



COLUMBUS
CITY SCHOOLS

2025-2026

SUBSTITUTE GUIDE

SUBSTITUTE SERVICES
3700 South High Street
Columbus, OH 43207
614-365-5080
Subservices@columbus.k12.oh.us

On behalf of the District, we are grateful to have you join our team. As a department, we are working to achieve Columbus City Schools' mission of ensuring that each student is highly educated, prepared for leadership and service, and empowered for success as a citizen in a global community.

The mission and vision of CCS are the fundamentals that drive each of our efforts every day. As a substitute employee, your service provides continuity in the learning process when employees are absent. You make a difference by touching the minds and hearts of students and should take each assignment prepared for a true learning experience. Commitment to academic openness, fairness, honesty and objectivity will enable you to have a rewarding and successful experience as a substitute employee.

This guide contains general information regarding our District's policies and procedures but is not intended to be all encompassing to cover every situation that may arise. It is essential for you to understand, follow and enforce all policies, procedures, practices, and rules of the District. As an employee of Columbus City Schools, it is expected that you will maintain high ethical standards.



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CONTACT INFORMATION

SUBSTITUTE SERVICES

3700 South High Street
Suite 81
Columbus, OH 43207
614-365-5080

SubServices@Columbus.k12.oh.us

Business Hours: 6:30 AM - 3:00 PM

CCS IT HELP DESK

(For CCS email help and password reset)

614-365-8425

HR CERTIFICATE & LICENSURE INFORMATION

614-365-6440

license@columbus.k12.oh.us

CCS PAYROLL

614-365-6400

payroll@columbus.k12.oh.us



STATE BOARD OF EDUCATION

William Green Building
30 West Spring Street
Columbus, OH 43215
(855) 983-4868

Email: contact.center@sboe.ohio.gov

CCS IRN# 043802

STATE TEACHERS RETIREMENT SYSTEM (STRS)

275 E. Broad Street
Columbus, OH 43215

614-227-4090

www.strsoh.org

SCHOOL EMPLOYEES RETIREMENT SYSTEM (SERS)

300 E. Broad Street
Columbus, OH 43215

800-878-5853

www.ohsers.org

GETTING STARTED

EMPLOYEE ID BADGE

Employee Identification and Access

Your employee ID badge will be provided upon arrival to new employee orientation and must be worn on your person at all times. If you lose your badge, you must obtain a new one immediately from HR. Click [here](#) to make an appointment for badge replacement. There is an \$8.00 fee for badge replacement.

SYSTEM ACCESS

DISTRICT EMAIL NETWORK LOGIN

An email will be sent to your personal email with instructions on how to activate your CCS email account.

District email can be accessed at:
outlook.com/Columbus.k12.oh.us

RED ROVER

Substitute Management System

Red Rover is the district's Substitute Management System used to find and track jobs. A registration email will be sent to your CCS email with your username and temporary password.

Red Rover can be accessed at:
app.redroverk12.com/

EMPLOYEE SELF SERVICE (ESS)

ESS gives access to view and update important employee information (pay, direct deposit, tax history, paycheck stubs, and W-2's, etc.).

1. Go to <https://columbus.munisselfservice.com/>

2. LOG ON:

Your "Username" is your employee ID number. The first time you log in, your password will be the last 4 digits of your Social Security number.

If you have trouble logging in, contact the Help Desk at 614-365-8425 as after 5 unsuccessful attempts, your account will be disabled.

PUBLIC SCHOOL WORKS (PSW)

District Online Training System

A registration email will be sent to your CCS email with your username and password.

All new hire employees must complete PSW trainings within the first 30 days of employment or by the advised due date, whichever is soonest.

JOB TYPES

DAY-TO-DAY SUBSTITUTE TEACHERS AS-NEEDED ASSIGNMENTS

As a day-to-day substitute, you are paid for your time worked. You will not be paid for holidays, winter and spring break, professional development days, parent-teacher conference days, days schools are closed due to inclement weather, or other days students do not report to school. No benefits are associated with this type of assignment.

Hours of Assignment

The length of the day and release time varies from school to school. Red Rover will advise you of the start and end time of every assignment which mirrors the hours as the absent employee, including planning periods.

If you arrive to the school and you are asked to cover a different assignment, request that you are given a new confirmation number to the assignment you have been asked to cover. Remember to only work within the scope of your license.

You are expected to remain on duty for the full length of the day's assignment and should not leave the site until the assignment has been completed. Before signing out for the day, check with the school office to see if any additional support is needed.

Continued Employment (all substitutes)

Before the end of the current school year, you will receive a letter of reasonable assurance to return for the following school year. It will provide detailed instructions on action items needed prior to the Board of Education approving your employment for the following school year. If you resign and wish to return, you will have to reapply and complete all applicable rehire steps.

CLASSIFIED SUBSTITUTES AS-NEEDED ASSIGNMENTS

Classified substitutes are employed on an on-call, as needed basis; you are paid for your time worked. You will not be paid for holidays, winter and spring break, professional development days, parent-teacher conference days, days schools are closed due to inclement weather, or other days students do not report to school. No benefits are associated with this type of assignment.

Hours of Assignment

The length of the day and release time varies from school to school/location to location. Your Red Rover assignment will advise you of your start and end time. Serving in an as-needed assignment requires serving the same hours as the absent employee

You are expected to remain on duty for the full length of the day's assignment and should not leave the site until the assignment has been completed. If you arrive to the school and you are asked to cover a different assignment, request that you are given a new confirmation number to the new assignment you have been asked to cover. Remember to only work within the scope of your license if applicable.

LONG TERM SUBSTITUTES

LONG-TERM SUBSTITUTE ASSIGNMENTS

Substitutes are considered the “teacher of record” when serving in the same absence or vacancy for 31 days or more. In this scenario, you would be responsible for recording grades, attending parent teacher conferences, and would potentially be permitted to participate in Professional Development Days. Attendance at Professional Development Days must be preapproved by your building administrator by sending written notice of their permission to Substitute Services prior to the Professional Development Day.

If you are substituting in the same assignment for 61 consecutive workdays with **three or less full day or six or less half-day absences**, you will be elevated to 61-day status which makes you eligible for increased pay and benefits (medical, dental, and vision).

If you choose to elect benefits, your benefits will begin on the first day of the month following your 61st day.

Once in 61-day status, your absences must be reported to the building administrator AND entered in KRONOS. You must also contact the principal several hours prior to the end of the school day regarding your intent to return to work for the next day.

Please note that any absences prior to entering 61-day status will be unpaid and will not count toward your 61st day. You can only incur up to three full day or six half-day absences or your count will start over.

You will also accrue 2 personal leave days* and 10.5 hours of sick leave time to be used after the 61st day of the long-term assignment. Personal leave is subject to pro-rating by payroll based on your benefits eligibility effective date". This time is allocated by payroll and is not available immediately.

Please check the accrual balance in Employee Self Service (ESS) prior to scheduling an absence to ensure you have adequate time to

cover your absence. Enter your time away in KRONOS.

Paid holidays are also included after your 61st day and will include those District recognized paid holidays while in the long-term assignment. You must be in paid status the day before and the day after to be paid for the holiday. **Winter Break and any winter holidays are NOT paid.**

As a benefits eligible substitute, you cannot exceed more than seven absences for the duration of the assignment. If exceeded, Substitute Services will refer you to Employee Relations to remove the substitute of the higher rate of pay and benefits. You will not be eligible to accept any additional long-term assignments within the same school year.

Long-term benefits eligible status and pay does not carry over into the subsequent school year.



SUBSTITUTE OBLIGATIONS

DAY-TO-DAY TEACHER SUBSTITUTES ATTENDANCE

Try to arrive early on your first day, especially when you are substituting at a school you have not been to before. Arriving early gives you time to meet with school administrators who can direct you to the classroom, show you where the lesson plans are located and make you aware of schedule changes and other processes.

Arriving early also gives you an opportunity to become familiar with the school, introduce yourself to the teachers in neighboring classrooms and review the lesson plans left by the teacher who is absent.

You are expected to be on duty the entire school day and perform all duties and responsibilities of the absent employee. Duties during the scheduled workday may include clubs, study halls, lunchroom, breakfast and play ground duty, bus duty, or other special duties performed by the regular employee. The schedule of the regular employee must be followed.

Substitute employees are NOT authorized to arrive late because the teacher has an early planning period, leave during the regular teacher's planning periods, or leave campus before the end time of the assignment. Substitute employees are required to remain on duty as long as required by the Administrator.

You may not bring your child with you while you are fulfilling a substitute job assignment.

Individual school policies may prohibit substitute teaching at the school where your child attends or substitute teaching in the school or classroom of a relative - please check with your child's building prior to accepting an assignment there.

CLASSROOM ETIQUETTE

You are expected to remain near students and to continually move about the classroom. Refrain from sitting behind the desk for the entire duration of your assignment. Please look for notes or lesson plans from the teacher. If you cannot find a lesson plan please contact the secretary/building administration.

You are a guest teacher and should refrain from making any comments or remarks which could be construed as derogatory concerning the absent employee, work location, or students. Address concerns in writing to the building administrator if necessary. Also, certain subjects should not be discussed with staff members or students at any time. These subjects include, but are not limited to, race, religion, politics, sex and sexual preferences, personal viewpoints and habits like gambling, etc.

You are expected to leave the room as you found it. Papers, books, and supplies should be arranged in their proper places. During short term or day to day assignments, always leave the room as you found it. Leave a note for the absent employee, indicating accomplishments or problems during their absence.

CLASSROOM MANAGEMENT

Substitute employees should strive to create a structured environment where success is expected and academics are emphasized.

It is essential to practice good classroom management skills for learning to occur. Your first responsibility is to foster a school environment that is safe for all students.

Classroom Management courses are available for employees that need support in this area via Public School Works (PSW). While this is not a comprehensive list, some of the most helpful courses are:

M-095 Substitute Teaching - Classroom Management and Instruction

M-348 Behavior Management in the Classroom

M-977 Social and Emotional Learning (SEL) - Strategies for Classroom Instruction

PUBLIC SCHOOL WORKS (PSW)

All substitute employees are required to complete annual training through Public School Works within 30 days of hire. It is imperative that you watch and complete the Active Shooter Portion of your Public School Works, which details the lock down protocol and procedures.

CLASSIFIED SUBSTITUTES

SUBSTITUTE SECRETARIES

Substitute Secretaries are required to attend training to ensure they are able to carry out the day-to-day functions in school buildings.

Substitute Secretaries that cover absences for school buildings are heavily involved in student attendance and receive specialized training in student attendance procedures. Substitute Secretaries fill school building and administrative secretary absences. Substitute Secretaries are not allowed to attend conferences, run errands, or travel to places that are not within a CCS administration building or school. Please email and ask when asked to do something not within the scope of work.

SUBSTITUTE INSTRUCTIONAL ASSISTANTS

Substitute Instructional Assistants work with a classroom teacher and support educational activities. This includes assisting the building with any classroom management or any administrative tasks required.

SUBSTITUTE INSTRUCTIONAL ASSISTANT - SPECIAL EDUCATION

Substitute Instructional Assistants work with special needs teachers and support educational activities. This includes assisting the teacher with any classroom management or any administrative tasks required.

PUBLIC SCHOOL WORKS (PSW)

All substitute employees are required to complete annual training through Public School Works within 30 days of hire. It is imperative that you watch and complete the Active Shooter Portion of your Public School Works, which details the lock down protocol and procedures.



SUBSTITUTE DIRECTIVES

REPORTING TO A SCHOOL

1. Report directly to the school office for instructions.
2. Swipe in at the Kronos station and sign-in with the building administrator.
3. Ask if the teacher left any lesson plan information in the office and the name of the administrator responsible for discipline and curriculum.
4. Discuss methods used in keeping appropriate attendance records.
5. Introduce yourself to the neighboring teachers of the classroom where you are assigned.
6. Once in your assigned classroom, greet students as they enter the room and set classroom expectations for classroom management purposes.
7. Follow the day's schedule and lesson plans prescribed by the regular classroom teacher. Fill-in activities are to be used only once the teacher's lesson plans have been completed. If the employee for whom you are covering has an assigned duty (café or bus duty), you will need to cover that duty.
8. At the end of the day, leave feedback for the classroom teacher.
9. Return any keys or items that were issued to you for the day.
10. Sign-out at the school office before leaving the school campus, and be sure to swipe out at the Kronos station.

QUICK TIPS:

- Arrive early
- Be flexible
- Use other teachers as a resource
- Maintain control of the classroom
- Be considerate of student's needs
- Have a backup plan
- Reward good behavior (not with food)
- Have fun and make sure students do, too
- Leave a note for the teacher at the end of the day

SCHEDULE ADHERENCE

Only accept job assignments where you can commit to the full schedule; substitute employees are expected to work the entire duration of the assignment (i.e. all dates and times specified in Red Rover). It is the substitute's responsibility to maintain correct information in Red Rover regarding personal information and daily availability.

The start and end time of each assignment is determined by the schedule of the person's absence you are covering. Please be sure to review and adhere to the appropriate start and end time of each assignment.

While punctuality is a necessity, you must immediately notify Substitute Services should an emergency occur and you cannot arrive in a timely manner. Substitute Services will notify the building administrator of your tardiness and estimated arrival time. You must also notify Substitute Services of your arrival time so your Red Rover assignment time can be adjusted accordingly.

Red Rover will provide a confirmation number for each accepted assignment. You must have your confirmation number before reporting to the school for your assignment.

The absent employee may also leave lesson plans attached to their absence in Red Rover. If no lesson plans are attached, please inquire with the office upon arrival to the building for lesson plans.

Please do not accept any assignment that is less than 3.5 hrs. in length. If you do, you will more than likely be removed from that assignment and expected to take another assignment that is 3.5 hours or greater.

Familiarize yourself with the locations of fire extinguishers, emergency exit routes, emergency call buttons, walkie talkies etc. When in an emergency, please follow the direction of the school principal or designee.

LESSON PLANS

The lesson plans of the absent employee should be followed in their entirety. In instances where there are no plans, substitutes are advised to be flexible and utilize the resources made available on the Substitute Services intranet site, www.ccssoh.us/Page/10651.

Another tip would be to partner with adjacent teachers to confirm what is being worked on in that grade.

If it is necessary to collect funds of any type from students, documentation is necessary. Create a list of the student names along with the monetary amount received. Unless instructed otherwise, the list and any monies collected should be turned into the school secretary at the end of the day.

SCHEDULING CONFLICTS & INCONVENIENCE PAY

In the event two employees report for the same assignment scheduled through Red Rover or, if a scheduling error occurs (i.e., wrong date), the Red Rover job confirmation number will be the deciding factor of who should fill the job. Substitute Services should be immediately contacted at 614-365-5080 and we will determine if the Substitute without the confirmation number can be moved to fill another available assignment or if they may be dismissed with inconvenience pay. Inconvenience pay can be denied if you reject any reasonable reassignment offer, regardless of profile preferences. If Substitute Services confirms that no other assignment is available, the substitute may be dismissed with pay (Sub Teachers four hours, Classified Subs two hours) for their inconvenience.

MINIMUM DAY WORK REQUIREMENT

All substitute employees are required to work a MINIMUM OF 35 DAYS during the school year. If this requirement is not met, your status will be updated from active to terminated and you will be prevented from reapplying the subsequent school year. You are required to notify Substitute Services via email should any event occur that would prevent you from meeting this requirement as soon as you are aware of said event (such as illness or change in circumstances).

TEMPORARY UNAVAILABILITY

Substitute employees may add their temporary unavailable dates in their Red Rover profile. If your unavailability will exceed ten working days, you must contact Substitute Services as soon as you are aware at 614-365-5080 or email to Subservices@columbus.k12.oh.us.

JOB ASSIGNMENT AVAILABILITY AND NOTIFICATION

Red Rover is available via app and text notifications 24 hours a day. Assignments are loaded in real-time so please ensure your contact information stays up to date to receive notifications of assignments in a timely manner.

DECLINES AND CANCELLATIONS

When an emergency or illness occurs after acceptance of an assignment, it is the responsibility of the substitute to cancel through the Red Rover system as soon as possible. Assignments must be cancelled by the substitute in Red Rover.

If this is a last-minute cancellation (within one hour of the start time of the assignment), Substitute Services must be contacted to cancel the assignment at 614-365-5080.

Substitutes are advised to review assignments on Red Rover for cancellations or reassignments daily or as often as possible.

INCLEMENT WEATHER

In the event of classes being cancelled due to inclement weather, a bulletin will be posted in Red Rover to alert you not to report to any assignment that day. You can watch for notification of school closures by tuning into your local TV or radio stations. Typically, a decision will be made prior to 6:30 a.m. regarding the closing of schools. If schools are closed, do not report for assignments. **You are entitled to calamity day pay if you are working in the same assignment the day before a calamity day, the day of the calamity, the day after the calamity day.**

KRONOS TIMECARDS

Always remember to review your timecards daily and weekly in Kronos, submitting any necessary corrections immediately. When corrections are submitted late, they will appear on a future pay check.

DRESS CODE

Appropriate attire is considered neat and professional in nature. Business casual dress standards are best as they reinforce ideas of leadership and foster respect from the student population while allowing you some comfort. The final decision regarding professional dress rests with the local school administrator.

Your clothing choices should set you apart from our student population. Inappropriate attire is identified as clothing that causes a distraction to other students, employees or causes a break in the normal flow of the classroom environment or creates an unsafe situation for the job being done.

Examples of inappropriate clothing choices: Halter tops, see through clothing, jeans with holes, T-shirts, thigh high or shorter shorts, spandex pants or leggings that are not considered pants, miniskirts, flip flops, hair bonnets and other types of casual clothing are not professional or appropriate for the classroom.

Face masks should not have any offensive imagery or wording.

PERFORMANCE EVALUATION

Substitute employees can be evaluated in areas of attendance which includes tardiness, leaving assignments early, not showing up at all, and overall work performance. These evaluations can reflect either unsatisfactory or exemplary performances.

Unsatisfactory evaluations could result in discontinuing your services to a specific location or removal of your name from the substitute roster. Formal evaluations of substitute teachers are not routinely done, but a performance report may be submitted at any time by a school administrator. Administrators who have concerns related to a substitute employee's performance must conference with the substitute in person, by telephone or written communication.

If a problem occurs, you are encouraged to work with the school administration in resolving the matter. If the problem is not resolved at the local school level, both parties may refer the problem to Substitute Services after the conference has been held. Three or more performance reports and/or placements on the "DO NOT USE" lists of

three or more schools within one school year could result disciplinary action up to and including termination.

NEVER LEAVE YOUR STUDENTS UNATTENDED.

JUVENILE INTERVENTION CENTER (JIC) AT 399 S. FRONT STREET

It is important to note that for this location specifically, **you MUST always wear your CCS employee photo ID badge at this location.**

For this location, there are strict guidelines against wearing blue jean or denim apparel of any kind including pants, skirts, and shirts. Sandals are also not permitted.

Parking is available at meters (for short time periods) near the courthouse on Fulton and Mound Street and in several nearby garages including the Courthouse's own garage located west of the building on Front Street. In general parking costs range from \$2 to \$8 based on length of stay and location. CCS does not reimburse parking costs for JIC assignments.

REPORTING CHILD ABUSE OR NEGLECT

In compliance with Local, State and Federal laws, you must report child abuse or neglect to the school administrator if you have cause to believe abuse or neglect has occurred. Persons making reports of alleged child abuse or neglect in good faith are immune from civil or criminal liability. If you suspect abuse and neglect, you are to immediately report your suspicions to the Principal, Assistant Principal, Counselor, Nurse, or School Social Worker as soon as it comes to your attention. You do not have to have proof that abuse has occurred. Suspicion or a report from another student is all that is needed. Please do not wait until the end of the school day to make your report. Do not question children if they disclose an issue to you, and do not contact parents concerning the student's report.

RECORDING STUDENT ATTENDANCE

Substitute teachers are responsible for the accurate accounting of each student's attendance

throughout the day.

Substitute teachers in elementary schools must take student attendance for their classes as directed by the principal or designee in accordance with district and state regulations.

Secondary schools maintain a system which accounts for students for each period of the day.

Students on field trips, under observation in school clinics, etc., are not counted absent as they are under the supervision of school staff members.

immediately report your suspicions to the Principal, Assistant Principal, Counselor, Nurse, or School Social Worker as soon as it comes to your attention. You do not have to have proof that abuse has occurred. Suspicion or a report from another student is all that is needed. Please do not wait until the end of the school day to make your report. Do not question children if they disclose an issue to you, and do not contact parents concerning the student's report.

STUDENT DISCIPLINE

You are expected to comply with the District discipline policies as approved by the Board of Education and the school site discipline plan for student behavior.

It is important to realize that classroom management is a first concern. Please ask for assistance when needed. If a student becomes unruly, follow building procedures to address behaviors. Utilize communication devices within the classroom. You may send a student to the office with a note explaining their behavior (confirm that they have gone to the office) or request an administrator to come to the classroom to assist. Under no circumstances should a classroom be left unsupervised!

Ask for the school's discipline policy and the discipline plan of the absent teacher.

When in doubt, seek help from other teachers at the same grade level (elementary or subject area secondary). Don't be afraid to ask for advice and support! Building good relationships with other staff members is crucial to your success. Together you can create a positive learning environment for students.

REPORTING CHILD ABUSE OR NEGLECT

In compliance with Local, State and Federal laws, you must report child abuse or neglect to the school administrator if you have cause to believe abuse or neglect has occurred. Persons making reports of alleged child abuse or neglect in good faith are immune from civil or criminal liability. If you suspect abuse and neglect, you are to

PROHIBITED PRACTICES

The following behaviors are prohibited as an employee of Columbus City Schools. Engaging in any of the actions described in this section will result in disciplinary action, up to and including termination of employment.

PHYSICAL AND VERBAL PUNISHMENT

Hitting, pushing, grabbing, pinching, shoving, throwing objects, pulling hair, scratching or using any other physical force is prohibited.

Refrain from touching students except in defense of yourself or other students.

Contact the building administrator to remove students who are seriously disruptive.

DO NOT LEAVE STUDENTS UNATTENDED!

Allegations of student abuse by a Substitute will be referred to Employee Relations for further action.

INAPPROPRIATE LANGUAGE

The use of profanity, slang, street language, sarcasm, and inappropriate remarks or comments is strictly prohibited.

VIOLATION OF CIVIL RIGHTS

Racial, sexual, ethnic or other types of slurs, insults, intimidation, harassment or other conduct directed toward another person's race, national origin, religion, age, gender, or handicap is prohibited.

SEXUAL HARASSMENT

Sexual harassment is a type of harassment involving the use of explicit or implicit sexual overtones, including the unwelcome and inappropriate promise of rewards in exchange for sexual favors. Sexual harassment includes a range of actions from verbal transgressions to sexual abuse or assault.

Do not provide special favors of any kind or befriend students or staff on social media accounts. You should not display physical affection to include, but not limited to, hugging, patting or rubbing on the back, etc.

VIOLATION OF STUDENT RIGHTS

It is your responsibility to see that student rights are not violated.

- No person, including law enforcement officers and parents, are allowed to question or interview students unless a school administrator is present.
- No person, including parents, are allowed to visit a classroom without approval from a school administrator.
- Students must have permission from the school office to leave campus.
- Students cannot be kept after school without a school administrator's permission.
- Notes and other communication must not be sent home to parents without permission from a school administrator.

INSUBORDINATION

Substitute employees are expected to comply with all reasonable requests or directive of the superintendent, designee, building administrators, or supervisor; the use of threatening language to supervisors.

NEGLECT OF DUTIES

- Sleeping during working hours and/or in a classroom.
- Not following the classroom directives outlined by the absent teacher.
- Reading non-instructional and/or inappropriate materials during working hours.
- Leaving classroom, building and/or campus without notifying administration.
- Leaving students unsupervised.

CELL PHONES

Do not use your cell phone during instructional time or in the presence of students. Place cell phone on vibrate or on silent while in the classroom.

INTERNET USAGE

Do not view or search any inappropriate web sites. Many are filtered to spam or are blocked by the District. However, some sites still pose a risk if used.

DRUGS AND ALCOHOL

Distributing, dispensing, possessing, selling, using or being under the influence of any illegal drugs, alcoholic beverages, or other intoxicants is strictly prohibited during working hours or on school premises is prohibited.

SMOKING

The Board of Education is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco use for both users and nonusers, particularly in connection with second hand smoke, are well established. Further, providing a non-smoking and tobacco-free environment is consistent with the responsibilities of teachers and staff to be positive role models for our students.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco or tobacco substitutes, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes, and other lighted smoking devices for burning tobacco or any other substance.

MISCONDUCT

Misconduct can be defined as causing harm that is either physical or verbal in nature to any person, during work hours on school grounds or personal disruptive conduct brought to the workplace. This includes statements or actions that are not in the best interest of the school system.

INTERPERSONAL RELATIONSHIPS

Becoming involved with and/or starting conflicts with any CCS staff or students in any way, or causing disruption to the overall school environment and climate could be subject to discipline.

MEDICINE

For Yourself:

If you are taking a prescribed medication that could affect your ability to perform the required duties of a substitute or keep students safe, please do not accept any assignments until you

are no longer using that medication.

MEDICINE

For Students:

All medication, including aspirin, must be administered by appropriate personnel in the clinic or school office. Students appearing to be ill should be sent directly to the principal's office or school nurse.

OFFERING FOOD AND DRINKS TO STUDENTS

Unless given specific permission from school administrators, it is not permissible to eat or drink in the presence of students (except water) or to offer food or drinks to students. Due to the nature of possible student allergies, distribution of any food or drinks is prohibited. If you wish to reward the students for good behavior, please distribute items such as stickers, pencils, erasers, etc.

DESTRUCTION OF PROPERTY

Unauthorized use of school property or the property of another school employee that results in its destruction.

FAILURE TO REPORT FOR AN ASSIGNMENT ON TIME

Substitute Services may call you after the normal start time of the school day to help support additional unfilled jobs. When you receive an assignment after the designated start time of the school day, you will have **45 minutes** after acceptance of the job assignment to report to the building.

DIVULGING CONFIDENTIAL INFORMATION

Student records and student information are considered confidential information. Divulging confidential information of any type is not permitted.

WEAPONS

You may not possess, use or display any firearm or object that may be considered a weapon while on campus.

ADVANCEMENT OF RELIGION

Federal law prohibits the advancement of religious beliefs in the classroom by praying, discussing religious beliefs with students or distributing religious materials to students.

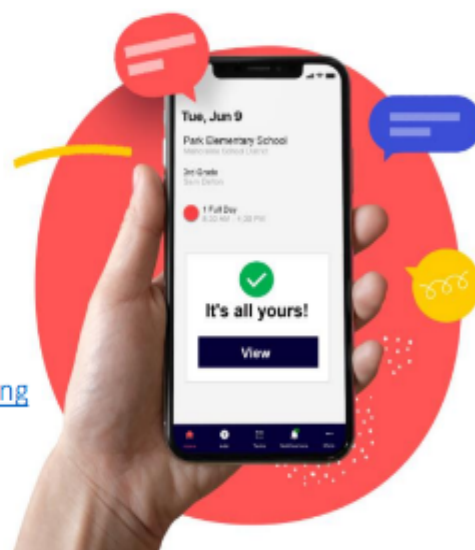


app.redroverk12.com

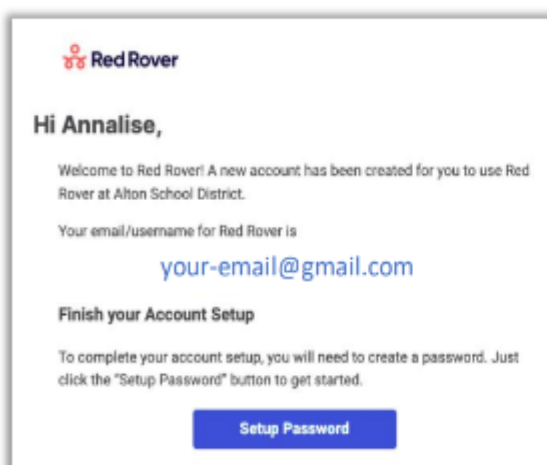
Substitute Quick Start Guide

Welcome to Red Rover, a sub placement system built with you in mind! This guide will show you what you need to know to find and accept sub assignments in Red Rover.

A video guide is also available at redroverk12.com/sub-training



Logging into Red Rover



To log in to Red Rover, your district will send you a system invitation email. When you receive your invite, click the blue **Setup Password** button. You'll be directed to the Red Rover website, app.redroverk12.com, to create a password.

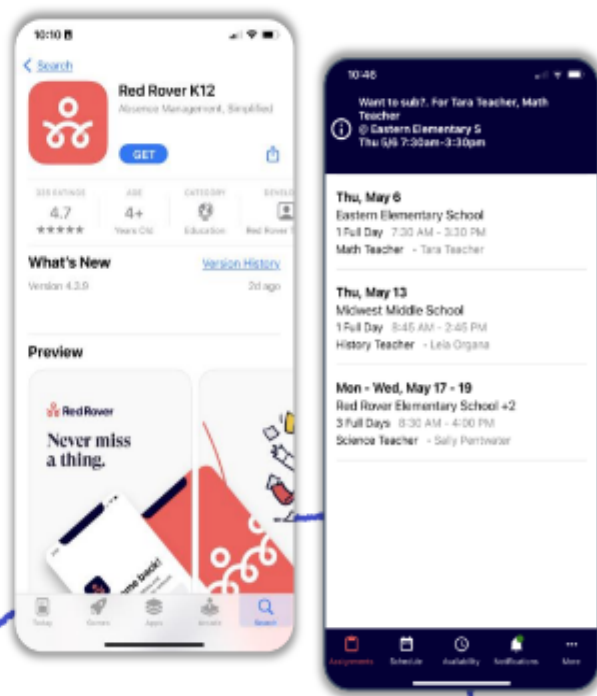
For future visits to the site or mobile app, you'll log in with your email address and password you created.

Accepting Sub Assignments

Red Rover makes finding and accepting sub assignments easy. You can accept assignments in three ways:

- On the Red Rover website
- Through the free Red Rover mobile app (*recommended*)
- Via Text message (*if you do not use the app.*)

For the best experience, download the *free* Red Rover app for Android and iOS. To download the app, go to the Google Play Store or the Apple App Store and search "Red Rover K12". Download the app **for free** and login using the same login credentials you created when you were invited by your district!



PAY RATES & LUNCH BREAKS

Substitute Type	Minimum Qualifications	Hourly Rate	Benefits Eligible
Non-Standard Substitute Teacher	Bachelor's Degree and Substitute License	\$18.00/hr	NO *
Standard Substitute Teacher	Bachelor's Degree and Teaching License	\$20.00/hr	NO *
Substitute Instructional Asst.	Associate's Degree (or higher) from an accredited institution of higher learning, or have at least 48 semester or 72 quarter hours from an accredited institution of higher learning, or pass the ParaPro exam.	\$20.04/hr	NO
Substitute Latchkey Instructional Asst.	Associate's Degree (or higher) from an accredited institution of higher learning, or have at least 48 semester or 72 quarter hours from an accredited institution of higher learning, or pass the ParaPro exam.	\$20.49/hr	NO
Substitute Instructional Asst. Special Education (SPED)	Associate's Degree (or higher) from an accredited institution of higher learning, or have at least 48 semester or 72 quarter hours from an accredited institution of higher learning, or pass the ParaPro exam.	\$20.92/hr	NO
Substitute Secretary	High School Diploma / GED and one year of office experience.	\$20.75/hr	NO
* Potential for higher rate of pay and benefits eligibility after 61 consecutive school days in the same assignment.			

Always check with Substitute Services before working or attending any activities outside of your regular scheduled assignment time.

An email from Building Administration is required to grant approval and or special permissions to perform work during time that students are not present.

All substitutes are required to take a lunch, lunches cannot be skipped or worked through to make up time.

WORK DAY AND LUNCH BREAK LENGTH

2025 2026	Substitute Type	Assignment Length	Work Day Length	Lunch Length
	SubTeachers	Full Day / Half Day	7 hrs. / 3.5 hrs	30 mins. / None
	Sub Secretaries	Full Day / Half Day	9 hrs. / 8 hrs. / 4 hrs.	1 hr. / 30 mins. / None
	Sub Instructional Asst.	Full Day / Half Day	9 hrs. / 8 hrs. / 4 hrs.	1 hr. / 30 mins. / None
	Sub Latchkey Instructional Asst.	Full Day	4 hrs.	None

SUBSTITUTE PAY RATES:

PAYROLL INFORMATION

GENERAL PAYROLL PROCEDURES

All employees are required to sign up for direct deposit via Employee Self Service (ESS). Your account information may need to be verified prior to the start of your direct deposit. The District will hold your paycheck after two payroll processing periods if you have not set up your direct deposit. You would then need to report to payroll to establish your direct deposit account. In some instances, your first two payroll checks may be a “live” check that will be mailed to your home address that should arrive on payday Friday.

New hire substitutes will automatically be enrolled for paperless pay stub. Your pay stub statement will be available for view on ESS early in the week before payday Friday. It is imperative that you add an email address to your profile in ESS so that you will receive all necessary updates.

****Please review your Kronos timesheet and pay stub statement before calling regarding discrepancies in your pay. If you still have questions or concerns after reviewing your information, please contact Substitute Services prior to calling payroll.**

UNEMPLOYMENT ELIGIBILITY

Substitute employees are NOT eligible to receive unemployment compensation from the end of the school year through the beginning of the next school year, as well as any customary vacations/recess periods during the school year.

Should a claim for Unemployment benefits be submitted for the vacation/recess period, a copy of the District’s reasonable assurance letter will be submitted to substantiate your ineligibility.



2025-26 PAYROLL SCHEDULE

REPORTING PERIODS		Due in		
From	Through	Payroll ***	Pay Dates	Notes
08/02/25	08/15/25	08/18/25	08/29/25	
08/16/25	08/29/25	08/29/25	09/12/25	
08/30/25	09/12/25	09/15/25	09/26/25	
09/13/25	09/26/25	09/29/25	10/10/25	
09/27/25	10/10/25	10/13/25	10/24/25	
10/11/25	10/24/25	10/27/25	11/07/25	
10/25/25	11/07/25	11/10/25	11/21/25	A*
11/08/25	11/21/25	11/21/25	12/05/25	
11/22/25	12/05/25	12/08/25	12/19/25	
12/06/25	12/19/25	12/19/25	01/02/26	
12/20/25	01/02/26	01/05/26	01/16/26	
01/03/26	01/16/26	01/16/26	01/30/26	
01/17/26	01/30/26	02/02/26	02/13/26	
01/31/26	02/13/26	02/16/26	02/27/26	B*
02/14/26	02/27/26	03/02/26	03/13/26	
02/28/26	03/13/26	03/16/26	03/27/26	C*
03/14/26	03/27/26	03/27/26	04/10/26	
03/28/26	04/10/26	04/13/26	04/24/26	
04/11/26	04/24/26	04/27/26	05/08/26	
04/25/26	05/08/26	05/11/26	05/22/26	
05/09/26	05/22/26	05/22/26	06/05/26	
05/23/26	06/05/26	06/08/26	06/18/26	D*
06/06/26	06/19/26	06/22/26	07/03/26	
06/20/26	07/03/26	07/06/26	07/17/26	
07/04/26	07/17/26	07/20/26	07/31/26	
07/18/26	07/31/26	08/03/26	08/14/26	
08/01/26	08/14/26	08/17/26	08/28/26	

DISTRICT APPROVED HOLIDAYS

Substitute Teachers who have reached benefits eligibility, commonly referred to as 61-day status, can receive holiday pay for the holidays listed below as long as the employee is in a paid status the day before and after said holiday.

Holiday	Observance
Labor Day	Monday, September 1, 2025
Wellness Week	Monday, November 24, 2025
Wellness Week	Tuesday, November 25, 2025
Wellness Week	Wednesday, November 26, 2025
Thanksgiving	Thursday, November 27, 2025
Thanksgiving	Friday, November 28, 2025
MLK Jr. Day	Monday, January 19, 2026
Spring Break	Friday, April 3, 2026
Spring Break	Monday April 6, 2026
Spring Break	Tuesday, April 7, 2026
Spring Break	Wednesday, April 8, 2026
Spring Break	Thursday, April 9, 2026
Spring Break	Friday, April 10, 2026
Memorial Day	Monday, May 25, 2026

JULY 2025							AUGUST 2025							SEPTEMBER 2025							OCTOBER 2025						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5						1	2											1	2	3	4
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
27	28	29	30	31			24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
							31																				

NOVEMBER 2025							DECEMBER 2025							JANUARY 2026							FEBRUARY 2026						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
						1		1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31							
30																											

MARCH 2026							APRIL 2026							MAY 2026							JUNE 2026						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7				1	2	3	4						1	2		1	2	3	4	5	6
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	28	29	30				
														31													

■ All Schools Closed for Staff and Students

■ First and Last Day of School for Students

■ Schools Closed for Students; Professional Development Day

■ Schools Closed for Students; Records Day

■ 30-Minute Early Dismissal

■ End of Quarters

■ First Day for Pre-K

■ First Day for Kindergarten

August 18-22	Professional Development Days <i>Students not in attendance</i>	Jan. 21	Records Day <i>Students not in attendance</i>
Aug. 25	First Day of School for Grades 1-12	Feb. 16	All Schools Closed <i>Compensatory Day for Parent Conferences</i>
Aug. 28	First Day of School for Kindergarten	Feb. 17	Professional Development Day <i>Students not in attendance</i>
Sept. 1	All Schools Closed - Labor Day	Mar. 13	End of Quarter 3
Sept. 4	First Day of School for Pre-K	Mar. 18	Records Day <i>Students not in attendance</i>
Oct. 17	Professional Development Day <i>Students not in attendance</i>	Apr. 2	30 Minute Early Dismissal
Oct. 21	End of Quarter 1	Apr. 3-10	All Schools Closed - Spring Break
Oct. 22	Records Day <i>Students not in attendance</i>	May 25	All Schools Closed - Memorial Day
Nov. 4	Professional Development Day <i>Students not in attendance</i>	May 28	Last Day for Students
Nov. 24-28 <i>Nov 26</i>	All Schools Closed - Wellness Week <i>Compensatory Day for Parent Conferences</i>	May 29	Records Day <i>Students not in attendance</i>
Dec. 19	30 Minute Early Dismissal	June 19	All Schools Closed - Juneteenth
Dec. 22-Jan. 2	All Schools Closed - Winter Break		
Jan. 16	End of Quarter 2		
Jan. 19	All Schools Closed - MLK Jr. Day		
Jan. 20	Professional Development Day <i>Students not in attendance</i>		

The 2025-2026 Columbus City Schools Academic Calendar is subject to revision due to emergencies created by severe weather, energy problems, or other public calamities that force the cancellation of classes.

JULY 2025

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST 2025

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

SEPTEMBER 2025

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER 2025

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER 2025

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

DECEMBER 2025

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY 2026

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 2026

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH 2026

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2026

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2026

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JUNE 2026

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

All Schools Closed for Staff and Students	Schools Closed for Students; Professional Development Day	30-Minute Early Dismissal	First Day for Pre-K & Kindergarten
First and Last Day of School for Students	Schools Closed for Students; Records Day	End of Quarters	Intersession

July 21-25	Professional Development Days <i>Students not in attendance</i>
July 28	First Day of School for Grades 1-5
July 31	First Day of School Pre-K & Kindergarten
Aug. 15	Professional Development Day <i>Students not in attendance</i>
Sept. 1	All Schools Closed - Labor Day
Sept. 30	End of Quarter 1
Oct. 1	Records Day <i>Students not in attendance</i>
Oct. 6-17	Intersession
Nov. 4	Professional Development Day <i>Students not in attendance</i>
Nov. 24-28 <i>Nov 26</i>	All Schools Closed - Wellness Week <i>Compensatory Day for Parent Conferences</i>
Dec. 19	30 Minute Early Dismissal
Dec. 22-Jan. 2	All Schools Closed - Winter Break
Jan. 5-9	Intersession
Jan. 16	End of Quarter 2
Jan. 19	All Schools Closed - MLK Jr. Day

Jan. 20	Professional Development Day <i>Students not in attendance</i>
Jan. 21	Records Day <i>Students not in attendance</i>
Feb. 16	All Schools Closed <i>Compensatory Day for Parent Conferences</i>
Feb. 17	Professional Development Day <i>Students not in attendance</i>
Mar. 13	End of Quarter 3
Mar. 18	Records Day <i>Students not in attendance</i>
Mar. 30-Apr. 2	Intersession
Apr. 3-10	All Schools Closed - Spring Break
Apr. 13-17	Intersession
May 25	All Schools Closed - Memorial Day
June 3	Last Day for Students
June 4	Records Day <i>Students not in attendance</i>
June 19	All Schools Closed - Juneteenth

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EMPLOYMENT VERIFICATIONS

**Buying a Home? Moving Into An Apartment?
Purchasing or Leasing a Car? Verifying Past Employment?**

Columbus City Schools utilizes **The WORK NUMBER** for verification of your employment or to obtain proof of your income.

You will need the following when calling in or having your potential creditor call in for employment verification:

- Employer Code (14232)
- Your SSN
- Your PIN (last 4 digits of your SSN plus your 4-digit birth year)

For special circumstance verifications or to have a form completed, contact Verifications through Human Resources.

Email: verifications@columbus.k12.oh.us

****Special requests are processed in the order they are received. ****

When completing a form/application that asks who your immediate supervisor is you will need to use the following:

COLUMBUS CITY SCHOOLS
Human Resources: Substitute Services
3700 South High Street
Columbus, OH 43207
614-365-5080

Visit www.theworknumber.com or call 1-800-367-2884.

EQUIFAX®

**THE WORK
NUMBER**

IMPORTANT LINKS

HR: hr@columbus.k12.oh.us

BENEFITS: benefitquestions@columbus.k12.oh.us

PAYROLL: payroll@columbus.k12.oh.us

DISTRICT CALENDARS:

<https://www.ccsok.us/site/Default.aspx?PageID=2704>

EMPLOYEE SELF SERVICE:

<https://columbus.munisselfservice.com>

EMPLOYMENT VERIFICATIONS:

verifications@columbus.k12.oh.us

KRONOS:

<https://secure.saashr.com/ta/6118865.login>

KRONOS TRAINING VIDEO:

<https://youtu.be/vll2anKtWQ8>

RED ROVER:

<https://app.redroverk12.com>





COLUMBUS
CITY SCHOOLS

SUBSTITUTE SERVICES

3700 South High Street

Columbus, OH 43207

614-365-5080

Subservices@columbus.k12.oh.us

The Columbus City School District does not discriminate based upon sex, race, color, national origin, religion, age, disability, sexual orientation, gender identity/expression, ancestry, familial status or military status with regards to admission, access, treatment or employment. This policy is applicable in all district programs and activities.