do I Get Paid?

## *Certificated Guest Teacher Substitutes* **are paid per the chart below (eff. November 1, 2025):**

| Hours worked per day | Regular Guest Teacher | Retiree Rate | SPED/SI Rate | Long Term Daily Guest Teacher (Must be Approved by HR) |
|---|---|---|---|---|
| Up to 1.5 hrs | $96.00 | $103.20 | $100.00 | $126.00 |
| Above 1.5 hours - Up to 4 hours | $144.00 | $154.80 | $150.00 | $189.00 |
| Over 4 hours - Up to **Full Day** | **$240.00** | **$258.00** | **$250.00** | **$315.00** |

## *Classified Substitutes* **(any non-teaching position) are paid hourly at Step A of the Classified Salary Schedule, based on the Position worked.**

The salary schedule is on the next page for reference.

***Example:***

If you are working as a substitute paraeducator, you would be paid at Range 9, Step A: $26.89 per hour:

**MENLO PARK CITY SCHOOL DISTRICT**

CLASSIFIED PERSONNEL (CSEA) SCHEDULE SALARY RANGE

2.0% ongoing + Para Reclassifications from Range 8 to 9+ One time Stipend f

| Range | | A | B | C | D | E | F |
|---|---|---|---|---|---|---|---|
| 1 | | 22.08 | 23.18 | 24.34 | 25.56 | 26.84 | 28.18 |
| 2 | | 22.63 | 23.77 | 24.95 | 26.19 | 27.51 | 28.88 |
| 3 | | 23.19 | 24.35 | 25.57 | 26.85 | 28.19 | 29.60 |
| 4 | Teacher Workroom Aide | 23.79 | 24.96 | 26.21 | 27.53 | 28.90 | 30.35 |
| 5 | | 24.37 | 25.58 | 26.86 | 28.21 | 29.62 | 31.11 |
| 6 | Instructional Aide | 24.98 | 26.22 | 27.54 | 28.93 | 30.38 | 31.88 |
| * | Yard Duty I: Playground | | | | | | |
| | Crossing Guard | | | | | | |
| | Univ Food Asst | | | | | | |
| 7 | | 25.61 | 26.88 | 28.22 | 29.63 | 31.12 | 32.69 |
| 8 | | 26.24 | 27.56 | 28.94 | 30.39 | 31.91 | 33.49 |
| | Ins Aide Bilingual | | | | | | |
| | Science Lab Assist. | | | | | | |
| 9 | Paraeducator I | 26.89 | 28.24 | 29.65 | 31.14 | 32.71 | 34.33 |
| 9.5 | Preschool Aide | 27.24 | 28.60 | 30.03 | 31.53 | 33.09 | 34.76 |
| 10 | Library Aide | 27.58 | 28.96 | 30.41 | 31.93 | 33.52 | 35.20 |
| | Yard Duty II: Campus Monitor | | | | | | |
| 10.5 | Custodian II | 27.92 | 29.31 | 30.78 | 32.32 | 33.94 | 35.65 |
| | Night Custodian | 27.92 | 29.31 | 30.78 | 32.32 | 33.94 | 35.65 |
| ** | Night Shift Differential | 1.40 | 1.46 | 1.54 | 1.61 | 1.69 | 1.79 |
| | Total Night Custodian Compensation | 29.31 | 30.78 | 32.32 | 33.94 | 35.65 | 37.41 |

# Substitute Assignment Policies

**A. Work Hours**

You are required to arrive at/by the time noted in the assignment on Frontline. This allows you time to be prepared and ready to start when the students walk in the door. You should check in with the Office Manager and sign in on the sign in sheet.

**B. Lesson Plans & Class Attendance**

Ask the Office Manager what the school's procedures are on how to take attendance. Substitutes are expected to follow lesson plans left by the teacher.

**C. Last Minute Cancellations**

If you have picked up a substitute job but are ill the morning of or have an emergency, you must cancel the job by contacting the school site office and leave a voice mail with the site office manager. (650) 321-7140, extension 1000 for Encinal, 2000 for Hillview, 3000 for Laurel and 4000 for Oak Knoll, as well as notify HR at HR@MPCSD.ORG.

If your substitute assignment is cancelled on the same day by the school site, the Office Manager will first attempt to assign you to another role on campus upon arrival. If no other assignment is available, you will be released for the day and receive one hour of pay.

**D. Confidentiality**

Substitutes should not discuss or disclose any information about students that have been in their classes with anyone other than the student's teacher and/or the principal or designated office staff. If parents or anyone else initiate contact regarding specific children, the substitute should tell the person to contact the teacher directly.

**E. Release from Employment/Dismissal**

Substitutes are considered at-will employees; the Superintendent or designee or the Board may dismiss a substitute employee at any time at his/her/its discretion.  (Education Code 44953)

# Useful Resources

## Frontline: Absence Management System

**All substitutes are to use Frontline to view/accept open sub vacancies/jobs.** Upon completion of onboarding, a Frontline account is set up for you, and directions for account activation are sent directly to your email.

**Once you have your Frontline login information, here are some helpful guides:**

- Substitute Quick Start Guide
- Substitute Basic Training Video
- MOBILE APP for Subs
- Setting and Changing Call Times
- Choosing Preferred Schools
- Adding and Removing Non-Work Days

# MPCSD Schools & Bell Schedules

## Encinal Elementary School

- Encinal School Hours & Bell Schedule

## Laurel Elementary School (Lower Campus: Grades TK-2)

- Laurel School Hours & Bell Schedule

## Laurel Elementary School (Upper Campus: Grades 3-5)

- Laurel School Hours & Bell Schedule

## Oak Knoll Elementary School

- Oak Knoll School Hours & Bell Schedule

## Hillview Middle School

- Hillview School Hours & Bell Schedule

## Early Learning Center

- ELC Calendar & Daily Schedule