

**Pueblo District 60
SUBSTITUTE
HANDBOOK
2026-2027**

Dear Pueblo School District 60 Substitute,

Welcome to Pueblo School District 60, and thank you for serving as a substitute in our District. My name is Jill Stevenson, and I am the Substitute Manager. I will be your primary point of contact if you need support or have questions.

Every school day matters in the education of Pueblo School District 60 students. By accepting a substitute assignment, you make an important contribution to students, the classroom, and the employee you are replacing.

The District appreciates your willingness to provide this service and has prepared this handbook as a guide to support you.

The information in this handbook is general. Specific instructions for each assignment will be provided when you report to the school or building.

Please contact me if you need additional support. Thank you again for your service and your time.

Sincerely,

Jill Stevenson

719-549-7139

jill.stevenson@pueblod60.org

Monday-Thursday, 6:00 a.m.-3:30 p.m.

Disclaimer

This handbook is not an employment contract or an offer of an employment contract. It does not promise employment for any specific length of time or under any particular conditions.

All substitutes are at-will, temporary, intermittent employees. Either the substitute or the District may end the employment relationship at any time, with or without cause.

Substitutes are expected to be available to work when the District needs coverage. You were hired to fill open assignments on an as-needed basis. Substitutes must record periods of unavailability in the system when they cannot work. Failure to report for an accepted assignment or consistent refusal of available assignments may result in termination. **To remain active**, you must accept and complete at least **one shift** per pay period.

Substitute Requirements

Certified Substitute Teacher - A substitute teacher must maintain a valid Colorado teaching license or substitute authorization on file with the District's Human Resources office. A substitute teacher who does not have a valid license or authorization on file may not substitute in the District. All substitutes must also have a current application on file with the Substitute Manager. You are responsible for renewing your license or authorization and submitting the updated document to Human Resources before the current document expires. Substitute teachers must be at least 21 years old to work at all grade levels.

Classified Substitutes (Educational Support Personnel, or ESP) - All classified substitutes must have a current application on file with the Substitute Manager. Classified substitutes must be at least 18 years old and have a high school diploma or equivalent.

Assignments - All substitute assignments in Pueblo School District 60 must be arranged through Frontline Absence Management. You must have a job number to be paid for an assignment. If you are prearranged or asked to report for an assignment, confirm that the school secretary has entered the assignment correctly in Frontline Absence Management so your pay is accurate.

Availability - If you will be unavailable to substitute for a period of time, mark yourself unavailable in Frontline Absence Management.

Removal from Assignments - Occasionally, an assignment may be canceled or reassigned. Log in to Frontline Absence Management each morning to confirm that you are still assigned to the job.

Please note: Substitutes may not work as both a **substitute** and an **athletic coach** during the **same season**. A temporary block on substitute assignments will be placed on your account during your coaching season.

Call Out

Substitute Teachers - If both the regular teacher and a substitute teacher report for the same assignment, the substitute will receive two (2) hours of call-out pay. If another assignment is available, the substitute will be transferred to that assignment. Otherwise, the substitute will remain in the original building for two hours.

Classified Substitutes (ESP) - If both the regular classified employee and a substitute report for the same assignment, the substitute will receive two (2) hours of call-out pay. If another assignment is available, the substitute will be transferred to that assignment. Otherwise, the substitute will remain in the original building for two hours.

If two (2) substitutes report for the same job, the substitute assigned to the job in Frontline Absence Management will work the assignment. The other substitute may contact the Substitute Manager to ask whether another assignment is available.

Clocking In and Out

Substitute Teachers and Classified Substitutes - All substitutes must clock in and out and submit their timesheets each pay period by the payroll deadline. Payroll closes on the 7th of each month, and timesheets must be submitted no later than the 8th of each month.

Submitting your timesheet serves as your electronic signature. Review your timesheet carefully; failure to identify and report discrepancies may result in incorrect or delayed pay.

Review your timesheet at the end of each week so it is ready to submit when the pay period closes.

You may clock in and out at the kiosk in the school office using your District ID badge or through the Staff Intranet on a District computer.

Certified Substitute Teachers - must clock in upon arrival and clock out upon departure. Each certified substitute should record exactly **two (2) punches** per day.

Classified Substitutes (ESP) – (Paraprofessionals, Educational Assistants, Secretaries, Early Childhood, Security Guards and Custodians) must clock in upon arrival and clock out upon departure. For shifts exceeding (5) or more hours, you must also clock in and out for an unpaid 30-minute lunch break, totaling four (4) punches per day.

Please note: The time clock rounds punches to the nearest quarter hour using eight-minute increments. For example, a 7:08 a.m. punch will appear on the timesheet as 7:15 a.m.

Checking Your Timesheet - Follow these steps:

Go to <https://www.aesoponline.com> and bookmark the page or add it to your favorites.

Sign in with your username and password.

- Select Time & Attendance, and then select Timesheet Review.
- Select Expand All, and then select the blue lines to view each day worked.
- Confirm that each timesheet includes a job number and the correct number of daily punches:
 - Certified substitute teachers should have two (2) punches per day.
 - Classified substitutes (ESP) should have four (4) punches per day.
- Verify your hours, and then select Submit.
- Submit your timesheet by the 8th of each month.

If you missed a punch or a job number is missing, complete an exception form or email the Substitute Manager at jill.stevenson@pueblod60.org. Do not leave a comment on your timesheet because comments may not be seen promptly. You may make copies of the exception form on the back co

Payroll Schedule

2026-2027 Payroll Schedule - Each pay period runs from the 8th of one month through the 7th of the following month. Pay is issued on the last business day of the month.

Pay Period	Payday
August 8-September 7	Wednesday, September 30, 2026
September 8-October 7	Friday, October 30, 2026
October 8-November 7	Monday, November 30, 2026
November 8-December 7	Thursday, December 31, 2026
December 8-January 7	Friday, January 29, 2027
January 8-February 7	Friday, February 26, 2027
February 8-March 7	Wednesday, March 31, 2027
March 8-April 7	Friday, April 30, 2027
April 8-May 7	Monday, May 31, 2027
May 8-June 7	Wednesday, June 30, 2027
June 8-July 7	Friday, July 30, 2027

Substitute Pay

Substitute Pay	Full Day 8.5 hours (or more)	Hourly pay if working less than 8.5 hours
1-Year Authorization (High School Diploma)	\$155.00	\$18.24/hour
1-Year Authorization (Enrolled in CSU-P education program)	\$160.00	\$18.82/hour
3-Year Authorization (Bachelor's Degree)	\$175.00	\$20.59/hour
Long-Term Assignment 3-Year Authorization - HQ (12 consecutive days or more)	\$190.00	\$22.35/hour
5-Year Authorization (Current teaching license or 5-Year Authorization)	\$215.00	\$25.29/hour
Long-Term Assignment 5-Year Authorization - HQ (12 consecutive days or more)	\$260.00	\$30.59/hour
Classified Substitute Pay (ESP)		\$17.00/hour

Employee Service Portal (Pay Stubs and W-2s)

The **Employee Service Portal** allows you to view and print pay stubs and W-2s. Access should be available approximately one week after your hire date. You may also use the portal to update your banking information, address, and tax-withholding information.

Logging In to the Employee Service Portal - Log in monthly to review your pay stub. Follow these steps:

- Go to www.pueblod60.org.
- Select Staff Intranet at the top of the page.
- Username: firstnamelastname, using your legal name, all lowercase, with no spaces
- Password: Use your District email password. If you have not set it up, use the temporary password format below:
 - MmmddL##
 - Mmm - First three letters of your birth month, with the first letter capitalized
 - dd - Two-digit day of birth
 - L - First letter of your last name, capitalized
 - ## - Last two digits of your employee number
- Select Employee Service Portal.
- Select Create an Account and follow the prompts. Keep a record of your username and password.
 - To create an account, you will need your six-digit employee ID number, legal first and last name, last four digits of your Social Security number, birthdate, and ZIP code.
- After logging in, select Payroll, and then select the date you want to view.

PERA - All substitutes and former full-time employees are required to have an 11% PERA contribution deducted from their pay. Pueblo D60 participates only in PERA. Vesting occurs after five years of eligible service.

PERA Retirees - PERA limits the amount of work some retirees may perform after retirement. Review the Information About Completing the Working After Retirement Limit Worksheet. Retirees are responsible for tracking their own days and hours. For reporting purposes:

- Working more than four (4) hours equals one (1) day.
- Working four (4) hours or fewer equals one-half (1/2) day.

See the PERA handout for additional information.

Incentives

Middle School Daily Incentive for Substitute Teachers - Substitute teachers who work a full day (8.5 hours) at PAA or Risley Middle School will earn an additional \$15 per day. This incentive applies only to PAA and Risley

Certified Substitute Teacher Bonus 2026-2027

- Certified substitutes who work 200 hours during the fall semester (August 8-December 7) will receive a \$400 bonus in December.
- Certified substitutes who work 280 hours during the spring semester (December 8-June 7) will receive a \$600 bonus in June.
- **Bonus eligibility** is based on physical clock punches recorded on timesheets. Parent-teacher conference hours count toward the bonus only for long-term substitutes.
 - Hourly arrangements made by a building principal without coordination with the Substitute Manager will not count toward the bonus.

Classified Substitutes (ESP) Bonus 2026-2027

- Classified substitutes who work 200 hours during the fall semester (August 8-December 7) will receive a \$150 bonus in December.
- Classified substitutes who work 280 hours during the spring semester (December 8-June 7) will receive a \$200 bonus in June.
- **Bonus eligibility** is based on physical clock punches recorded on timesheets during student-contact hours.

Additional Information

Fingerprinting - Colorado law and Pueblo School District 60 policy require all substitutes to be fingerprinted. The one-time fingerprinting fee is \$39.50. You may pay at the time of service or authorize the fee to be deducted from your first paycheck. If you select payroll deduction, you must accept and complete an assignment of at least four (4) hours within four (4) weeks of your hire date. If you do not complete an assignment, you must pay the fingerprinting and background-check cost by cash or check.

Plan Period Coverage for Substitute Teachers - If you are asked to cover another class during a teacher's plan period, you may choose whether to assist; no additional pay is provided for this coverage. Coverage during a Professional Learning Community (PLC) period is part of the absent teacher's schedule and is required. If the absent teacher sold the plan period and teaches consecutive classes, no additional pay is provided because the assignment does not include a plan period.

Reporting to an Assignment - Report to the main office and use the call button to request entry. Present your District ID badge and confirmation number to the secretary. Clock in at the kiosk. The secretary will direct you to your assignment and provide lesson plans, duty information, keys, and mailbox materials, as applicable. Arrive on time and remain for the entire assignment. At the end of the assignment, return any keys and clock out at the main-office kiosk.

School Breaks, Weekends, Holidays, and Weather Closures - A job posted for a weekend (Friday, Saturday, or Sunday) is generally an error and does not require a substitute. Do not accept or report for the assignment. If school is canceled because of weather, substitutes will be removed from that day's assignments and will not receive compensation. **Substitute custodians** may be an exception. If school is delayed, report two (2) hours later than originally scheduled. Monitor local news, District email, and District calls for cancellation or delay notifications.

Assignments and compensation are not available during scheduled academic breaks, including summer, Thanksgiving, winter, and spring breaks.

Responsibilities of the Substitute

General Information - Allow enough time to become familiar with the room or office. Locate the materials and forms needed to complete the assignment successfully. Review emergency procedures and assigned exits. Introduce yourself to the staff members and others with whom you interact in person or by phone. The principal will provide access to Google Classroom and Infinite Campus when necessary.

Lesson Plans and Instructions for Certified Substitute Teachers - Review the teacher's lesson plans. If the plans are unclear or unavailable, contact the principal, secretary, or department chair. Complete all assigned duties, including lunch or cafeteria duty, indoor or outdoor supervision, bus duty, and study hall. Follow the classroom teacher's lesson plans and **never leave students unattended, regardless of age.**

Teachers use different instructional approaches. Do not criticize the regular teacher's procedures. Follow the school's policies and the teacher's directions for grading assigned work. Leave the classroom teacher a concise summary of the day's activities, including important concerns and positive information.

Instructions for Classified Substitutes (ESP) - Follow the instructions left by the absent employee. If instructions are unavailable or unclear, ask the principal or secretary for assistance. Classified substitutes support full-time employees and are not required to change diapers, restrain a student, or administer tube feedings. Because two (2) adults must be present in a changing area, you may be asked to assist another employee when necessary.

Classroom Behavior - The District follows a **hands-off** expectation. You may not strike, push, shove, or grab a student. Refer serious or persistent behavior concerns to the principal's office. Do not keep students after school without notifying the school office.

Policies and Regulations - Report any student injury to the school office immediately. Send any student who appears ill to the office. Students may not leave the classroom or school without the appropriate pass, permission, or notification to the school office.

Professional Ethics and Dress Code - Professional appearance is important. Substitute attire should reflect the professional nature of the assignment. The standard dress code is business casual. In general, jeans, T-shirts, and sandals are not considered professional attire for a school or office setting. Appropriate athletic clothing may be worn when teaching physical education.

Your attitude and professionalism affect how you are received by faculty, staff, and students. Maintain a professional approach to your work. Substitutes must follow Pueblo School District 60 policies and applicable ethical standards. On Thursdays, substitutes may wear neat jeans with an appropriate shirt.

Completing an Assignment - Leave the classroom or office neat and orderly. Close and lock windows, lock the door, return any keys to the main office, and check out with the secretary before leaving.

Same-Day Cancellations - Canceling an accepted assignment on the day of the assignment gives the school or office little or no time to find a replacement. If you must cancel, select the job in Frontline Absence Management and choose Reject to remove yourself from the assignment. Provide as much notice as possible and notify the Substitute Manager so the assignment can be confirmed as open and calls can be sent to other substitutes.

Cell Phones - Keep your phone on silent during instructional time. Do not leave students unattended to make or receive a personal call. You may use your phone in an emergency. Do not contact the absent employee about the assignment unless the employee has specifically asked you to do so.

Definition of a Substitute Teacher - A substitute teacher is employed by Pueblo School District 60 to temporarily replace a teacher who is absent or otherwise unavailable. Under Colorado law, a substitute teacher typically works four (4) or more hours during a regular school day in a temporary assignment.

A substitute teacher may accept multiple assignments throughout the school year. However, a single continuous assignment may not last 90 regular school days or longer, or one semester or its equivalent or longer, as determined by the District's academic calendar, unless otherwise authorized by law.

Substitute teachers may serve in day-to-day, short-term, or other temporary assignments, including assignments as itinerant substitute teachers.

Reference: Colorado Revised Statutes section 22-63-103(11), "Substitute Teacher," originally established by House Bill 98-1071 (1998), as amended.

Workers' Compensation - Report all work-related injuries to the principal's office within 24 hours and complete the following injury/accident-report steps:

1. Call the 24/7 Work Injury Nurse Line at 833-746-8306.
2. Complete all four (4) pages of the accident-report forms. After your supervisor signs the report, send all forms to Pamela Lucero in Human Resources.
3. Follow the instructions provided by the 24/7 nurse, which may include first aid, telehealth, or evaluation by an authorized medical provider. Contact Pamela Lucero at 719-549-7132 with questions. If you receive treatment from an unauthorized medical provider, you may be responsible for the cost of that treatment.

Concentra	Concentra	Southern Colorado Clinic
4117 N. Elizabeth Pueblo, CO 81008	700 W. Abriendo Ave Pueblo, CO 81004	3676 Parker Blvd. Suite 220 Pueblo, CO 81008
719-545-0788	719-562-6300	719-553-2207

Resignation - To end your substitute employment with the District, submit written notice to Jill Stevenson, Substitute Manager, in Human Resources. You may submit the notice by email to jill.stevenson@pueblod60.org.

Confidentiality - Student records, employee records, and all other nonpublic District information are confidential and must be protected accordingly.

Instructional Calendars - Instructional calendars are available on the District website:

- Go to www.pueblod60.org.
- Select the Instructional Calendar tab.

Secretary Infinite Campus Training - Bryan Dehn may schedule training sessions throughout the year and will provide notice by email. For on-the-job questions, email bryan.dehn@pueblod60.org or call 719-549-7176.

District Email - Your District email account should be available approximately one (1) week after your hire date. For assistance registering your account, contact the Technology Help Desk at 719-549-7122.

To access your District email, follow these steps:

- Go to www.pueblod60.org.
- Select Staff Intranet at the top of the page.
- Username: firstnamelastname, using your legal name, all lowercase, with no spaces
- Initial password: MmmddL##
- Mmm - First three letters of your birth month, with the first letter capitalized
- dd - Two-digit day of birth
- L - First letter of your last name, capitalized
- ## - Last two digits of your employee number
- Scroll down and select the Gmail icon (M).

District email login format:

- Username: firstname.lastname@pueblod60.org, using your legal name
- Initial password: MmmddL##
 - Use the same password format described above.
 - The first time you log in, you will be prompted to reset your password and set up two-step verification.

District ID Badges - All substitutes must have and visibly wear a District ID badge while on assignment. Use the badge to clock in and out. The first badge is provided at no cost. If your badge is lost or misplaced, Human Resources will reprint it for \$10. Payment by cash or check is required at the time of service.

Frontline Systems - To access Frontline applications, follow these steps:

Go to <http://www.aesoponline.com> and bookmark the page or add it to your favorites.

Select the appropriate application:

- Absence Management (find jobs)
- Time & Attendance (view punches and submit your timesheet)
- Central (view hiring packet paperwork)
- Professional Growth (sign up for a PD training day)

Absence Management System - The system allows substitutes to accept assignments in two ways:

1. **Online through the Absence Management website** - District employees may report absences 24 hours a day, seven days a week. Available substitute jobs appear as soon as absences are entered, based on your qualifications and account settings. Jobs appear in green on the calendar and in list form under the Available Jobs tab.
 - a. To accept a job, select Accept. To remove a job from the list, select Reject.
2. **Through the automated phone system** - Calls are made from 5:30 a.m.-12:00 p.m. for same-day openings and from 5:30 p.m.-10:00 p.m. for next-day or future openings.
 - a. Calls will include jobs available to you based on your qualifications and account settings.

Add the Frontline phone number, 1-800-942-3767, to your contacts. You must answer the call to hear available jobs; the system does not leave a message.

When Frontline Calls - Answer with a loud, clear hello so the system recognizes that the call was answered.

If you are available to work, press 1. Enter your 10-digit phone number followed by the pound sign (#), and then enter your PIN followed by the pound sign. The system will provide the next available job and its details, and you may accept or reject the assignment. Your PIN should be the last four digits of your phone number.

Accessing Absence Management by Phone - Call 1-800-942-3767. Enter your 10-digit phone number followed by the pound sign (#). Then enter your PIN followed by the pound sign.

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

Accessing Time & Attendance through Absence Management - While logged in to Absence Management, select the app switcher in the upper-left corner, and then select Time & Attendance.

Professional Growth - While logged in to Absence Management, select the app switcher in the upper-left corner, and then select Professional Growth. This application allows you to view District class offerings. Substitutes may attend available classes but will not be compensated for professional-development training time.

Additional Help and Training - For assistance with a feature or topic, select Help Resources and then Frontline Support to open the help and training knowledge base.

Frequently Asked Questions

Please read through these questions and answers:

Q - An employee told me I was assigned to a job, but another substitute also reported for the assignment. Why did this happen?

A - Confirm that the job appears under your assignments and has a job number. If it does not, the assignment was not completed in the system. The employee may have mistakenly released the job for call-out, allowing another substitute to accept it.

Q - If a requested substitute and another substitute both report for the same job, who works the assignment?

A - The substitute assigned to the job in the automated system works the assignment.

Q - I reported for a job assignment and was told it had been canceled. Why was I not notified?

A - When an employee cancels a job, the automated system attempts to contact the assigned substitute during the next call-out period. If you do not answer the call, you may not receive notice. On the morning of each assignment, call or log in to the system to confirm that the job is still assigned to you. If it no longer appears, it has been canceled.

Q - What qualifications are required to be considered a highly qualified substitute teacher?

A - You must have an endorsement in the content area you are teaching; have 36 college semester hours, including 24 hours in the content area and 12 hours in education; or have passed the PLACE or Praxis exam for the content area.

Q - How long may a substitute teacher work in the same job without being highly qualified?

A - You may work in the same job for up to eleven (11) consecutive days. You must be highly qualified to work in the same job for twelve (12) or more consecutive days.

Q - Can I work more than 90 days during the school year?

A - Yes, you may work more than 90 days during the school year by accepting multiple substitute assignments. Colorado law limits the length of a single continuous assignment, not the total number of days you may substitute during the school year.

Q - What should I do if I believe my paycheck is incorrect?

A - First confirm that the assignments you worked fall within the applicable pay period. If you still believe there is an error, call the Substitute Manager at 719-549-7139.

Q - What if there is a snow day and school is canceled?

A - All substitutes will be removed from that day's assignments and will not receive compensation.

Q - What if there is a two (2) hour delay due to weather?

A - Report two (2) hours later than originally scheduled.

Substitute Teacher Tips

Effective substitute teachers prepare for the day to minimize disruption and support student learning. The following tips and information will help you prepare for an assignment.

Arrive Early - Arrive early enough to become familiar with the school, classroom, and lesson plans. Review information about students **with health concerns, special plans, or accommodations**. If the information is not clearly included in the lesson plans, **ask the principal or another staff member**. **Never leave students unattended, regardless of age. Do not prop open an exterior door or allow anyone to enter through an exterior classroom door.**

Collaborate with School Staff - Talk with teachers and staff to learn daily routines and **safety procedures**. If emergency information is not clearly included in the lesson plans, ask the principal or another staff member about the following procedures:

- Lockdown
- Secure Perimeter
- Evacuation
- Shelter

Additionally, you can find a helpful document on the next page for your review.

Understand Common Acronyms - Lesson plans often contain acronyms. The following list explains several common terms. Some of these plans and services are legally protected, so follow all directions provided in the lesson plans.

- **ELL/ESL (English Language Learner/English as a Second Language)** - Refers to a student who is learning English as an additional language.
- **IEP (Individualized Education Program)** - A legally binding document that describes a student's disability-related educational needs, services, and accommodations. Follow the IEP and provide all listed accommodations. Related services may also be described as **ESS** (Exceptional Student Services) or **SPED** (Special Education).
- **504 Plan** - A plan that identifies accommodations for a student with a disability. Provide all accommodations listed in the plan.
- **RTI (Response to Intervention) or MTSS (Multi-Tiered System of Supports)** - A tiered approach to supporting students who need additional academic or behavioral assistance. Students may receive small-group instruction or other interventions that must be implemented as directed.
- **SRO (School Resource Officer)** - A law-enforcement officer assigned to a school to support safety and security.

Contact another teacher or the building principal whenever you have questions about your classroom responsibilities.