



SUBSTITUTE TEACHER HANDBOOK

RIVERSIDE UNIFIED SCHOOL DISTRICT

3380 14th Street
Riverside, CA 92501
www.riversideunified.org
(951) 788-7135





RUSD

RIVERSIDE UNIFIED
SCHOOL DISTRICT

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Department of Personnel-Leadership and Development
3380 Fourteenth Street
Riverside, CA 92501

Front Line Substitute Teacher System
Internet Website: app.frontlineeducation.com
Toll Free Phone Number: 1-800-942-3767

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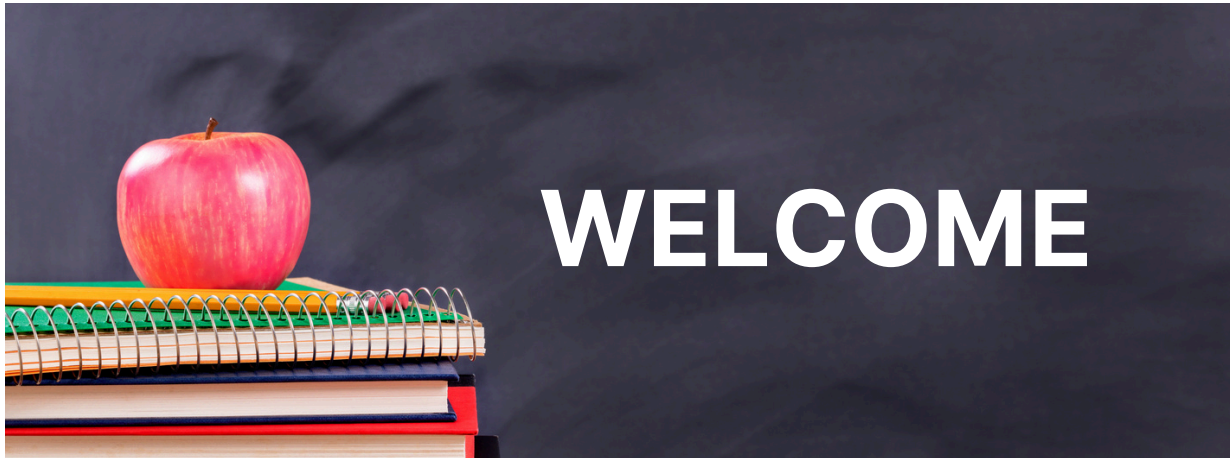
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STATE TEACHER'S RETIREMENT SYSTEM (STRS)

Please address questions concerning the State Teacher's
Retirement System to:
(951)826-6538
at Riverside County Office of Education



Welcome to Riverside Unified School District!

We're thrilled to have you as part of our team. As a substitute teacher, your role is essential—you help maintain learning, support students, and keep our schools running strong. What you do truly makes a difference.

We value your input and encourage you to share ideas that support student success and school improvement. Every site may be a little different, so don't hesitate to reach out to office staff, fellow teachers, or team leaders when you have questions—we're here to help.

Use this guide as a quick reference to support your work across our schools. And remember: if something's not covered, just ask.

Thank you for stepping in and stepping up. We're excited to support you on this journey!

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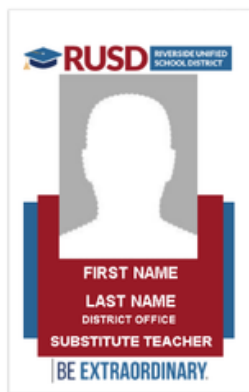
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GETTING STARTED

What's Next?

After you're approved to substitute teach by the Department of Personnel – Leadership and Development, you'll receive a welcome email from Frontline and an official RUSD ID badge. Be sure to wear your badge at all times while working at any RUSD site.

Your employee number will be listed on the back of your badge—this number is used to complete your time cards.



How do I receive my Personal Identification Number (PIN)?

Once all employment documents are complete, you'll receive a welcome letter from Frontline with instructions to create your personalized password. This letter will also include your ID number (your phone number) and your PIN.

Use your Username and Password to access Frontline online or through the app. Use your ID and PIN when using the Frontline phone system.

CREATE ACCOUNT



There are three ways that you can accept/decline jobs.

#1 – Through the Frontline Phone System 1-800-942-3767

Refer to your Substitute Quick Reference Guide to learn how to accept and decline jobs that the system offers you. When you accept a position, the system will give you a job number, the absent teacher's name, along with any other information you may need; be sure to write this information down. Remember you must have a job number to ensure that the job has been assigned to you.

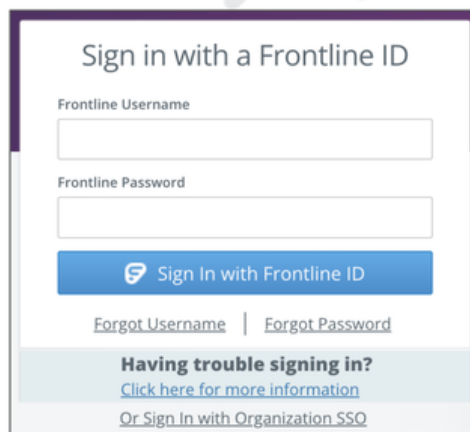
If the school site or an employee should ask you to come for a substitute assignment please let the school site secretary know so she can enter you in the substitute system and assign you to that job. **If the school site has not entered you into that position, you will continue to be called by the automated system because the system believes you are still available.** Job numbers are important in your employment with RUSD; without these job numbers periodic checks of your work history will not accurately record how often you have accepted work. This potentially could affect your continued employment with RUSD.



#2 – Through the Frontline Website:

The most preferred method of accessing the Frontline system is through the internet. The Frontline website is: app.frontlineeducation.com Refer to the “Substitute Quick Start Guide” for directions on how to accept or reject jobs on the internet.

Step 1: Log into Frontline



Sign in with a Frontline ID

Frontline Username

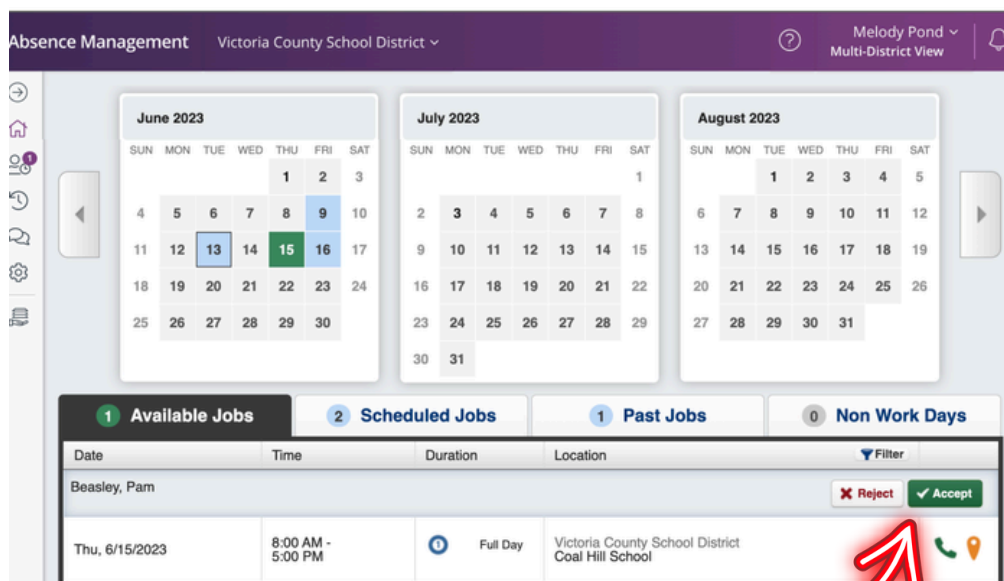
Frontline Password

 Sign In with Frontline ID

[Forgot Username](#) | [Forgot Password](#)

Having trouble signing in?
[Click here for more information](#)
[Or Sign In with Organization SSO](#)

Step 2: View Available Jobs



Absence Management Victoria County School District

Melody Pond Multi-District View

June 2023 July 2023 August 2023

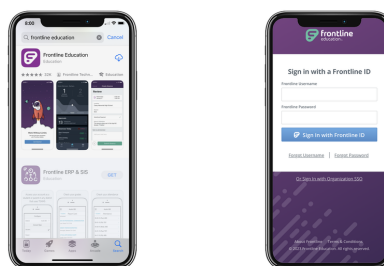
1 Available Jobs 2 Scheduled Jobs 1 Past Jobs 0 Non Work Days

Date	Time	Duration	Location	Filter
Beasley, Pam				
Thu, 6/15/2023	8:00 AM - 5:00 PM	Full Day	Victoria County School District Coal Hill School	 

Step 3: Click Accept

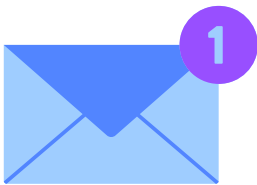
#3 – Through the Frontline Mobile App:

Access the app store on your mobile device and enter "Frontline Education" in the search bar. Press the Get or Install button and install the app. Once the download is complete, a welcome page will display. Press Get Started to proceed. The Sign In page then appears. Enter your Frontline ID account or use SSO and sign in.



Confirmation Email

Once you have accepted a position you will be sent an email with the job number and the details of the assignment. Make sure you keep this information for your records.



What time does the system call-out to the pool of substitutes to offer jobs?

The system’s “calling times” are:

Day of the Week	Today’s Jobs	Future Jobs
Weekdays	Starts at 5:00 am	4:00-9:00 pm
Saturdays	None	None
Sundays	None	4:00-9:00 pm
Holidays	None	4:00-9:00 pm



(You can manage or disable callout notifications by adjusting your settings in your Frontline account.

If a job goes unfilled, the system may still call you—even after the start time has passed. You may accept the job, but be sure to call the school site secretary to confirm it’s still needed. If it is, let them know when you’ll arrive.

If the job is no longer available, ask the secretary to release you from the assignment in the system. This will reopen your availability for other jobs that day.

Reminder:
Check assignment start and end times
before arriving to the school site.



REMINDER

Things you should know about the Frontline Substitute Management System

Credential and TB Clearance Renewal Reminders for Substitute Teachers:

Notification:

- The Frontline system will email you 90 days before your credential/permit or TB clearance expires.

Expiration & Renewal:

- You can find your expiration date on your permit/credential at www.ctc.ca.gov.
- 30-Day Substitute Teaching Permits are valid for one year from the issue date and must be renewed annually.

Responsibility:

- It is the substitute teacher's responsibility to renew their permit or credential.

Renewal Process (Online):

- 30-Day Substitute, Single Subject, Multiple Subject, and Special Education credential holders must renew through the CTC website.
- **After renewing, contact the district's substitute technician to confirm your update. Renewals are not automatically reported to the district.**

Timing:

- Begin the renewal process at least 30 days before expiration to avoid interruptions. You may not substitute if your credential has expired.

Career Substitute Permits:

- These must be renewed using a paper application through the Personnel-Leadership and Development Department.
- Contact the substitute technician for help with the process. Submit your application at least 30 days before the expiration date due to processing time.



Things you should know about the Frontline Substitute Management System

Renewing your (TB) Tuberculosis

- The expiration date of your TB test is 4 years from the date it was administered to you. This date can be found on the TB document given to you by the clinic or doctor where you had your test taken.
- The renewal of your TB clearance/questionnaire is the responsibility of the substitute teacher.



Renewal notification from the system

- If you have an expiring document (30 day permit, Credential) in your profile, the system will notify you 90 days in advance before your document expires and you will not be allowed to substitute once the expiration date has been reached.

Special instructions and multiple day jobs

- Remember to listen to special instructions, if any, when accepting a job. Teachers may leave important information and job requirements in the special instructions.
- If the system calls you for a job that is a multiple day absence, you must be able to substitute for **all** of the days required; not **some** of the days.

Lesson plan

- Follow Seating Chart
- Adhere to start and end times of assignment
- Review all instructions in lesson plan
- Lock and close up the classroom

Letters of Reasonable Assurance

- Each May, a letter of “**Intent**” or “**Reasonable Assurance**” is emailed to each substitute teacher’s email address via Informed K-12 notifying you that the District intends to utilize your services for the ensuing school year. It is **your responsibility** to **accept or decline** and submit to the Department of Personnel – Leadership & Development your Reasonable Assurance by the date indicated on the letter via Informed K-12. Failure to do so will serve as notification to RUSD that you no longer wish to remain as a substitute teacher for the next school year.
- If you do not receive a letter of intent or assurance by the end of May, it is your responsibility to call the Substitute Desk in the Personnel Department, to verify whether or not an error has occurred. You must have a valid ID card to be on any school site.
- **You must work a minimum of 27 days over the course of the school year in order to be offered “Reasonable Assurance” for the following school year.**



Late Arrivals and “No Shows”

- **Be sure** to call the school secretary if you cannot show up for a job you accepted from the system or if you are going to be late for a job. The secretary has the right to cancel you from a job and get another substitute if you are late **30 minutes** or more. The system will record that you were a “No Show” for the job in your profile in the system. The site will then have the option of writing a “Notice of Unsatisfactory Performance,” and request that you no longer substitute at their school site.



Canceling an Assignment

- If you are going to cancel an assignment, you must do so **at least 24 hours in advance**. Otherwise, the system will automatically schedule you for a “Non-Work Day” and you will not be able to accept any jobs that day.
- If you need to cancel an assignment in less than 24 hours, you must call the School Site or the Personnel Office.
- [Click this link for directions on how to cancel an assignment on Frontline.](#)



Changes to your Profile

A substitute teacher can modify the following items by logging into their account on the Frontline website (app.frontlineeducation.com) and choosing the “Preferences” tab at the top of the login screen:

1. **Phone Number:** This is the phone number that the system will use to call and offer you jobs as well as your ID number that you utilize to log in on the website.
2. **Email Address:** This is the email address that Frontline and the district will utilize to send you all of your notifications and correspondence, therefore it is essential that your email address is accurate.
3. **PIN number:** You can change your pin number to any 5 digit number.
4. **Selection of Schools:** You can select the schools that you would like to work at. All accounts will be initially set up for the substitute to work at all schools within the district. If you want to change this default setting you will need to change it by going to the “Schools” tab under preferences and then select the schools you would like to work at.
5. **Call Times:** The system will automatically set your schedule availability to our default setting of being available every day of the week. If you need to set a specific schedule you will need to change this by going to the “Call Times” tab under preferences and “edit” your daily schedule.



Setting Up Substitute Availability Schedule

- Under the tab “Non Work Days” in the middle of the home page you will have the ability to set your weekly schedule. You can exempt a single day, a recurring day or week/s at a time. Just go to this tab and set up your own personal substitute availability schedule.
- It is extremely important that you set up this schedule if you are not available because the system will continue to call you and offer you positions.



What if there is a problem with a substitute job?

Be Flexible. When you arrive at an assigned job and there is a problem with the job, please call the Substitute System Technician and we will try to accommodate you with another assignment, if at all possible. But remember to be flexible because there will be times when this will occur.

District policy specifies that the substitute teacher who has the job number assigned to them by the system is the substitute entitled to the job. This may be verified by calling the system technician.

If you are unable to report for an assignment, **immediately** call the system number or log in to the web site and cancel the job so that the system may begin calling for another substitute. Then call the school secretary to let her know you will not be in as planned. Remember when you accept a job we expect you to carry out that obligation and commitment and therefore you should only cancel jobs in case of an emergency or illness.

If an employee must cancel a job you are assigned to, the system will contact you by telephone and send an email to inform you of the cancellation. Please listen carefully to the system. The system will tell you the job is canceled then you must follow the prompts and accept notification of the cancellation. If you do not accept notification of the cancellation the system will continue to call you until you accept the cancellation.

Job Expectations

What is expected of me as a substitute teacher?

Professionalism

- Be on time and ready to start the day.
- Dress professionally and maintain a neat appearance.
- Follow all lesson plans left by the teacher- do not use your own.
- Maintain professional boundaries and do not share personal information.
- Do not use your phone during instructional time (free to use during lunch or breaks).
- RUSD is a smoke-free district—no smoking on campus or in parking areas.

Classroom Management

- Introduce yourself and review rules and expectations with students early.
- Use positive behavior strategies (e.g., praise, classroom call-backs, reward systems).
- Never yell, belittle, or use sarcasm with students.
- Do not leave students unattended.
- Call the office if additional assistance is required.

Instructional Duties

- Take attendance and verify or create your own seating chart, if needed.
- Assign work as directed, including student aides if applicable.
- Have backup activities in case lesson plans finish early.

Safety & Conduct

- Know and follow fire drill and dismissal procedures.
- Follow restroom and hall pass policies.
- Never administer medication or handle personal health issues.
- You are a Mandated Reporter, therefore, Report to Child Protective Services any signs of abuse or neglect towards a student immediately and if possible, inform the school's administration.
- Call the office for vomit or emergencies— Do not clean bodily fluids yourself.



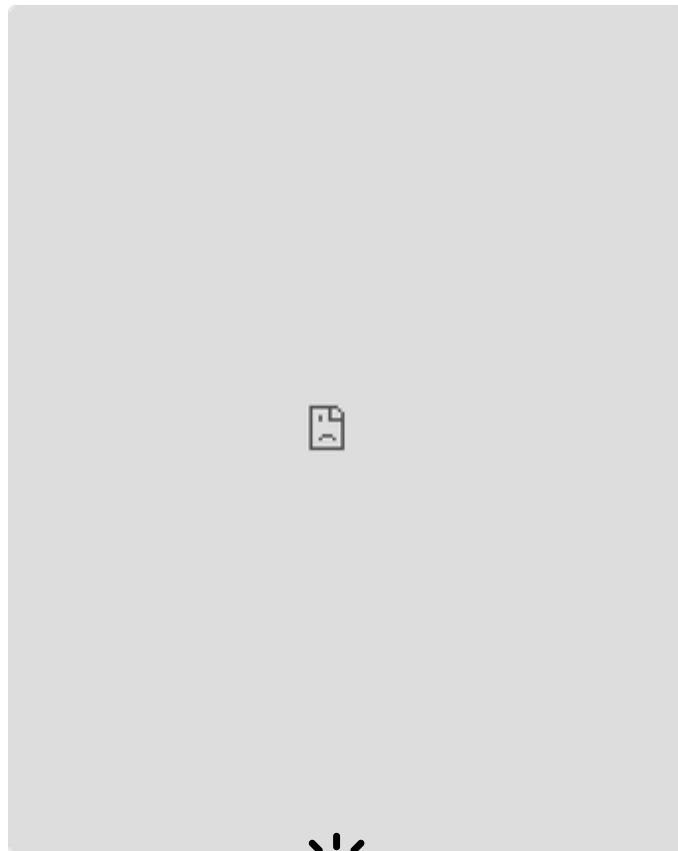
End of Day Responsibilities

- Leave a note for the teacher with updates and feedback.
- Return keys and materials to the office—do not take keys home.
- Check with the secretary about possibly continuing the assignment. Acceptance of pre- arranged assignments from the school secretary or a teacher is allowed, however, you must receive a job number assigned by the system, from the secretary or employee. You will receive an email notification from Frontline with the job number.
- Sign and date your time card and get a copy before leaving.

Important Don't's

- Don't throw things to get attention.
- Don't use computers or internet for personal use.
- Don't use or hand out food without checking for allergies (no peanuts!).
- Don't make parent contact regarding student health or academic issues.

**Open this link for a list of additional
“Dos and Don'ts for substitute teaching.”**





Electronic Communications & Professional Boundaries Reference: BP 4019.24(c)

As a substitute teacher, you are expected to maintain the highest standards of professional conduct. You must strictly adhere to the following electronic communication directives at all times:

Mandatory Communication Standards

- **Educational Purpose Only:** All electronic and verbal communications with students must be strictly professional and limited to legitimate educational purposes within the scope of your duties.
- **Use Official District Platforms:** When contacting students, you must use designated District email or ParentSquare. The use of personal accounts (personal email, personal phone/cell numbers) or personal social media is strictly prohibited.
- **No Private or Secret Contact:** Do not engage in personal or one-on-one contact with a student outside of official District platforms. If an exceptional circumstance arises, the student's parent and/or the school principal must be copied on the communication.
- **Ban on Disappearing Messaging Apps:** Under no circumstances are you permitted to communicate with students through media designed to eliminate traces or records of communication (e.g., Snapchat, disappearing texts).
- **Social Media Boundaries:** Do not follow, accept friend requests from, or connect with current students or non-adult former students on any personal social media platforms. Do not create or host unofficial online spaces/groups for students without prior written approval from the principal.
- **Group Messaging Guidelines:** Any digital communication sent to a student group, club, or class must be sent as a single broadcast to all participating members. Individual messages regarding private academic or medical matters must be explicitly copied to the school principal.

Consequences of Non-Compliance

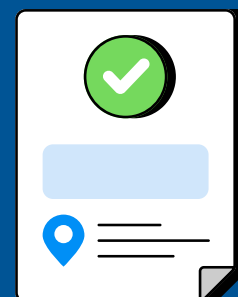
⚠ IMMEDIATE TERMINATION NOTICE: Adherence to these professional boundaries is a condition of your employment. Failure to follow these directives, or any unauthorized or inappropriate electronic contact with students, will result in immediate termination of your employment with the District.



YOUR FIRST DAY ON THE JOB

I've accepted a job...what's next?

When you accept a job offered to you by Frontline, write down the job number; absent teacher's name; and the place, date and time of the job. If notification of the job was received after the start time of the job, contact the school site to let them know you just received notification of the job and that you have accepted the job. Make sure that the school secretary still needs a substitute to come in for the job you just accepted. Let her know approximately how long it will take you to reach the school site.



What time do I report for the Job?

The time given by the Frontline system is your report and end time.

Remember: Be on Time! Be on Time! Be on Time!

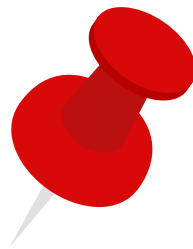
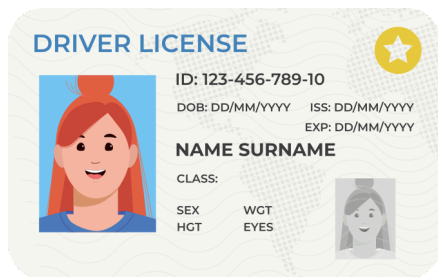
If you arrive 30 minutes or more late for an assignment the secretary has the right to cancel you from the job assignment and to schedule another substitute for the position.



Please be aware that you are being paid for the time you actually start the job. If you are **late for a job assignment you may be paid half-day pay** if the time you **actually starting** the job causes the job to be under 3 hours and 45 minutes even though the system gives an earlier start time. Please be prompt.

Who do I report to?

You will report directly to the principal's secretary. Be prepared to give her your ID, job number, and the name of the teacher you are substitute teaching for. Ask the school secretary about keys to the classroom and the lesson plan left by the teacher. Also, ask the secretary if there are any messages, bulletins, or notices in the teacher's mailbox you should know about. Do review the information, but **do not remove** the teacher's mail from his/her mailbox. After you have made contact with the school secretary, you will want to report to your classroom. The following information should be made available to you:



What should the absent teacher have available for me?

- Teacher should leave lesson plans, an extra roll sheet or class roster, and a seating chart.
- Teacher should leave answer keys to tests and worksheets.
- Teacher should leave notes as to where supplies (including paper), AV equipment, and teacher's edition textbooks are located to carry on the day's activities. Materials are usually left on the teacher's desk; or they can be left with the principal's secretary. If you cannot find specific materials, ask the students, they are usually your best resource, or ask another teacher for assistance. (Students are expected to come to class with all necessary supplies, but sometimes you may need to provide them with some supplies.)
- Teacher should provide a list of all extra duties, special duties, and responsibilities that are pertinent to the assignment of the regular teacher.
- Teacher should preview any movies or videos to be used and leave a synopsis for you.
- Teacher should leave information as to why some students might be missing (band, speech therapist, etc.) as well as a list of who goes where and when.
- Teacher should leave a list of students who have severe medical problems.
- Teacher should leave information regarding who rides which bus.
- Teacher should ask the substitute teacher to report beforehand to observe classroom instruction and routine when **long-term** absences are anticipated. Substitute teachers will be paid for this service. One (1) day is allowed to observe.

What should the school site make available to me?



- Site secretary should provide keys to the classroom.
- School sites should have information available about procedures in case of injury to students.
- School site should request a substitute to fill out a timecard at the beginning of the assignment, and have the substitute sign and date the time card before he/she leaves for the day. The school site will mail the time card to payroll for the substitute teacher giving a copy to the substitute teacher.
- School site should ensure that the substitute is following the teacher's lesson plan.
- School site should provide information for the substitute teacher to make contact with the regular teacher regarding future plans if the assignment is of an indefinite period.

What do I do before students arrive?

- Review the lesson plans carefully. Be sure to follow the planned assignments left by the teacher. Avoid going beyond the day's assignment. If the teacher did not leave a lesson plan, contact the school secretary or other office personnel to see if the teacher left lesson plans with them. If the staff does not have the teacher's lesson plan, ask if there is a team leader or peer teacher that you can share lesson plans with. As a last resort, ask if you may present your contingent lesson plans.
- Check for extra duties such as playground supervision, bus duty, etc.
- Review attendance and discipline procedures for that particular school site.
- Know and use your instructional aides, if present.
- Check lighting, ventilation, and emergency regulations.
- Write your name on the board.
- Check to see if the teacher left names of student helpers. They can be of value in taking attendance and other classroom routines. The student helpers enjoy this responsibility. Use them!

What do I do after students arrive?

- Start the class promptly.
- Introduce yourself to the class.
- Take attendance. You will need to send your attendance report to the school office at the required time of the day. For elementary level, take lunch count and report figures to the school office or cafeteria as required. Make necessary announcements to the class.
- Assume the same responsibility as the regular teacher for students, equipment, and assigned materials.
- Expect and require cooperative student responses
- All visiting adults, including administrators, should introduce themselves.

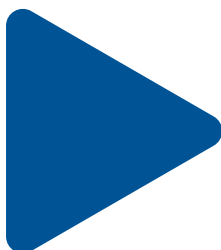
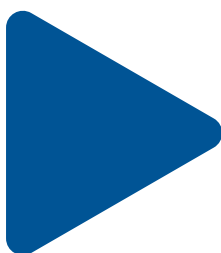
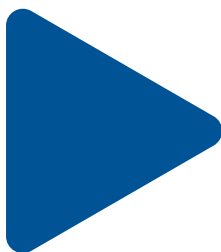
ATTENDANCE



What do I do at the end of the workday?

Leave a **Summary Report** for the teacher. You must leave a written report for the teacher explaining what happened in the classroom during his/her absence. The report should also include a summary of work accomplished or not accomplished and why, comments regarding student's behavior (positive/negative), and any other information the teacher will find helpful.

After the students have been dismissed at the end of the day, use your last 20 or 30 minutes to correct papers and clean the classroom. When on a secondary campus, use the conference period for this purpose. When you are finished, leave the lesson plans and teacher's report on the teacher's desk. Take the classroom key to the office. **Make sure you obtain a copy of your time card, in either electronic or hard copy format, from the school site secretary.**





STUDENT INFORMATION

What can students do and not do? -- Know Student Restrictions!

- Expect and require cooperative student responses
- Students should not leave the room without authorization or permission from the teacher. If this occurs, notify the office immediately.
- No student should leave the school without permission of the principal or school office personnel. Do not assume that an adult who comes to pick up a student is authorized to do so. **Check for a pass!** If a pass is not presented, send the person to the office for a pass. If the person does not cooperate, contact the office and/or teacher in the adjacent room.
- Students should not be allowed to move any heavy equipment.
- Students should not be in the classroom unless the teacher is present. Lock doors whenever you leave the classroom.
- Students are not allowed to use the paper cutter, particularly at the elementary level.
- Students should be under the supervision of a teacher at all times.





REPORTS

What is the Procedure for Reporting Accidents?

Promptly report accidents to the principal's office and fill out an accident report before leaving at the day's end.

Student Discipline and Classroom Management

As a substitute teacher, it's important to review and understand the Riverside Unified School District's Code of Pupil Discipline, located in the appendix of this handbook. Familiarity with both district policies and classroom expectations established by the regular teacher will help you create a positive and productive learning environment.

Establishing clear expectations and gaining students' attention before beginning any activity is essential—regardless of student age. A firm, fair, and consistent approach typically earns students' respect and cooperation. Being pleasant yet structured, keeping students actively engaged with meaningful content, and presenting lessons in an engaging way are effective strategies to minimize classroom disruptions.

Should disciplinary issues arise that you are unable to resolve, notify the principal or assistant principal immediately. Early intervention is key—please do not allow situations to escalate.

Most discipline matters can be addressed through respectful, clear communication. When students understand what is expected and feel heard, problems are often avoided. **Physical force and the use of inappropriate or belittling language are strictly prohibited.**

All serious disciplinary actions will be handled by a site administrator. If you believe parent contact or a parent conference is necessary, please consult with the administrator in charge of discipline beforehand.

Finally, if you need to confiscate any items from students during the day, please turn them in to the school office before checking out.

SUBSTITUTE TEACHER SALARY INFORMATION

(Effective 7/1/2022)

Pay rates are established each year by the Board of Education.

Daily Rate

- | | |
|-----------------------------------|------------------------------|
| ● 30 Day Substitute Permit | \$200.00 (\$100.00 half day) |
| ● 60 Day Career Substitute Permit | \$210.00 (\$105.00 half day) |
| ● Credentialed Substitute | \$210.00 (\$105.00 half day) |

Long Term Rate (after 20th consecutive day).

- | | |
|--|--------------|
| ● 30 Day Substitute Permit | \$250.00* |
| ● 60 Day Career Substitute Permit | \$250.00* |
| ● Credentialed Substitute | \$250.00* |
| ● <u>Hourly Pay</u> - 30/60 Day Substitute Permit and Credentialed Substitute | \$30.00/Hour |



Definitions:

- **30 Day Substitute Permit:** The Emergency 30-Day Substitute Teaching Permit authorizes the holder to serve as a day-to-day substitute teacher in any classroom, including preschool, kindergarten, and grades 1-12 inclusive, or in class organized primarily for adults. The holder may serve as a substitute for no more than 30 days for any one teacher during the school year, except in a special education classroom, where the holder may serve for no more than 20 days for any one teacher during the school year.
- **60 Day Career Substitute Permit:** The Emergency Career Substitute Permit authorizes the holder to serve as a day-to-day substitute teacher in any classroom, including preschool, kindergarten, and grades 1-12 inclusive, or in classes organized primarily for adults. The holder may serve as a substitute for no more than 60 days for any one teacher during the school year, except in a special education classroom, where the holder may serve for no more than 20 days for any one teacher during the school year. The permit is valid for one year and is renewable.

Definitions: (continued)

- **Credentialed Substitute:** This substitute has a valid teaching credential. Examples: Multiple Subject, Special Education Mild/Moderate, Single Subject English
- **Hourly Pay:** Substitute hired to provide intervention support/small group instruction, impact substitutes, substitutes hired to assist one-on-one students, substitutes hired to fill in for paraprofessional assignments. **Hourly Pay assignments are Not eligible for long term pay (20 or more consecutive days).**

What is considered a full-time substitute workday?

A full-day is considered 7.5 hours which includes your lunch break. A Preschool Teacher's full-day is 8 hours per day. The start and end times given by the automated system (Frontline) includes time before and after the student's start and end times for preparation and cleanup of the classroom at the elementary level. Secondary level has time added before the student's start time for preparation and cleanup of the classroom. If your assignment ends before 7.5 hours, you must contact the site administrator or secretary to see if there are any other duties for you to perform. **It is not permissible for you to leave before the end of the 7.5 hour assignment.** If it is an early release day you are still obligated to stay the entire time; talk to the principal's secretary if you need an assignment during this time.

What is considered a part-time substitute workday?

A **part-time assignment is three hours and forty-five minutes or less and that time does not include the lunch break.** This is a "duty free" lunch period and is not counted as time served. Half-day for Preschool Teacher's is 4 hours or less. The half-day assignment does not include the additional time before and after the students' start/end times for preparation and classroom clean up. The substitute must remain on campus for either the one-half day (3 hours and 45 minutes) or the full day (7 hours and 30 minutes).



Secondary Assignments and Prep Periods

If you accept an assignment at a high school or middle school you may be asked to substitute in another class during the regular classroom teacher's "Prep period." Due to the fact that you are not the regular classroom teacher you are not entitled to this prep period. Therefore, if you are asked to cover another class or do an alternate assignment during this designated "prep period" you must cover this assignment.

Expectations for Early Release Days

Every Wednesday is an early release day in our district. Since a full day is considered 7.5 hours you may be asked to complete an alternate assignment after the students leave in order to complete your entire 7.5 hours of work time. If you accept a position on an early release day you must be willing to complete the alternative assignment. The assignment could range from covering during the after school HEARTs or Prime Time program, to copying, filing, working in the library, or any other assigned task by the school site.

Evaluation - How am I doing?

Remember that your actions, your behavior, your manner, and your professionalism all reflect upon your ability to be a successful classroom substitute teacher and/or permanent teacher. Keep in mind that someone is always observing your work as a substitute teacher, whether it is the students, other teachers or the secretary at the school site. Remember to act in a professional manner at **all times**. Being repeatedly requested by the school is, of course, one of the best evaluations you can have.

Disciplinary Procedure – What is the process for substitute teacher disciplinary action?

If a school site determines that a substitute teacher's performance is unsatisfactory, the site will notify the Personnel Department by submitting a ***Notice of Unsatisfactory Performance by a Substitute Teacher*** form.

Upon receiving this notice, the Personnel Department will review the submitted documentation and send a formal letter to the substitute teacher's home address outlining the reported incident.

Please note that the school site reserves the right to restrict or exclude a substitute from returning to their campus. The Personnel Department does not conduct further investigation beyond the information provided by the site.

Substitute teachers are not entitled to a copy of the original notice submitted by the school site, nor to additional follow-up or investigation by the district.



DISCIPLINE

Under no circumstances shall a substitute teacher directly contact any school site staff member regarding disciplinary action taken by the school site. All disciplinary procedures are handled through the Personnel Department and all correspondence shall be directed to the appropriate administrator in the Personnel Department. Please contact the Personnel Administrator if you have any questions regarding this procedure.

If the Personnel Department receives *3 Notice of Unsatisfactory Performance by a Substitute Teacher*, **the substitute teacher may be terminated** from employment with Riverside Unified School District. If an incident was deemed egregious, a substitute teacher may be terminated for the first offense. A written letter of termination will be mailed to the substitute teacher's home address indicating a termination date.

As a substitute employee you are an “at will” employee, which means that you may be released at any time, for any or no reason at all. If the Riverside Unified School District should receive three Notices of Unsatisfactory Performance, you may receive a letter of termination. The notices do not have to be within the same school year, it is throughout your entire employment with RUSD.

TYPES OF SUBSTITUTE TEACHING ASSIGNMENTS

What types of substitute assignments are there?

Substitute teacher positions are classified as:

- Short-Term-30-days for the **same** teacher in one school year (not consecutive days)
- Long-Term-20 days consecutive for the **same** teacher in one school year. (Must be approved by the Personnel Department prior to the assignment.)

What is considered a short-term assignment?

Short-term assignments are daily assignments. Emergency 30-Day Substitute Permit *“authorizes the holder to serve as a day-to-day substitute teacher in any classroom; preschool, kindergarten, and grades 1-12 inclusive; or in classes organized primarily for adults within each county in which the permit is registered provided the employing agency has a completed Statement of Need on file for the school year. During the school year the holder may serve as a substitute for no more than 30 days for the same teacher, (not consecutive days) except in a special education classroom, where the holder may serve for no more than 20 days (not consecutive days) for the same teacher in one school year.* This requirement is set by the State of California Commission on Teacher Credentialing. (Education Code §80025)

What is considered a long-term assignment?

A need for a long term assignment is established by the school site. When a substitute teacher is asked by the school site to work twenty days consecutively for the same teacher in one school year it is considered a long term assignment. A school year is defined as July 1 through June 30. Long term pay is retroactive to the first day of the assignment. This long term assignment must be pre-approved by the Personnel Department.

The process to substitute in a long term assignment is as follows: The school site notifies the Personnel Department regarding the substitute teacher they would like to use for their long term assignment. The Personnel Department will make sure that the substitute qualifies for the position and handles all the paperwork necessary to perform the long term assignment for the substitute teacher. The Personnel Department will then notify the school site and the substitute teacher.

When a substitute teacher is sent to a school for a long-term assignment, the substitute should continue to report until he or she is notified by the school site that their services are no longer required at that school for that particular assignment. The school site should enter a job in the system for the assignment. The school site should check the system to make sure that your long-term assignment has been discontinued in the Frontline system when the assignment has been completed.



What is considered a long-term assignment?(continued)

Substitutes in long-term assignments are expected to follow the rules and expectations of the site administrators as set forth for regular teachers, including assigned supervisor duties. The school principal will be responsible for outlining the substitute teacher's duties. For long-term assignments, the teacher should leave information for the substitute teacher to make contact with the regular teacher regarding future plans, if the assignment is indefinite.

The teacher should ask the substitute teacher to report beforehand to observe classroom instruction and routines if the job is for a long-term absence. Substitute teachers will be paid for this service. One (1) day is allowed to observe in the classroom.



What is a Career Substitute and how do I become one?

To qualify as a Career Substitute Teacher, a substitute teacher must have served with the District for a minimum of 90 days each year for three consecutive years. A school year is defined as July 1 through June 30.

To inquire regarding qualification as a Career Substitute please send a written request to the system operator in the Personnel Department asking to be considered as a Career Substitute. The Personnel Department will contact Payroll to check your records of days worked. If you qualify, you will be asked to bring in a money order, payable to "CTC" and fill out paperwork for the Career Substitute Teaching Permit.

After you qualify and have applied for the permit, you will receive \$210.00 per day instead of the daily rate of \$200.00 per day.

Substitute teachers with a Career Substitute permit may substitute 60 days for the same teacher in one school year.

In order to maintain your Career Substitute Permit you must continue to work a minimum of 90 days each school year, otherwise this permit will not be renewable.

TYPES OF SUBSTITUTE TEACHING ASSIGNMENTS (CONTINUED)

Teacher Absence

This assignment involves covering for a teacher who is absent.

- Compensation: Substitute Daily Rate (see page 23 for details)

Certificated Vacancy

This assignment covers a classroom where a permanent teacher has not yet been hired.

- Compensation: Substitute Daily Rate (see page 23 for details)



Rover- Teacher

Rover Teachers provide short-term classroom coverage throughout the school day, typically releasing teachers for meetings such as SSTs, IEPs, and planning sessions. A Rover may work with multiple teachers during the day.

- Compensation: Substitute Daily Rate (see page 23 for details)
- **Note: Rover-Teacher assignments are not eligible for long-term pay, as they do not cover a single teacher's absence or a vacant teaching position.**



Certificated Site Support

These flexible assignments may include a variety of support tasks such as:

- Providing intervention or small group instruction
- Serving as a test proctor
- Assisting on field trips
- Supporting classrooms as needed
- Compensation: Substitute Hourly Rate (see page 23 for details)
- Note: These assignments are not eligible for long-term pay, as they do not cover a teacher absence or vacancy.



CREDENTIAL INFORMATION

30-Day Substitute Teaching Permit

A 30-day sub teaching permit “authorizes the holder to serve as a day-to-day substitute teacher in any classroom, including preschool, kindergarten, and grades 1-12 inclusive. During the school year the holder may serve as a substitute for no more than 30 days for any one teacher, except in a special education classroom, where the holder may serve for no more than 20 days for any one teacher.” (Education Code §80025.1) This permit is **active for one year** and must be renewed before the substitute may continue to work. It will be the substitute teacher’s responsibility to renew the permit when required. Working beyond 30-days for the same teacher in one school year is not allowed per the Commission on Teacher Credentialing (CTC).

You must renew this permit by:



1

Accessing the Commission on Teacher Credentialing website at www.ctc.ca.gov.

2

Follow the steps outlined on the Commission home page.

3

Please note that the processing time to renew your permit by the Commission takes a minimum of 10 working days. Therefore, you need to renew your permit at least **30 working days before your permit expires**. If your permit is expired you will **not** be allowed to take any further substitute assignments.

4

It is the substitute’s obligation to call the Personnel Department to let them know when your new permit has been granted and renewed by the Commission on Teacher Credentialing (CTC). The district is not notified by the CTC that you have renewed your permit.

PAYROLL/CREDENTIAL INFORMATION

Time Cards

The school site secretary will send your electronic time card to Payroll for you. Time cards received after the Payroll due date will have the payment deferred until the following month's payroll. The last day of the pay period is between the 5th and the 10th of each month. [Click on this link for the payroll schedule.](#)



Deductions

It is necessary for the substitute teacher to furnish the Payroll Department with a withholding exemption certificate (W-4). Federal and state income tax will be deducted according to established schedules. If you are a member of the State Teacher's Retirement System (STRS), you will have Retirement and Medicare deducted from your monthly check. If you are not a member of STRS, you will have Social Security and Medicare deducted from your monthly check.

Employment of Retired Teachers

STRS retired personnel may be employed as substitute teachers, however, they cannot earn more than the amount designated by STRS as a substitute teacher in the same fiscal year. Check with Riverside County Office of Education - Fiscal Services Department regarding the current maximum allowable earnings.



Retirement Contributions

Substitute teachers are made members of the State Teachers Retirement System (STRS) if they perform 100 or more complete days of service during the school year for one employer (district). Once a substitute teacher has elected to be in STRS, either in Riverside Unified or another school district, they must elect STRS in any other school district in California they become employed with. "Once a member, always a member."

Retirement Contributions, cont.

Retirement contributions are deducted through the payroll procedure. A substitute teacher can elect to be a member of STRS without waiting 100 days. The substitute teacher must request this option. You are vested in STRS after five years of service is accumulated.

If you were a previous member in STRS and withdrew funds, you can repay those funds with interest and receive past service credit. (This is done through STRS and not the District.) All services performed while a member of STRS can be eligible service for retirement. Those who terminate teaching service in the State of California may request a refund of contributions or leave the money to collect interest. If you plan to return to teaching in California, it may be best to leave the funds in STRS. Check with your financial advisor.

Those substitute teachers who are also members of the Public Employees Retirement System (PERS) can also become members of STRS if they qualify by teaching the 100 days in any school year. Those employees in PERS can remain in PERS if so desired. It is possible to retire from both systems with a minimum of five years of service in each system.

Healthy Workplace/Healthy Families Act (AB 1522)

Paid Sick Leave Law for Certificated and Classified Substitutes

- A substitute who, on or after January 1, 2024, works in California for 30 or more days within a year from the beginning of employment is entitled to paid sick leave.
- Paid sick leave accrues at the rate of one hour per every 30 hours worked, paid at the substitute's regular wage rate. Accrual shall begin on the first day of employment or January 1, 2024, whichever is later.
- Accrued paid sick leave shall carry over to the following year of employment and will be capped at 80 hours or 10 days. However, the substitute is limited to utilizing a maximum of 40 hours or 5 days per anniversary year.
- The substitute must have been offered and accepted a substitute assignment in order to utilize their accrued sick leave for the specific day/s.

Exemptions

- PERS retired members who return to work as a substitute are exempt and not entitled to this sick leave benefit.



Usage:

- A substitute may use accrued paid sick days beginning on the 90th day of employment.
- An employer shall provide paid sick days to a substitute for the following reasons: for themselves or a family member for the diagnosis, care or treatment of an existing health condition or preventive care, or specified purposes for an employee who is a victim of domestic violence, sexual assault, or stalking.
- Substitute's sick leave must be used at a minimum of 2 hour increments of time, unless the assignment is under 2 hours.

How Does a Substitute Record Their Use of Paid Sick Leave in Frontline?

- The substitute must first accept an assignment and write down the job number.
- The substitute **must use the on-line Frontline system (only)** to “cancel” the assignment and choose **“Sick - Paid Leave”** from the drop down menu of cancelation reasons.

Banner, Robert Physics Professor Report to: Main Office CONFIRMATION #258396806 ✕ Cancel

Thu, 5/11/2017	6:00 AM - 3:00 PM	1 Full Day	Victoria County School District Victoria County Community Schools	
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Cancelling Job

Are you sure you want to cancel job #189039455?

Choose a Cancellation Reason (optional)

None Selected

None Selected

Other - Non-Paid

Sick - Unpaid Leave

Sick -Paid Leave

No

✕ Yes, Cancel Job

- Then the substitute **must create a “Non Work”** day for the date and time that the assignment was for.

6 Available Jobs	3 Scheduled Jobs	5 Past Jobs	2 Non Work Days
------------------	------------------	-------------	-----------------

This list shows non-work days for the past 30 days. View more by clicking the History tab

➕ Add Non-Work Day

Date	Time	Reason	
Fri, 4/11/2014	All Day		✕ Remove
Fri, 4/25/2014	All Day		✕ Remove

- In the “Reason” section of the non-work day you must **record the job number and type in “Paid Sick Leave.”**

- This will allow the substitute to be paid for that day using their accrued sick leave time.

- You have to cancel the assignment at **least 2 hours before it begins** otherwise the system will not allow you to cancel, and you will not be able to utilize your sick leave.

EXAMPLE

Add Non-Work Day

Date: 4/1/2014

Repeat: ☐

From: All Day ☒

to:

Reason:

Cancel Save

Reason: Conf # 132200697; Paid Sick Leave

- **It is the substitute’s obligation to record their sick leave in this manner. Failure to do so will result in the substitute not being paid sick leave for that absence.**

- Remember, if the substitute does not have sufficient time in their sick leave balance they will only be paid for the amount of time that they have accrued.

- Substitutes will be notified of their sick leave balance and usage on their monthly pay stubs.

- It is **the substitute’s responsibility** to make sure that they have a sufficient amount of sick leave available when utilizing this option in the Frontline system.

- If your absence is for more than one day during a multi-day assignment **and you want to use a paid sick leave day** you must contact the school site principal’s secretary to do this for you because Frontline will not allow you to cancel on a multi-day assignment.

Education Codes Regarding Student Suspension and/or Expulsions

EC 48900 - Suspension and Expulsion; Hazing

A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

(a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.

(2) Willfully used force or violence upon the person of another, except in self-defense.

(b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object,

unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.

(c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the

Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.

(d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.

(e) Committed or attempted to commit robbery or extortion.

(f) Caused or attempted to cause damage to school property or private property.

(g) Stolen or attempted to steal school property or private property.

(h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but

not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.

(i) Committed an obscene act or engaged in habitual profanity or vulgarity.

(j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.

(k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.

(l) Knowingly received stolen school property or private property.

(m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

(n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.

(o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

(p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

(q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means

a method of initiation or pre-initiation into a pupil organization or body, whether or not the

organization or body is officially recognized by an educational institution, which is likely to

cause serious bodily injury or personal degradation or disgrace resulting in physical or mental

harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does

not include athletic events or school-sanctioned events.

(r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an

electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically

toward a pupil or school personnel.

(s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:

(1) While on school grounds.

(2) While going to or coming from school.

(3) During the lunch period whether on or off the campus.

(4) During, or while going to or coming from, a school sponsored activity.

(t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

(u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.

(v) A superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a pupil subject to discipline under this section.

(w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

Education Code 48900.2 - Suspension for sexual harassment

In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5.

For the purposes of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.

Education Code EC 48900.3 - Suspension for hate violence

In addition to the reasons set forth in Sections 48900 and 48900.2, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233.

Education Code 48900.4 - Suspension and expulsion

In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment



Education Code 48900.5 - Suspension

Suspension shall be imposed only when other means of correction fail to bring about proper conduct. However, a pupil, including an individual with exceptional needs, as defined in Section 56026, may be suspended for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.

Education Code 48900.6 - Community Service; disciplinary action

As part of or instead of disciplinary action prescribed by this article, the principal of a school, the principal's designee, the superintendent of schools, or the governing board may require a pupil to perform community service on school grounds or, with written permission of the parent or guardian of the pupil, off school grounds, during the pupil's non-school hours. For the purposes of this section, "community service" may include, but is not limited to, work performed in the community or on school grounds in the areas of outdoor beautification, community or campus betterment, and teacher, peer, or youth assistance programs. This section does not apply if a pupil has been suspended, pending expulsion, pursuant to Section 48915. However, this section applies if the recommended expulsion is not implemented or is, itself, suspended by stipulation or other administrative action.

Education Code 48900.7 - Suspension and expulsion

(a) In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both.

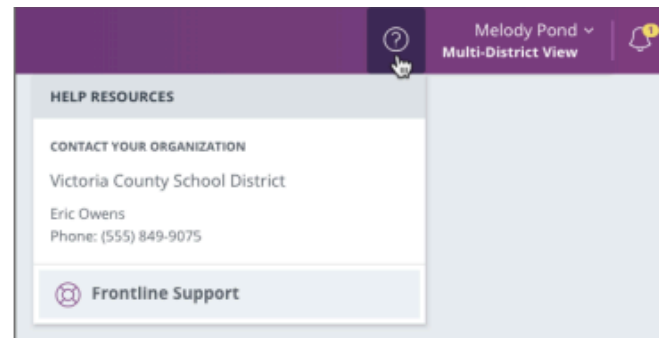
(b) For the purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

Substitute QuickStart Guide



GETTING HELP AND RESOURCES

If you have questions, click **Help Resources** in the top purple bar of your application. View your Organization Admin's contact details or select **Frontline Support** to access learning resources.



MOBILE OPTIONS

Mobile App

You have access to the Frontline Education mobile app. This *free* app provides increased accessibility to job alerts and other job acceptance tools. Search "Frontline Education" via the app store to download it and use your system username and password to sign in.

Call Options for Absence Management

To call, dial **1-800-942-3767**. You will be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

If an available job has not been filled by another substitute two days before the absence is scheduled to start, the system will automatically begin to call substitutes and try to fill the job.

When the system calls you, be sure to say a loud and clear "Hello" after answering. It will call about one job at a time, even if you are eligible for other jobs. You can always call in to hear a list of *all* available jobs.

When You Call into Absence Management

- Find available jobs – **Press 1**
- Review or cancel upcoming jobs – **Press 2**
- Review or cancel a specific job – **Press 3**
- Review or change your personal information – **Press 4**

When Absence Management Calls You

- Listen to available jobs – **Press 1**
- Prevent Absence Management from calling again today – **Press 2**
- Prevent Absence Management from ever calling again – **Press 9**
- If interested in available jobs – **Press 1** and enter PIN, followed by the # sign

ADDITIONAL RESOURCES

Sign in and search for the following topics in the Learning Center for next steps:

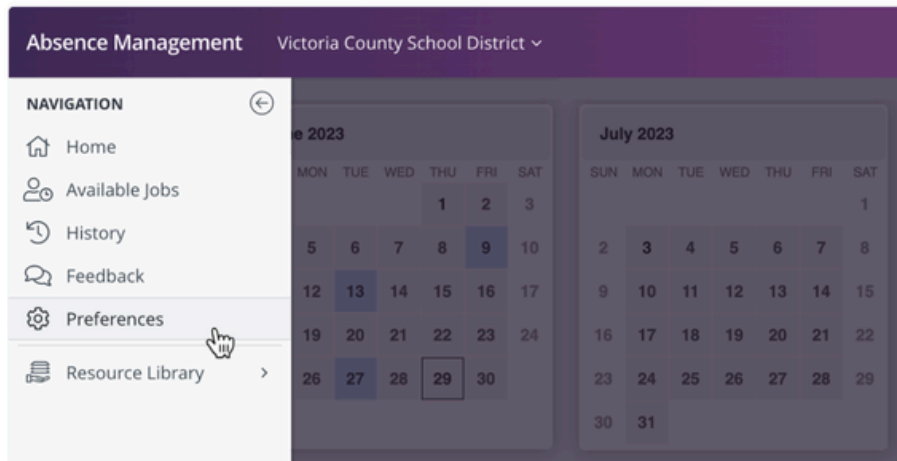
• Getting Started	• Popular Questions	• Frontline Mobile App
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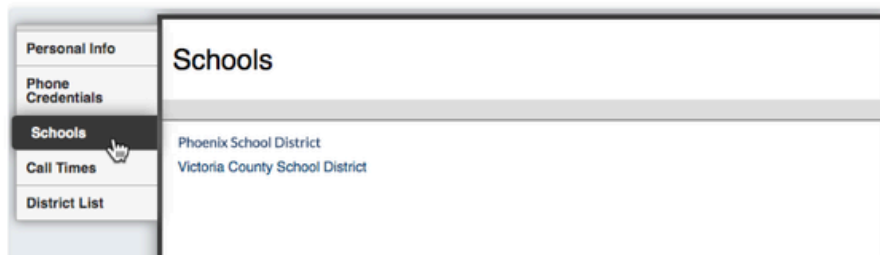
Choosing Preferred Schools



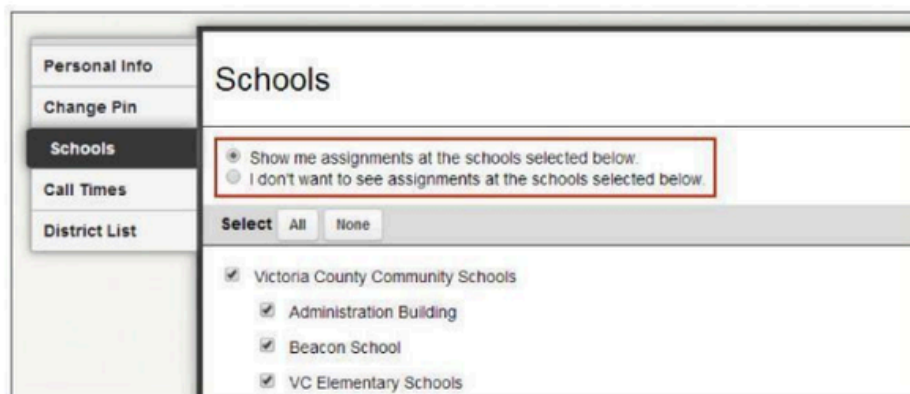
To manage your list, select the **Preferences** option in the side navigation.



Next, select **Schools** in the side bar and choose a district, if applicable.



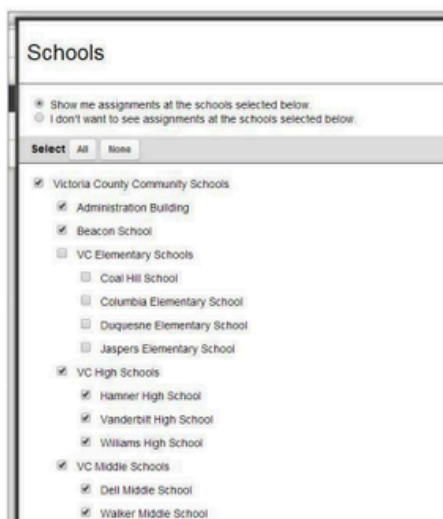
The "Schools" section includes two options at the top of the page. The first option will allow you to select all the locations where you wish to see assignments. The second list indicates the places where you do *not* want to see jobs. Click the radio button to alternate between these two lists.



You can now add or remove the necessary locations.

Click the checkboxes to identify the individual schools that you do or do not want to see (or click the **All** or **None** button to collectively add/remove all the locations in your list).

In the example below, the substitute does not want to see jobs from elementary schools.



Managing Your Personal Information

Updated - July 30, 2018



You can reference the "Preferences" option to review your district-related details. These include personal information, PIN management, affiliated schools, call times, and affiliated districts.

You can easily add or update this information by selecting the **Preferences** option in your side navigation.

The screenshot shows the 'Absence Management' interface for 'Victoria County School District'. On the left, a 'NAVIGATION' sidebar lists 'Home', 'Available Jobs', 'History', 'Feedback', and 'Preferences' (which is highlighted with a red box). The main area displays three monthly calendars for May, June, and July 2018. Below the calendars are tabs for 'Available Jobs', 'Scheduled Jobs', 'Past Jobs', and 'Non Work Days'. Under 'Available Jobs', a job for 'Barker, Bob' on 'Thu, 5/10/2018' from '11:00 AM - 6:00 PM' is shown, with 'Full Day' duration and 'Victoria County School District' location. There are 'Reject' and 'Accept' buttons.

By default, the system displays the "Personal Info" page, where you can view current profile details. Review the name, phone, email address, and home address sections and click **Edit** to make any necessary adjustments.

The 'Personal Info' page for 'Melody Pond' shows fields for Name, Phone, Email Address, and Address. The phone number is '(484) 555-6820' and the email is 'Mpond633@gmail.com'. There is an 'Edit' button (highlighted with a red box) and a 'Turn Off All Calling' button.

The "Edit Personal Info" popup displays. Simply edit one or more fields as necessary and then click one of the "apply" buttons, depending on whether or not you want the update to take effect for one particular district or all that you happen to belong to. Multi-district subs have permissions associated to each district, and you can apply specific changes to each, based on permissions.

Your permission level determines the information (fields) that you can update. Most districts allow their substitutes to change email address and phone number.

The 'Edit Personal Info' popup form contains fields for First Name (Melody), Last Name (Pond), Phone (846895747), Email Address (Mpond633@gmail.com), Confirm Email, Language (English), Street (538 Mockingbird Drive), Street 2, Street 3, Street 4, City (Frankville), State (PA), and Zip Code (14543). There are warning icons next to the First Name, Last Name, and Street fields. At the bottom, there are three buttons: 'Cancel', 'Apply only to Victoria County School District', and 'Apply to All Districts'.

Once you "apply" your changes, absence management confirms that your information has been saved.

The 'Personal Info' page now shows a green checkmark and the message 'Your information has been saved.' The phone number has been updated to '(484) 555-6863'. There is also a 'Dismiss Message' button.

Field Warning Indicators

The yellow triangle with an exclamation point beside any particular field can be informative. By hovering over the indicator as shown in the following image, a tool-tip window displays. In this example, while Melody Pond has access to more than one district, the tool-tip acts as a reminder to let her know that by updating her name, that would only be effective in "Customer Support-Joes Training District".

The screenshot shows a web form titled "Edit Personal Information". A tooltip is displayed over the "First Name" field, which contains the text "Melody". The tooltip message reads: "You can only edit your Name in the following districts: Customer Support-Joes Training District." The form includes fields for First Name, Last Name (Pond), Phone (4845556820), Email Address (Mpond633@gmail.com), Confirm Email, Language (English), Street, Street 2, Street 3, Street 4, City, State, and Zip Code. At the bottom, there are three buttons: "Cancel", "Apply only to Victoria County School District", and "Apply to All Districts".

Repeating Non-Work Days

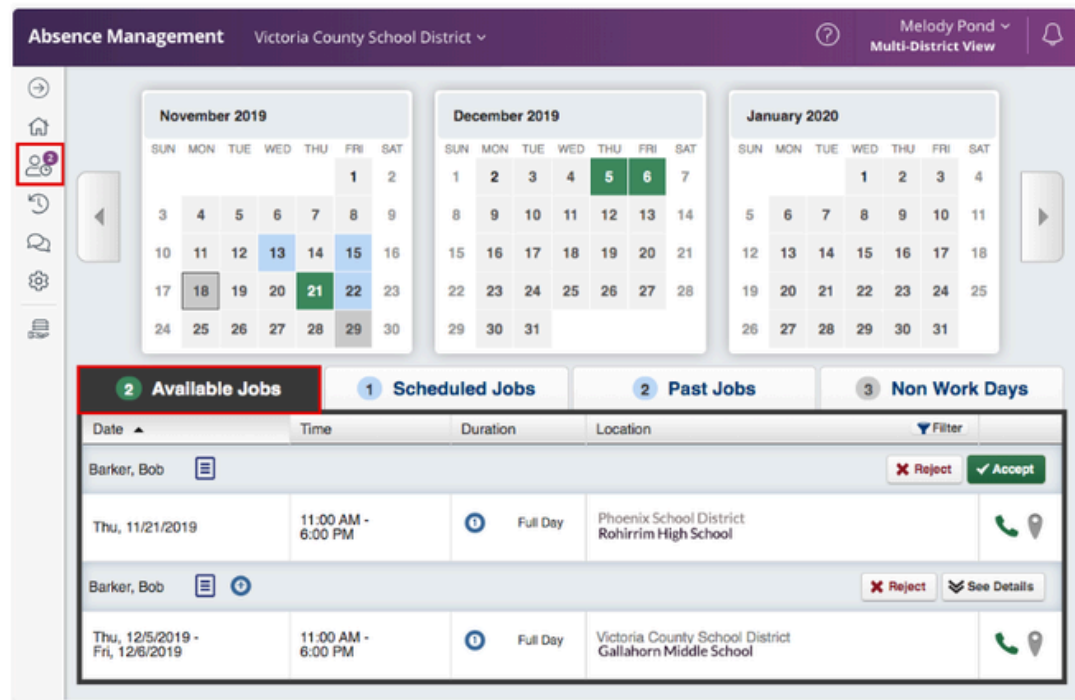
You can also create a Non-Work Day that will repeat. For example, maybe you can't work on Tuesdays for the entire month. When creating the Non-Work Day, click the check box for "Repeat" (shown below).

The screenshot shows a web form titled "Add Non-Work Day". A red arrow points to the "Repeat" checkbox, which is checked. The form includes fields for Date (4/2/2014), Repeat (checked), every (radio button), day (radio button), Wednesday (radio button), Until (calendar icon), From (time field), All Day (checked), to (time field), and Reason (text field). At the bottom, there are two buttons: "Cancel" and "Save".

Then, mark the circle for Tuesday, put in the end date you want this to repeat until, and click the **Save** button to save the repeating Non-Work Day.

Finding Available Jobs

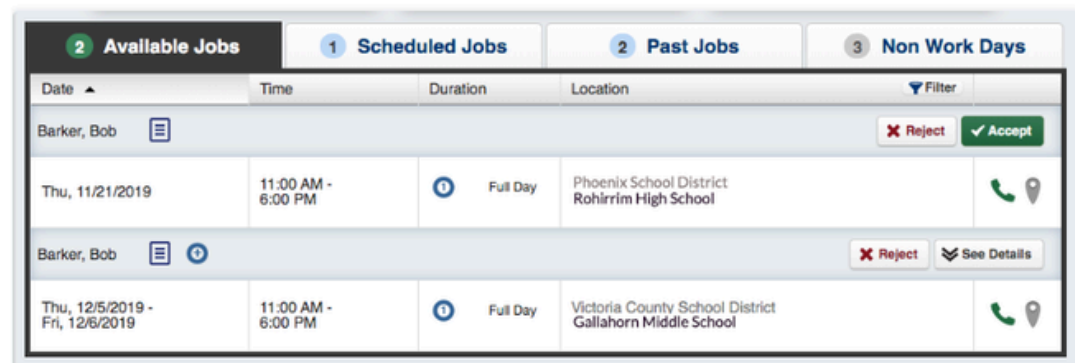
The home page includes two places where you can access a list of jobs for which you are qualified and available to fill. Reference the "Available Jobs" option in the side navigation or locate the "Available Jobs" tab.



Date	Time	Duration	Location
Barker, Bob			
Thu, 11/21/2019	11:00 AM - 6:00 PM	Full Day	Phoenix School District Rohirrim High School
Barker, Bob			
Thu, 12/5/2019 - Fri, 12/6/2019	11:00 AM - 6:00 PM	Full Day	Victoria County School District Gallahorn Middle School

Viewing Job-Related Details

The "Available Jobs" section includes important position details such as the employee name, job location, work times, and more.



Date	Time	Duration	Location
Barker, Bob			
Thu, 11/21/2019	11:00 AM - 6:00 PM	Full Day	Phoenix School District Rohirrim High School
Barker, Bob			
Thu, 12/5/2019 - Fri, 12/6/2019	11:00 AM - 6:00 PM	Full Day	Victoria County School District Gallahorn Middle School

Removing a Non-Work Day

In your "Non-Work Days" tab, you will see a Remove button for any Non-Work Days that are still in the future. Click the **Remove** button for the specific Non-Work Day you want to remove.



Date	Time	Reason
Fri, 4/11/2014	All Day	
Fri, 4/25/2014	All Day	

You will receive a confirmation pop-up. Click **Remove** to confirm (or if you would like to close the window without removing the Non-Work Day, click Cancel).



Remove Non-Work Day

Are you sure you want to remove this day? This action cannot be undone.



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