

Natomas Unified School District

Connecting students to their future

SUBSTITUTE HANDBOOK

2026-27

Natomas Unified School District

Connecting students to their future

Dear Natomas Unified School Substitutes,

The Natomas Unified School District welcomes you to its substitute staff! We are excited to have you join our team. We are fully aware of the fact that there are many days each year that our certificated and classified permanent staff are away from the classrooms for training, illness, or tending to personal needs. We expect and appreciate the fact that our substitute staff work to maintain a positive and engaging learning experience for our children during these absences.

We are asking each of our substitutes to make an investment in our district this year. As you will read on the next pages, our school district has set forth a bold set of commitments to the Natomas community, our families, and our students. We need your support in accomplishing these important goals and we want you to have success in our classrooms because that equates to success for our students.

There is a requirement to complete a set of Mandated Training within the first 30 days from your onboarding date. These are courses required by federal, state, or local agencies designed to ensure all employees understand regulations guiding their industry. The training must be completed on your own time.

We recognize the challenges of being a substitute. This handbook outlines the personnel policies and practices in effect at the District which will assist you in the successful fulfillment of your position. We encourage you to keep this handbook as a ready reference and make a point of familiarizing yourself with the contents.

Please feel free to contact any of our Human Resources staff, but specifically the Substitute Services staff at 916-467-5060, if you have any questions. We are here to make your experience a positive one. Thank you for choosing Natomas Unified School District.

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VISION

NUSD will provide an engaging and safe learning community where all students will demonstrate responsibility, achieve academic and social-emotional growth, embrace diversity, and are prepared to make decisions about their college and career success.

Natomas
Unified School District

CORE VALUE

We value diversity, equity, and inclusion.



CORE VALUE

We value our families as partners in the education of their students.



CORE VALUE

We value learning and achievement for each of our students.



CORE VALUE

We value our committed, collaborative, caring, and exemplary employees.



IMPORTANT CONTACTS

Human Resources Department
Main Phone: (916) 567-5470
Substitute Services: (916)467-5060
Email: hr@natomasunified.org

Natomas Unified School District Main Office
District Main Phone Line: 916-567-5400
District Office Address: 1901 Arena Blvd., Sacramento, CA 95834
www.natomasunified.org

NUSD Welcome Center
**This is where staff can receive assistance with their district email and technology (if needed)*
Phone: 916-567-5454
Address: 1931 Arena Blvd., Sacramento, CA 95834

Frontline Absence Management
**In this system the substitutes will be able to pick -up and track their assignments*
Phone: 1-800-942-3767
www.aesoponline.com

We are an equal opportunity employer and are committed to broadening the diversity of our workplace. All applications and resumes are welcome. The Natomas Unified School District is determined to provide District employees, interns, volunteers and job applicants a safe, positive environment where they are assured of full and equal employment access and opportunities, protection from harassment or intimidation, and freedom from any fear of reprisal or retribution for asserting their employment rights in accordance with law. No District employee, and, to the extent required by law, interns, volunteers, and job applicants shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of the actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military or veteran status, gender, gender identity, gender expression, sex, or sexual orientation or association with a person or group with one or more of these actual or perceived characteristics. For concerns regarding discrimination, harassment, intimidation, or bullying in employment, you should immediately contact Coordinator III - Human Resources, (Compliance Office for Title IX and CC of R Title 5) at 916-561-5253, customerservice@natomasunified.org or 1901 Arena Blvd., Sacramento, CA 95834. A copy of Natomas Unified School District's uniform complaint policy and non-discrimination policy are available upon request.

SCHOOL DIRECTORY

American Lakes School
2800 Stonecreek Drive
Sacramento, CA 95833
Phone: 567-5500

Bannon Creek School
2775 Millcreek Drive
Sacramento, CA 95833
Phone: 567-5600

Discovery High School
3401 Fong Ranch Road
Sacramento, CA 95834
Phone: 928-5200

H. Allen Hight Elementary
3200 North Park Drive
Sacramento, CA 95835
Phone: 567-5700

Heredia-Arriaga School
1800 Club Center Drive
Sacramento, CA 95835
Phone: 567-5730

Heron School
5151 Banfield Drive
Sacramento, CA 95835
Phone: 567-5680

Inderkum High School
2500 New Market Drive
Sacramento, CA 95835
Phone: 567-5642

Jefferson School
2001 Pebblewood Drive
Sacramento, CA 95833
Phone: 567-5580

Larry G. Meeks Academy (Virtual)
Phone: 567-5608

Leroy Greene Academy (Dependent Charter)
2950 W. River Drive
Sacramento, CA 95833
Phone: 567-5560

Natomas High School
3301 Fong Ranch Road
Sacramento, CA 95834
Phone: 641-4960

Natomas Middle School
3200 North Park Drive
Sacramento, CA 95835
Phone: 567-5540

Natomas Park Elementary
4700 Crest Drive
Sacramento, CA 95835
Phone: 928-5234

Paso Verde School
5240 PV Scholars Lane
Sacramento, CA 95835
Phone: 567-5810

Two Rivers Elementary
3201 W. River Drive
Sacramento, CA 95833
Phone: 567-5520

Witter Ranch Elementary
3790 Poppy Hill Way
Sacramento, CA 95834
Phone: 567-5620



2026-2027 Student Calendar

180 Intructional Days

July						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Natomas Unified School District

Connecting students to their future

First Day of Class	August 13
Last Day of Class	May 28
No School	
July 3	Independence Day (observed)
September 7	Labor Day
November 2	District Staff Development Day
November 11	Veteran's Day
November 23	Certificated Holiday
November 24	Certificated Holiday
November 25	Local Holiday
November 26	Thanksgiving Day
November 27	Local Holiday
December 21 - January 4	Winter Recess
December 24	Christmas Eve
December 25	Christmas Day
January 1	New Year's Day
January 18	Martin Luther King Jr. Day
February 8	Presidents' Day (Lincoln)
February 15	Presidents' Day (Washington)
March 29 - April 2	Spring Recess
May 31	Memorial Day
June 18	Juneteenth (observed)

District Wide Minimum Days:
December 18, 2026 and May 28, 2027

Elementary and K-8 School Minimum Days:
5 minimum days for Parent/Teacher Conferences.
Check your school calendar for days

Secondary (Middle and High) School Minimum Days:
December 16 - 17, 2026
May 26 - 27, 2027

1st Quarter: 10/9/2026	1st Trimester: 10/30/2026
2nd Quarter: 12/18/2026	2nd Trimester: 2/26/2027
3rd Quarter: 3/12/2027	3rd Trimester: 5/28/2027
4th Quarter: 5/28/2027	



CONSTITUENT & CUSTOMER SERVICES (CCS)

Phone: (916) 561-5253 - includes After Hours
Email: customersservice@natomasunified.org
Se habla español

Constituent & Customer Services (CCS) responds to concerns and requests from parents, employees and community members including:

- Public Records Act Requests
- Request for Information/Service
- Special Education
- Student Textbooks and Materials
- Williams Act
- Uniform Complaint or Personnel Complaint
- Other Concerns

Our after-hours answering service will receive the following calls:

- Safety/Security Related
- Maintenance and Operations Related
- Urgent Student/Staff News

Language Services
Whenever possible, NUSD classified staff are to be used to provide direct language services to students, families and staff. These designated employees provide in-person, virtual, and telephonic interpretation services for things like meetings that are scheduled in advance (i.e., 504/IEP meetings, parent/teacher conferences, meetings with administration, etc.), as well as written translation in Spanish and, in some cases, other languages.

In addition to the support provided by our classified employees, the District also provides support to our families through Language Link. Language Link is an on-demand service with access to hundreds of languages to support our diverse community and is used in urgent situations where classified employees are not able to assist (when a classified employee is not available in the language needed, in a time-sensitive or critical situation, etc.). Please contact your site or CCS at 916-561-5253 for more information about how to access language support services.

TITLE IX & DISCRIMINATION INFORMATION

We are an equal-opportunity employer and are committed to broadening the diversity of our workplace. All applications and resumes are welcome. The Natomas Unified School District is determined to provide district employees, interns, volunteers, and job applicants a safe, positive environment where they are assured of full and equal employment access and opportunities, protection from harassment or intimidation, and freedom from any fear of reprisal or retribution for asserting their employment rights in accordance with the law.

No district employee, and, to the extent required by law, interns, volunteers, and job applicants shall be discriminated against or harassed by any coworker, supervisor, manager, or another person with whom the employee comes in contact in the course of employment, on the basis of the actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military or veteran status, gender, gender identity, gender expression, sex, or sexual orientation or association with a person or group with one or more of these actual or perceived characteristics.

For concerns regarding discrimination, harassment, intimidation, or bullying in employment, you should immediately contact the following:

Coordinator III - Human Resources
Phone Number: (916) 561-5253
Email: customerservice@natomasunified.org

CONNECT TO STAY UP-TO-DATE ON THE LATEST DISTRICT NEWS

In order to keep up-to-date with our district news and updates, we encourage employees to visit our NUSD Newsroom, which can be found here.

The NUSD Newsroom Hub web page is a dedicated place to access current and past NUSD media such as news articles, Board Highlights, newsletters, Last Week's Wrap Up, videos, and podcasts all produced by the district's Communications and Family Engagement team known as CAFE. Check out their page here.



Be sure to follow us on Facebook, Instagram, and ParentSquare

SUBSTITUTE REQUIREMENTS FOR EMPLOYMENT

The following requirements MUST be completed before any substitute can be employed in the District.

Application

Applications are available online at Edjoin.org, which can be accessed through the NUSD website. Once submitted, applications will be kept on file until needed. When the need arises, the applications are reviewed and interviews are conducted. If selected to be hired as a substitute, the applicant will then be scheduled to be fingerprinted. After receiving background clearance from the Department of Justice, the applicant will be contacted to complete the substitute hiring forms and onboarding process.

Positions

Requirements vary depending on the assignment. For a list of potential available substitute positions and their job expectations/requirements, please refer to our Job Descriptions, found here.

Salary

The pay for a substitute is dependent on the position type. For further information please refer to our Salary Schedules, found here.

Fingerprints

Fingerprints must be completed by a certified LiveScan agency. There is no cost to you. Substitute employees must wait until a background check has been completed before being allowed to work. Human Resources is the *only* authorized contact to allow you to begin work.

TB Clearance Report

All district employees, including substitutes, must provide the Natomas Unified School District Human Resources with a report showing freedom from active tuberculosis (TB). All new substitutes must submit evidence of TB examination within the past sixty (60) days. This requirement must be fulfilled every four years.

Withholding Tax

Federal Withholding Form W4 shall be filled out and provided to the Human Resources department during onboarding. A California State Form DE-4 is also required.

Employment Eligibility Verification Form (I-9)

Employment eligibility verifications are required of all District employees, including substitutes. Evidence of identity and eligibility must be shown at the time the I-9 form is completed and must be original documents.

Statement of Employment

Substitutes are on-call employees on a day-to-day basis.

Per Ed Code section 45103, a school district is not allowed to work a substitute and/or short-term employee for more than 75% of a school year.

Reasonable Assurance

Toward the end of the school year, all substitutes will be emailed a Reasonable Assurance letter for the next school year. This letter must be completed and returned to the Human Resources Department.

Resignation

Any substitute who wishes to resign from Natomas Unified School District's substitute list must submit a written notice of resignation to the Human Resources Department.

Substitutes who have resigned and wish to return to the substitute list will need to reapply for a position on Edjoin.org and complete the process again.

Evaluations

The principal or his/her designee may complete daily substitute evaluations for jobs assigned to their school sites. The principal may consult with other staff members and/or the absent employee on the evaluation. Completed evaluations are reviewed by Human Resources staff.

In the event that a substitute receives an "unsatisfactory" evaluation, he or she will have the opportunity to respond with a written statement that will be attached to the evaluation. Unsatisfactory evaluations will be reviewed on a case-by-case basis and may lead to dismissal. Of course, any act considered egregious will result in immediate dismissal.

Terminations

A Human Resources administrator may release substitutes from an assignment and/or service within the District at any time when such action is in the best interest of the students and/or district.

MANDATED TRAININGS AND ANNUAL NOTIFICATIONS

Natomas Unified School District (NUSD) is committed to creating and maintaining an environment where everyone: students, staff, and the community feels comfortable, respected, and free from unlawful discrimination, harassment, retaliation, and abusive conduct. (NUSD Board of Trustees has adopted important policies and procedures for Bloodborne Pathogens Exposure Prevention, Bullying Recognition and Response, Mandated Reporter: Child Abuse and Neglect, Sexual Harassment, Suicide Prevention, Workplace Bullying, Professional Boundaries and more.)

To support this effort, NUSD has adopted the PublicSchoolWORKS online courses for employees to complete mandated training requirements. You will automatically be assigned online courses as an employee of NUSD and may have additional training based on your individual job description.

SIA for Kids PUBLIC SCHOOL WORKS Natomas Unified School District

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How to log on to the PublicSchoolWORKS training program:

Your mandated training assignments have been assigned in the PublicSchoolWORKS program. All employees, substitutes, interns, and contractors working on behalf of the District are issued an active account. As a substitute, you are expected to complete this training no later than 30 days after the date of hire.

1. Using your web browser, go to the PublicSchoolWORKS website for NUSD
2. PublicSchoolWORKS uses Single Sign On: Click the Single Sign On and you will be logged in if you are already logged in to your Google account.
    1. Your username is your NUSD assigned email address. The default password is the last four digits of the primary telephone number we have on file.
3. Click on My Courses and you will see your training plan with assigned courses by position, due date, and allotted time required for each course.
4. Training is accessible 24/7. You may stop and start as needed.
5. To start a course, click on the course title assigned. Courses have audio so be sure to turn up your speakers.
6. You must finish each section and pass the quiz in order to receive credit.

If you have problems logging in to the PublicSchoolWORKS site, please PublicSchoolWORKS at 1-866-724-6650, option 4, or send an email to hr@natomasunified.org.

SUBSTITUTE EXPECTATIONS

Employment Status of Substitutes

- Substitute personnel may be employed on an on-call, day-to-day basis.
- Per Ed Code section 45103, substitutes are not allowed to work more than 75% of any school year.
- At any time, and without prior notice, the district may, at its sole discretion, elect to stop utilizing the services of any individual on the substitute list.

Employee Conduct

All district employees are expected to maintain high standards of conduct and behavior. Employees shall engage in conduct that enhances the integrity of the district, advances the goals of the district's educational programs, and contributes to a positive school climate. Board Policy 4219.21 provides examples of inappropriate conduct.

Professional Standards

The Governing Board expects district employees to maintain the highest ethical standards, exhibit professional behavior, follow district policies and regulations, and abide by state and federal laws. Employee conduct should enhance the integrity of the district and advance the goals of the district's educational programs. Each employee should make a commitment to acquire the knowledge and skills necessary to fulfill their responsibilities and should focus on their contribution to the learning and achievement of district students.

Courtesy

Employees shall be courteous to one another and the public, working together in a cooperative spirit to serve the best interests of the district. All district employees, including substitutes, shall be expected to adhere to all district policies.

Dress and Grooming

The Governing Board believes that because our substitutes serve as role models, they should maintain professional standards of dress and grooming. Just as overall attitude and instructional competency contribute to a productive learning environment, so do appropriate dress and grooming.

During school hours and at school activities, employees shall maintain professional standards of dress and grooming that demonstrate their high regard for education, present an image consistent with their job responsibilities and assignments, and not endanger the health or safety of employees or students. All employees shall be held to the same standards unless their assignment provides for modified dress as approved by their supervisor.

Disciplinary Action

Disciplinary action, including the immediate removal of a substitute from their worksite, will follow thoughtful consideration of an employee's violation or misbehavior and its impact on the school/district. The Board may dismiss a substitute employee at any time at its discretion. (Education Code 44953)

Suspected Child Abuse Reporting

In a later section of this handbook, there is a specific Board Policy that discusses Child Abuse Reporting. We encourage you to notify the school principal if you suspect child abuse. The principal and/or office staff can assist you in reporting. Regardless of any assistance you may receive, the law requires that you complete the reporting process. Child Protective Services phone number is (916) 875-KIDS (5137).

Political Actions Guidelines

The District respects the right of school employees to engage in political discussions and activities on their own time and at their own expense. On such occasions, employees shall make it clear that they are acting as individuals and not as representatives of the district.

District employees shall not:

1. Use district funds, services, supplies, or equipment to urge the passage or defeat of any ballot measure or candidate, including any candidate for election to the Governing Board (Education Code 7054)
2. During working hours and on district property, solicit or receive any political funds or contributions to promote the passage or defeat of a ballot measure that would affect the rate of pay, hours of work, retirement, civil service or other working conditions (Education Code 7056)
3. During working hours and on district property, solicit or receive any political funds or contributions to promote the passage or defeat of other types of ballot measures
4. Use district time to urge the passage or defeat of any ballot measure or candidate
5. Use district equipment for the preparation or reproduction of political campaign materials, even if the district is reimbursed
6. Post or distribute political campaign materials on district property
7. Disseminate political campaign materials through the district's mail service, e-mail or staff mailboxes
8. Use students to write, address, or distribute political campaign materials
9. Present viewpoints on particular candidates or ballot measures in the classroom without giving equal time to the presentation of opposing views
10. Wear buttons or articles of clothing that express political opinions on ballot measures or candidates during instructional time. However, substitutes shall not be prohibited from wearing political buttons during non-instructional time, such as Back-to-School Night.

Employee organizations may use district mailboxes and other means to communicate with employees, subject to reasonable regulation. Employee organizations may have access at reasonable times to areas in which employees work; may use institutional bulletin boards, mailboxes, and other means of communication, and may use district facilities at reasonable times for the purpose of meetings. (Government Code 3543.1) However, employee organizations shall not use district funds, services, supplies, or equipment, such as the district mail system, to urge the passage or defeat of any ballot measure or candidate, including any candidate for election to the Board. (Education Code 7054)

Reference: BP/AR 4119.25 Political Activities of Employees

Natomas
Unified School District

POLITICAL ACTION GUIDELINES

EDUCATE, DON'T ADVOCATE

The District respects the right of employees to engage in political discussions and activities on their own time, and at their own expense. On such occasions, employees should make it clear that they are acting as individuals, not as district representatives. This guide is intended to provide general guidelines on several common situations. If you have any questions about an issue that is not covered by this guide, please contact the Communications and Family Engagement Department at (916) 561-5267.

STAFF MAY:

- Encourage people to register to vote for an election, including setting up booths at District events.
- Solicit or receive political contributions for ballot measures and candidates outside of working hours, off-campus and outside of instructional settings.
- Place political signs in their cars or bumper stickers on their cars that are parked in a school or district parking lot.
- Engage in political discussions and activities on their own time (such as lunch break, vacation time, or non-working hours).
- Place information about a ballot measure on a union bulletin board in a staff break room.
- Post flyers on the wall or set flyers on a counter in a staff break room, but only if the District or school has permitted such dissemination of flyers and granted all viewpoints equal access to the staff break room for these purposes.
- Hand out pledge cards or information about propositions or candidates in the break room if the staff member is doing so in their private capacity, and on their own non-duty time rather than during instructional time.
- Request the use of meeting rooms under the Civic Center Act to hold meetings, forums, and debates, as long as equal access is given to all groups.
- Use their own devices, including personal cell phones, computers, copy equipment, etc. to assist a campaign or to personally campaign on their own time.

STAFF MAY NOT:

- Wear political buttons or other political apparel in a work setting or during work hours.
- Include political messages as part of their signature line or in other ways in their electronic communications, including emails, using district technology.
- Post or distribute political materials that advocate for or against a ballot measure or candidate on school property during work hours or copy at district expense. This includes stickers, leaflets, and signs.
- Conduct political campaign activity during working hours or in an instructional setting.
- Use students to write, address, or distribute campaign materials, or permit student campaign activity while students are required to be on school or district property.
- Tell people on school property during work hours to register to vote so they can vote for or against a specific ballot measure or candidate.
- Solicit or receive political contributions during working hours or in instructional settings.
- Use district funds, equipment, services, staff time, email system, or employee mailboxes for political activities, even if the district is reimbursed.
- Use the authority of an office of employment to encourage or discourage political activity by any other person.
- Use District resources to prepare or distribute informational material unless the materials have been approved by the Superintendent or designee.

The District may present its views regarding a ballot measure at a meeting of a public or private organization when requested, provided the presenter is authorized to speak on the District's behalf, and may provide informational materials about the possible effects of the ballot measure if the materials present relevant facts fairly and impartially to aid voters in making an informed decision.

1901 Arena Blvd. Sacramento, CA 95834 // (916) 567-5400 - www.natomasunified.org

Revised: July 2026

EXPECTATIONS AND POLICIES

SEXUAL HARASSMENT

The Board prohibits sexual harassment of District employees and job applicants. The Board also prohibits retaliatory behavior or action against District employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation.

All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or to take other subsequent necessary actions.

Any District employee or job applicant who feels that he/she has been sexually harassed or who has knowledge of any incident of sexual harassment by or against another employee, a job applicant or a student, shall immediately report the incident to their supervisor, principal, District administrator or Superintendent.

Prohibited sexual harassment includes, but not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual or physical conduct of a sexual nature made against another person of the same or opposite sex, in the work or educational setting, when:

1. Submission to the conduct is made explicitly or implicitly a term or condition of the individual's employment

2. Submission to or rejection of such conduct by the individual is used as the basis for an employment decision affecting him/her.

   The conduct has the purpose or effect of having a negative impact upon the individual's work or has the purpose or effect of creating an intimidating, hostile or offensive work environment. The conduct is sufficiently severe, persistent, pervasive, or objectively offensive so as to create a hostile or abusive working environment or to limit the individual's ability to participate in or benefit from an education program or activity.

3. Submission to or rejection of the conduct by the other individual is used as the basis for any decision affecting him/her regarding benefits, services, honors, programs or activities available at or through the District.

Other examples of actions that might constitute sexual harassment, whether committed by a supervisor, co-worker, or non- employee, in the work or educational setting, include, but are not limited to:

1. Unwelcome verbal conduct such as sexual flirtations or propositions; graphic comments about an individual's body, overly personal conversations or pressure for sexual activity; sexual jokes or stories; unwelcome sexual slurs, epithets, threats, innuendoes, derogatory comments, sexually degrading descriptions, or the spreading of sexual rumors.

2. Unwelcome visual conduct such as drawings, pictures, graffiti, or gestures; sexually explicit emails; displaying sexually suggestive objects.

3. Unwelcome physical conduct such as massaging, grabbing, fondling, stroking or brushing the body; touching an individual's body or clothes in a sexual way; cornering, blocking, leaning over, or impeding normal movements.

Prohibited sexual harassment may also include any act of retaliation against an individual who reports a violation of the District's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

Reference: BP/AR 4119.11 – Sexual Harassment

UNIVERSAL PRECAUTIONS

Guidelines from the California State Department of Education and the Centers for Disease Control are incorporated in the following preventive procedures. The basic principle promoted by these guidelines is to use Universal Precautions. This means to use appropriate precautions regardless of the knowledge of which germs are present in an individual's body fluids such as blood, saliva, nasal, discharges, vomitus, urine or feces. In other words, when handling the discharges from another person's body, always use Universal Precautions, especially when handling discharges containing blood. Do not limit hand washing, gloving and careful disposal of contaminated refuse only to those times when dealing with persons known or suspected of carrying specific germs. These Universal Precautions are general precautions personnel can take to prevent the spread of all infectious diseases, with specific information about HIV/AIDS and hepatitis infections.

These guidelines are to be followed in order to provide simple and effective procedures for all persons who may be exposed to the body fluids of another person.

1. Hand washing is the single most important technique for preventing the spread of infections.

   When to wash hands: Hands should be washed before eating, drinking, food handling and smoking. Hands should be washed after toileting. Hand washing procedures should be observed immediately after exposure to any body fluids.

   How to wash hands: Wet hand with running water and apply soap from a dispenser. Lather well and wash vigorously for at least 15 seconds. Soap suspends easily - removable soil and microorganism, allowing them to be washed off. Running water is necessary to carry away dirt and debris. Rinse well under running water with water draining from wrist to fingertips. Leave water running. Dry hands well with a paper towel and then turn off the faucet with the paper towel. Discard the towel.

2. Avoid direct skin contact with body fluids.

   How to avoid contact with body fluids: Allow a student or staff person to clean their own body fluid spills when this can be done safely. The bloodstream can be contaminated through breaks in the skin such as cuts or abrasions on hands. Cover open lesions on caregiver or person receiving care. All persons should avoid unnecessary touching of their mouth and eyes. Infections which are spread through the oral route or mucous membranes can be transmitted when contaminated hands bring microorganisms to the mouth and eyes.

   How to avoid skin contact with body fluids: Disposable gloves should be used when contact with body fluids is anticipated (such as bloody nose, diapering). Disposable gloves are to be used one time only and then discarded in a plastic-lined wastebasket.

   Hands should be washed with soap and water after discarding of gloves in each instance where gloves are used.

3. If direct skin contact with another person's body fluids occurs, such as in unanticipated vomiting, hands and other affected skin areas should be washed with soap and water immediately after contact has ended.

4. Environmental surfaces contaminated with body fluids should be disinfected. Environmental surfaces contaminated with body fluids should be cleaned promptly with the approved disinfectant solution. Disposable gloves should be worn. Disposable paper towels or tissues should be used, and then discarded in a plastic lined wastebasket. Mop solution used to clean up body fluid spills should consist of the approved disinfectant solution. Mops should be soaked in this solution after use, then washed in hot water before rinsing.

5. Use leak-proof plastic bags for disposal of all spills of body fluids.

   Leak-proof plastic bags should be placed in all waste baskets in the school nurse's restroom and office and as needed in other areas.

   If an incident occurs involving the handling of body fluids, all disposable materials including gloves, must be discarded in a leak-proof bag. This plastic bag then must be closed and placed in another plastic bag at the time of disposal.

   Custodial personnel should avoid exposure of open skin lesions or their mucous membranes to body fluids when cleaning or disposing of materials contaminated with body fluids.

In order to implement the above procedures, the following supplies will be placed in each school by the Operations Department:

1. Leak-proof plastic bags for waste paper baskets
2. Sprayer bottle (for approved disinfectant solution)

The disposable gloves should be kept in the school nurse's office to be utilized by any staff member when necessary.

In the event the handling of body fluids occurs outside the school nurse's office (such as classroom, cafeteria), the above procedures still apply. THERE ARE NO EXCEPTIONS.

AIDS: An Overview

Acquired Immune Deficiency Syndrome (AIDS) is caused by a virus called Human Immunodeficiency Virus (HIV). It is uncertain whether everyone infected with HIV will develop AIDS. However, HIV infection usually leads to a fatal
breakdown of the body's immune system. The immune system is the body's biological defense that helps protect the body from illnesses. Once HIV attacks the immune system, the person becomes susceptible to a variety of "opportunistic infections," illnesses that are not usually a threat to persons who have healthy immune systems. AIDS is the final stage of HIV infection.

The most common diseases associated with AIDS are Pneumocystis Carinii Pneumonia, a parasitic infection of the lungs and Kaposi's Sarcoma, a rare skin cancer. AIDS is also characterized by other opportunistic diseases to include: yeast infections of the mouth, throat and vagina, tuberculosis, neurological dysfunctions, cytomegalovirus (CMV) infections, large herpes ulcers, and toxoplasmosis, a parasitic infection. It is important to note that many non-HIV-infected persons can have these diseases.

Initial symptoms of AIDS vary widely and can be similar to other non-AIDS related medical problems. However, medical attention should be sought immediately if any of the following common AIDS symptoms develop:

- Rapid weight loss of unknown cause (more than 10 lbs. in two months)
- Appearance of swollen or tender glands (lymph nodes) for no apparent reason, lasting for more than four weeks
- Unexplained shortness of breath, frequently accompanied by a dry cough, and not due to allergies or smoking
- Persistent diarrhea
- Intermittent high fever or soaking night sweats of unknown origin
- A marked change in illness pattern – either frequency, severity, or length of sickness
- The appearance of one or more purple spots on the surface of the skin or inside the mouth

How do people get AIDS?

Anyone can get the HIV virus. There are two major ways to get HIV; through blood contact and through sex.

Persons can get HIV from using drug injection needles and syringes that have been used by an HIV-infected person. Blood is left in the syringe and needle, and when the person "shoots up," blood and the HIV are injected directly into the bloodstream.

Babies born to HIV infected women may become infected before or during birth, or shortly after birth through breast feeding.

In the past, infected blood transfusions were a source of HIV infection. Since 1985, blood is screened and now carries a very small risk of infection.

Unprotected sex is the other major way people get infected with HIV. HIV may be transmitted when a person's HIV infected semen or vaginal fluid comes in contact with their sex partner's vagina, rectum, urethra or mouth. This means that any type of sexual relation (vaginal, anal, oral) with a HIV-infected partner may lead to HIV infection.

HIV could also be transmitted by penetrating the skin with HIV-infected needles used for:
tattoos, ear-piercing, acupuncture, vitamin or steroid injections.

It is important to note that there is no way of knowing whether a person is infected with the HIV virus just by looking at them. Most people who are infected do not have symptoms for several years. HIV infected persons may not know they are infected until they become ill or are tested for HIV antibodies. Infected individuals without symptoms can transmit the infection to others. A single exposure to the HIV virus may result in infection.

The median incubation time from HIV infection to AIDS diagnosis is estimated to be 10 years. The range can be 2-16 years.

How is HIV/AIDS Virus NOT transmitted?

There is no evidence that the virus is spread through casual social contact. People do not get AIDS from hugging or closed mouth kissing; people do not get AIDS through shaking hands; AIDS is not acquired by handling door knobs, telephones or office equipment. AIDS is not transmitted by insect bites.

Can AIDS be prevented?

Yes. AIDS is transmitted primarily through voluntary activities such as having sex and using injection drugs. This means that people have considerable control in preventing AIDS infection. Individuals can reduce their risks of becoming infected by following these recommendations:

- Abstinence from sex or drug use is the surest way to avoid becoming HIV infected.
- Do not have sex with anyone who is infected with the AIDS virus or with anyone who engages in high-risk behaviors. If you do use a latex condom, nonoxynol 9 may be partially effective in inhibiting the AIDS virus
- Do not use drugs and /or alcohol. Do not share needles and syringes. Sharing needles, syringes and cookers is very dangerous.
- Women who have engaged in drug use or who have or had sex partners who have or had been involved in high- risk behaviors, should be HIV antibody tested before becoming pregnant.
- Do not share personal items such as toothbrushes or razors that may be contaminated with the AIDS virus.
- N. California AIDS Hotline, 1-800-367-2437
- CDC Information line 1-800-458-5281

Hepatitis: An Overview

Hepatitis A is a viral disease which causes inflammation of the liver. It is spread by the fecal-oral route, contaminated food or water, or sexual exposure. The best prevention is proper hand washing. Hepatitis A causes a mild to severe infection and is easily spread among household groups.

The symptoms are flu-like, and can include dark urine, white stools, and yellowing of eyes and skin. The infection can occur without symptoms. Individuals can have Hepatitis A only once and unlike Hepatitis B, an individual does not become a carrier of the Hepatitis A virus.

The incubation period is 2-6 weeks. Food handlers and household or close contacts of persons with Hepatitis A should have ISG (Immune Serum Globulin) within two weeks of contact.

In the school setting, food handlers and other persons working in the cafeteria should be instructed to wash hands carefully before working. Plastic gloves should be worn when handling foods such as salads and sandwiches.

Hepatitis B and C are viral diseases characterized by inflammation of the liver. The viruses are found in the blood and body fluids of an infected person. The onset of symptoms may appear six weeks to six months after becoming infected with the virus. Infection with the Hepatitis B Virus can result in no symptoms, or mild to severe illness. Some patients with Hepatitis B and C are carriers and can infect others. Some of the carriers may develop chronic liver problems.

Hepatitis B and C are transmitted by the following actions: sexual contact with an infected person; sharing instruments which penetrate the skin with someone who is infected, such as in tattooing, ear piercing, razors, and intravenous needles/syringes; direct contact of infected blood with mucous membranes of the eye and mouth; needle sticks with needles containing infected blood; direct contact of infected blood with broken skin; sharing toothbrushes with an infected person and being born to an infected mother.

A vaccine for Hepatitis B is available from health care providers. The cost of the vaccine is covered by most employee health plans. The vaccination for Hepatitis B consists of a series of three intramuscular doses. Hepatitis B vaccine is recommended for people at high risk for type B Hepatitis, such as hospital workers, and family members and sexual partners of Hepatitis B carriers.

Research is currently being done on Hepatitis D and E. There is no vaccine for either of these viruses.

For more information, contact the Sacramento Health Department or Natomas Unified School District Blood Borne Pathogens Manual. In the school setting, personnel who work with disabled students are advised to consult their physician regarding receiving Hepatitis B vaccine.

EMPLOYEE USE OF TECHNOLOGY

Employees shall be responsible for the appropriate use of technology and shall use the Districts technological resources primarily for the purposes related to their employment. Such use is a privilege and can be revoked at any time.
Employees shall be notified that computer files and electronic communications, including email and voicemail, are not private. Technology resources shall not be used to transmit confidential information about students, employees, or District operations without authority.

To ensure proper use, the Superintendent or designee may monitor employee usage of technological resources, including accessing of email and stored files. Monitoring may occur at any time without advance notice or consent.

Online/Internet Services - User Obligations and Responsibilities

Employees are authorized to use the District's equipment to access the internet or other online services in accordance with Board policy, the District's Acceptable Use Agreement, and the user obligations and responsibilities specified below.

1. The employee in whose name an online services account is issued is responsible for its proper use at all times. Employees shall keep account information home addresses and telephone numbers private. They shall use the system only under their own account number to which they have been assigned.

2. Employees shall use the system safely, responsibly, and primarily for work-related purposes.

3. Employees shall not access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion or political beliefs.

4. Employees shall not use the system to promote unethical practices or any activity prohibited by law, Board policy, or administrative regulations.

5. Employees shall not use the system to engage in commercial or other for-profit activities without permission of the Superintendent or designee.

6. Copyrighted material shall be posted online only in accordance with applicable copyright laws.

7. Employees shall not attempt to interfere with other users' ability to send or receive email, nor shall they attempt to read, delete, copy, modify or forge other users' email.

8. Employees shall not develop any classroom or work-related web sites, blogs, forums, or similar online communications representing the District or using District equipment or resources without permission of the Superintendent or designee. Such sites shall be subject to rules and guidelines established for District online publishing activities including, but not limited to, copyright laws, privacy rights, and prohibitions against obscene, libelous, and slanderous content. Because of the unfiltered nature of blogs, any such site shall include an

employee use of technology disclaimer that the District is not responsible for the content of the messages. The District retains the right to delete material on any such online communications.

9. Users shall report any security problem or misuse of the services to the Superintendent or designee.

Use of Cellular Phone or Mobile Communications Device

Any employee that uses a cell phone or mobile communications device in violation of law, Board policy, or administrative regulation shall be subject to discipline and may be referred to law enforcement officials as appropriate.

Reference: BP 4040 – Employee Use of Technology

Email

Email is provided for the purpose to exchange information consistent with the mission of the Natomas Unified School District. Remember to check your email and SPAM folder regularly. Before you send an email, remember the do's and don'ts:

- Email cannot be used for private or commercial offerings of products or services for sale or to solicit products or services.
- Email cannot be used for political or religious purposes.
- Consider whether a phone call or person to person communication would be better in the situation.
- Write a meaningful subject line and keep the message focused and readable.
- Proofread.
- Do not assume privacy.
- Do not send "all-District" emails without prior authorization from the Superintendent or designee.
- Create an out-of-office reply if you will be out of the school or office

MANDATED REPORTING

Employees who are mandated reporters, as defined by law and District administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect. Mandated reporters shall not investigate any suspected incidents but rather shall cooperate with agencies responsible for investigating and prosecuting cases of child abuse and neglect.

Definitions

Child abuse or neglect includes the following: (Penal Code 11165.5, 11165.6)

- A physical injury or death inflicted by other than accidental means on a child by another person
- Sexual abuse of a child, including sexual assault or sexual exploitation, as defined in Penal Code 11165.1
- Neglect as defined in Penal Code 11165.2
- Willful harming or injuring of a child or the endangering of the person or health of a child as defined in Penal Code 11165.3
- Unlawful corporal punishment or injury as defined in

Penal Code 11165.4 Child abuse or neglect does not include:

- A mutual affray between minors (Penal Code 11165.6)
- An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of their employment (Penal Code 11165.6)
- An injury resulting from the exercise by a teacher, vice principal, principal or other certificated employee of the same degree of physical control over a student that a parent/guardian would be privileged to exercise, not exceeding the amount of physical control reasonably necessary to maintain order, protect property, protect the health and safety of students, or maintain proper and appropriate conditions conducive to learning (Education Code 44807)
- An injury caused by a school employee's use of force that is reasonable and necessary to quell a disturbance threatening physical injury to persons or damage to property, to protect himself/herself, or to obtain weapons or other dangerous objects within the control of the student (Education Code 49001)
- Physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by the student (Education Code 49001)

Mandated reporters include, but are not limited to, teachers; instructional aides; teacher's aides or assistants; classified employees; certificated pupil personnel employees; administrative officers or supervisors of child attendance; administrators and employees of a licensed day care facility; Head Start teachers; District police or security officers; licensed nurse or health care providers; and administrators, presenters or counselors of a child abuse prevention program.

Reasonable suspicion means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on their training and experience, to suspect child abuse or neglect. However, reasonable suspicion does not require certainty that child abuse or neglect has occurred nor does it require a specific medical indication of child abuse or neglect. (Penal Code 11166)

Reporting Procedures

1. Initial Telephone Report

Immediately or as soon as practicably possible after knowing or observing suspected child abuse or neglect, a mandated reporter shall make an initial report by telephone to any police department (excluding a school District police/security department), sheriff's department, county probation department if designated by the county to receive such reports, or the county welfare department. (Penal Code 1165.9, 11166)

Child Protective Services
PO Box 269057
Sacramento, CA 95826-9057
(916) 875-5437 (875-KIDS)

Sacramento Police Department
5770 Freeport Blvd.
Sacramento, CA 95822
(916) 264-5471

When the initial telephone report is made, the mandated reporter shall note the name of the official contacted, the date and time contacted, and any instructions or advice received.

1. Written Report

Within 36 hours of knowing or observing the information concerning the incident, the mandated reporter shall then prepare, and either send, fax, or electronically submit to the appropriate agency a written follow-up report which includes a completed Department of Justice form (SS 8572). (Penal Code 11166, 11168)

The Department of Justice form may be obtained from the District office or other appropriate agencies, such as the county probation or welfare department or the police or sheriff's department.

Reports of suspected child abuse or neglect shall include, if known: (Penal Code 11167)

- The name, business address and telephone number of the person making the report and the capacity that makes the person a mandated reporter
- The child's name and address, present location and, where applicable, school, grade and class
- The names, addresses and telephone numbers of the child's parents/guardians
- The information that gave rise to the reasonable suspicion of child abuse or neglect and the source(s) of that information
- The name, address, telephone number and other relevant personal information about the person(s) who might have abused or neglected the child

The mandated reporter shall make a report even if some of this information is not known or is uncertain to him/her. (Penal Code 11167)

The mandated reporter may give to an investigator from an agency investigating the case, including a licensing agency, any information relevant to an incident of child abuse or neglect or to a report made for serious emotional damage pursuant to Penal Code 11166.05. (Penal Code 11167)

2. Internal Reporting

The mandated reporter shall not be required to disclose their identity to the principal, supervisor, or the superintendent or designee. (Penal Code 11166)

However, employees reporting child abuse or neglect to an appropriate agency are encouraged, but not required, to notify the principal as soon as possible after the initial telephone report to the appropriate agency. When so notified, the principal shall inform the Superintendent or designee.

The principal so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law, Board policy, and administrative regulation. At the mandated reporter's request, the principal may assist in completing and filing the necessary forms.

Reporting the information to an employer, supervisor, principal, school counselor, co-worker, or other person shall not be a substitute for making a mandated report to the appropriate agency. (Penal Code 11166)

Reference: BP/AR 5141.4 - Child Abuse Prevention and Reporting

DRUG AND ALCOHOL FREE WORKPLACE

The Board of Trustees believes that the maintenance of drug- and alcohol-free workplace is essential to staff and student safety and to help ensure a productive and safe work and learning environment.

An employee shall not unlawfully manufacture, distribute, dispense, possess, or use any controlled substance in the workplace. (Government Code 8355l 41 USC 701)

Employees are prohibited from being under the influence of controlled substances or alcohol while on duty. For purposes of this policy, on duty means while an employee is on duty during both instructional and non-instructional time in the classroom or workplace, at extracurricular or co-curricular activities, or while transporting students or otherwise supervising them. Under the influence means that the employee's capabilities are adversely or negatively affected, impaired, or diminished to an extent that impacts the employee's ability to safely and effectively perform their job.

In accordance with law and the District's collective bargaining agreements, the Superintendent or designee shall take appropriate disciplinary action, up to and including termination, against an employee for violating the terms of this policy and/or shall require the employee to satisfactorily participate in and complete a drug assistance or rehabilitation program approved by a federal, state, or local public health or law enforcement agency or other appropriate agency.

Reference: BP/AR 4020 – Drug and Alcohol Free Workplace

TOBACCO-FREE SCHOOLS

The Governing Board recognizes that smoking and other uses of tobacco and nicotine products constitute a serious public health hazard and are inconsistent with District goals to provide a healthy environment for students and staff.

The Board prohibits the use of tobacco products at any time in District-owned or leased buildings, on District property, and in District vehicles. (Health and Safety Code 104420; Labor Code 6404.5; 20 USC 6083)

This prohibition applies to all employees, students, and visitors at any school-sponsored instructional program, activity, or athletic event held on or off District property. Any written joint use agreement governing community use of District facilities or grounds shall include notice of the District's tobacco-free schools policy and consequences for violations of the policy.

The products prohibited include any product containing tobacco or nicotine, including, but not limited to, cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, betel, electronic cigarettes, electronic hookahs, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products.

Enforcement/Discipline

Any employee or student who violates the District's tobacco-free schools policy shall be asked to refrain from smoking and shall be subject to disciplinary action as appropriate.

Any other person who violates the District's policy on tobacco-free schools shall be informed of the District's policy and asked to refrain from smoking. If the person fails to comply with this request, the Superintendent or designee may:

- Direct the person to leave school property
- Request local law enforcement assistance in removing the person from school premises
- If the person repeatedly violates the tobacco- free schools policy, prohibit him/her from entering District property for a specified period of time

Reference: BP/AR 3513.3 – Tobacco Free Schools

SUBSTITUTE DAILY ACTIVITY

Calendar

A calendar of the school year and holidays is available on the Natomas Unified School District website.

When Arriving

- Arrive at the school or department site with sufficient time to check-in at the office and familiarize yourself with bell schedules and emergency drill procedures. If you are going to be late, you must immediately contact Substitute Services at 916-467-5060 to inform the site.
- Report to the main office or department lead upon your arrival at the school/department. You are required to report at the arrival duty time of your assignment indicated in Frontline.
- It is the substitute's responsibility to sign in with the school office, or department office, upon arrival and sign out when the assignment is complete. Upon signing in, the office staff will provide instructions for the day's assignment.
- Check out a substitute identification badge that must be worn throughout the day.
- Ask about student procedures or relevant notes, and whether there will be any other duties associated with the assignment.

Throughout the Day

- Substitutes are responsible for students, classroom, equipment, and materials as assigned.
- Notify the principal/office if an emergency makes it necessary for you to leave before the end of the working day. It is your responsibility to also contact Substitute Services at 916-467-5060 immediately if this occurs.
- Ask the teacher or another staff member for help on any particular problem that cannot be solved satisfactorily from the information available.
- Call for immediate assistance in the event of any medical emergency. Substitutes are not authorized to give any medication to students.
- All unusual requests from parents and students should be referred to the site administration. Students are never to be released from the classroom without an official note from the office.
- Report any incidents or issues to the teacher or principal as soon as possible.

HEALTH, SAFETY AND SECURITY

Safety Requirements

All employees shall adhere to District Board Policies and shall report unsafe conditions or practices to the appropriate supervisor.

Accidents and Accident Prevention

Be alert at all times to safety hazards. Notify the teacher or site administrator or designee of all accidents, injuries, or unsafe areas. Safety and prevention are the combined efforts of all. If you witness an accident involving a student, it must be reported to the site administration office.

Accidents and Illness of Students

All accidents involving students on the school grounds, in the building, on the way to or from school, or occurring in any area while the pupil is under the supervision of the school, shall be referred to the school principal and nurse. A substitute is not allowed to administer medication.

Emergency Operations

The principal or department administrator is responsible for working out an Emergency Operations Plan for each school or department. In the plan, duties and responsibilities should be assigned and the procedure established for all employees on site in the event of emergency situations. Check your site substitute packet and/or posted emergency procedures upon arrival at each site/classroom/department.

Release of Students

While students are in school, staff members serve in the place of the parents. Do not leave students unattended - you are responsible for all students under your charge and you must remain in your assignment and/or the classroom until the school day has ended.

Security of Personal Belongings

When working as a substitute, you may or may not have access to any type of locked cabinet or desk. You are encouraged to leave any items of value at home. Please take only what you need to substitute, such as keys, money for snacks or lunch, pencils, pens, paper, tissues, etc.

Confidentiality

Refrain from repeating confidential or personal information to anyone except appropriate school personnel; this includes, but is not limited to, student names and personal information, discipline information, and grades/scores. Disclosing such information could result in your assuming personal liability, and is against District policy. Please also remember that while many items are matters of public record, the releasing of such information is the function of specific offices or individuals. For those of you working in schools, make certain you refer to the administrator any unauthorized requests for personal information about pupils or employees.

End of the Day

Check out at the office at the end of the day. Return any keys, equipment, and your identification badge.

Hours of Duty

Starting times will vary depending on the "position", "department," and/or job responsibilities. Be sure you clarify the time you are to report to work, the location, and the number of hours to be worked when accepting the assignment. It is recommended you recheck Frontl, or check your email for notifications, on the morning of your assignment in case there are any important changes.

The opening and closing times may vary from school to school due to transportation schedules and types of programs the school is operating. As a general rule, Frontline or Substitute Services will provide starting times when assigning substitutes.

Substitutes are expected to be on duty for the entire assignment and to perform all duties of the regular employee, and other duties assigned.

Refusal to work the mandated number of hours or refusal to accept the reassignment may result in consideration for termination for the day or from the substitute list.

Lunch Period

You should check with the site to get your break/lunch schedule. Substitutes are assigned a lunch break of thirty (30) duty-free minutes and two 15-minute breaks when working a full-day assignment (8 hours). If you are working a 4 hour work day, then you are entitled to one 15-minute break.

At the beginning of each shift, talk to the office staff or department lead about the break schedule.

PAYROLL

Substitute employees are paid on a monthly basis with salary warrants issued on or about the 10th of each month following the pay period in which the service began. Pay periods run from the 16th of the month to the 15th of the following month.

You may elect direct deposit for your pay warrant. If you do not elect direct deposit, your pay warrant will be mailed to your home. Please make sure you inform Substitute Services of any address or name changes. A Change of Address form in InformedK12 can be initiated to advise Human Resources of an address change.

Your pay is subject to four compulsory deductions: 1) Federal Withholding Tax, 2) State Income Tax, 3) Medicare, and 4) OASDI and/or other retirement plan (STRS, PERS).

Substitute employees may be entitled to up to 40 hours of sick leave. To qualify for sick leave, an employee must be employed for at least 90 days and have worked for at least 30 of those days for the District. ***Please note**: Substitute employees do not earn vacation, holiday, bereavement, or jury duty pay.

Time Recording

Time worked for substitute employees is recorded in Frontline only. The site secretary or the department administrative support person where you are assigned will ensure that your time for the assignment is entered. You can log into the Frontline platform to see your record of time worked for the current pay period and prior periods.

Payroll Technicians

You may also reach out to your payroll technician via email at payrollbenefits@natomasunified.org with general questions.

WORKERS' COMPENSATION

California law guarantees certain Workers' Compensation benefits to employees who are injured or become ill due to their jobs. If you are injured at work, please do the following:

1. Immediately report the injury/illness to your supervisor and complete an Employee Incident Report.
2. Call the SIA (Schools Insurance Authority) nurse immediately at 1-877-742-3467 (toll free) to discuss treatment options.
3. After you have seen a physician, you will be given a "Work Status Report" form. Be sure to give a copy of this form to your supervisor and the Human Resources Department, hr@natomasunified.org.
4. If you are released for modified/restricted duty, provide the modifications or restrictions to your supervisor and the Human Resources Department for review.
5. Follow all doctors' orders. Attend all scheduled appointments. Give a copy of your "Work Status Report" to your supervisor after each appointment.
6. When reporting an absence due to Workers' Compensation leave, please include the date of injury.

Remember, you may only report absences for work-related injuries to Workers' Compensation leave if you are taken off work by the doctor or if you are attending an appointment related to the injury.

If you have any questions about the Workers' Compensation process, please call Human Resources at (916) 567-5855 or hr@natomasunified.org.

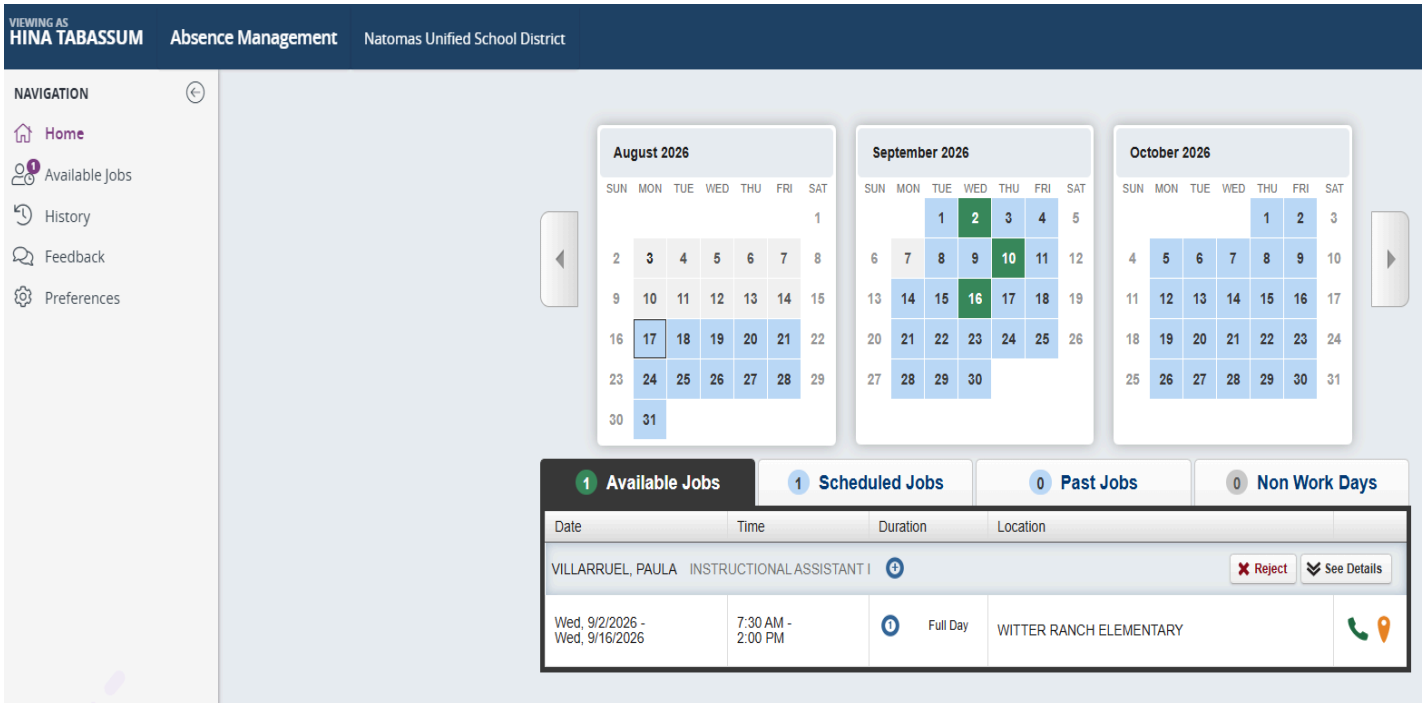
WORKERS' COMPENSATION FRAUD IS A FELONY
Anyone who knowingly files or assists in the filing of a false workers' compensation claim may be fined up to $50,000 and sent to prison for up to five years (Insurance Code Section 1871.4).

FRONTLINE: "HOW TO" GUIDE

EMPLOYEE PORTAL VIEW

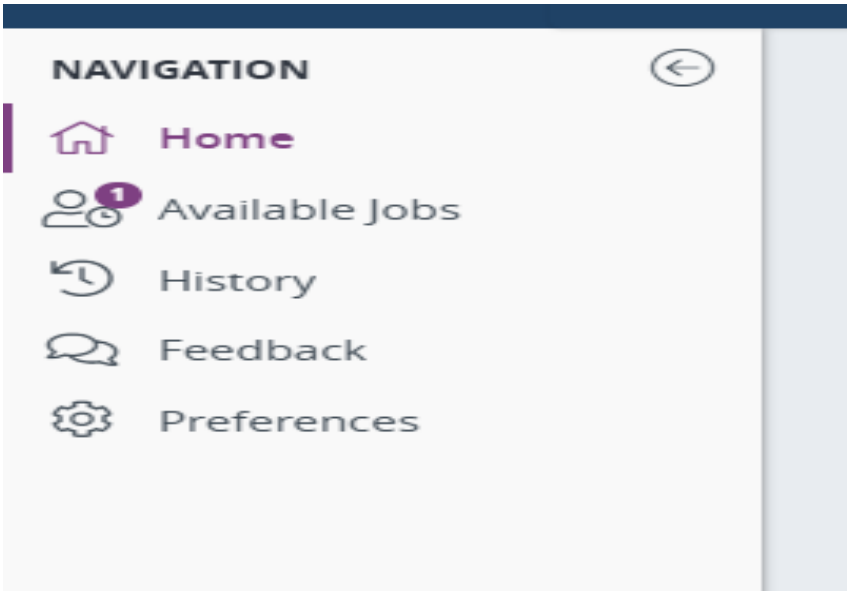
Log in:

- You have to log in with your Natomas Unified email and use the Single Sign-On option
- >Click on Google "waffle"
- >Click on the Frontline icon
- Once you are logged in, your page will look like this:

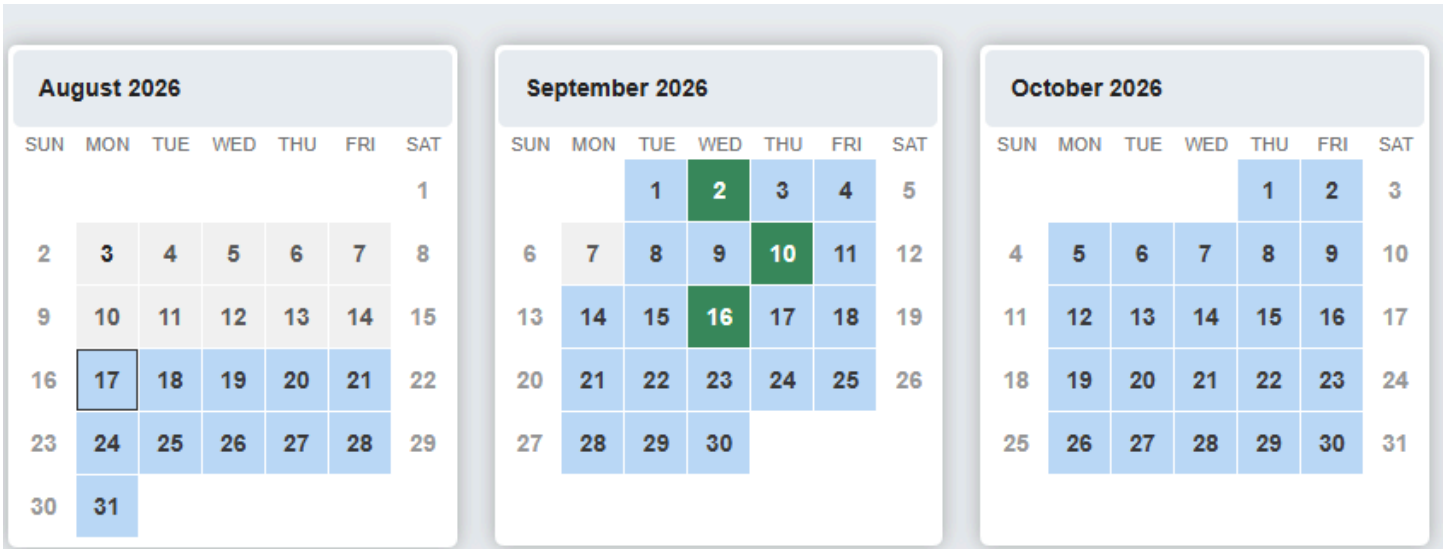


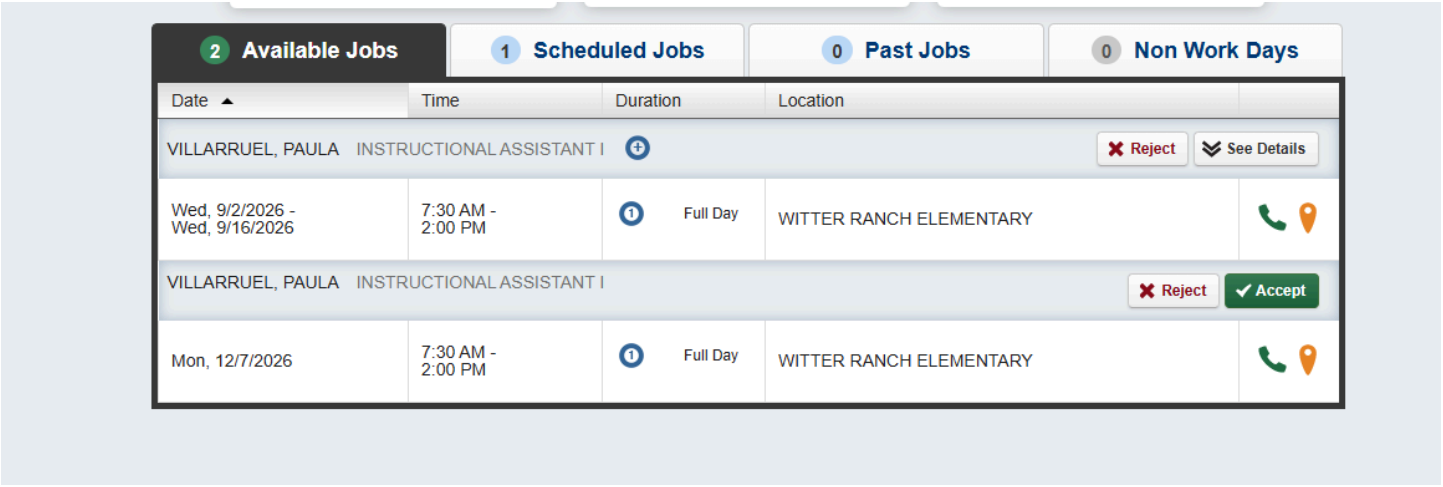
Viewing/Accepting Assignments

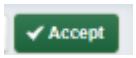
Once you have logged in, click on "Available Assignments" on the left-hand side of the menu.



You will see the below screen with recently Accepted and Available Assignments, as well as an Assignment Calendar.





To accept a job, click on the green button 

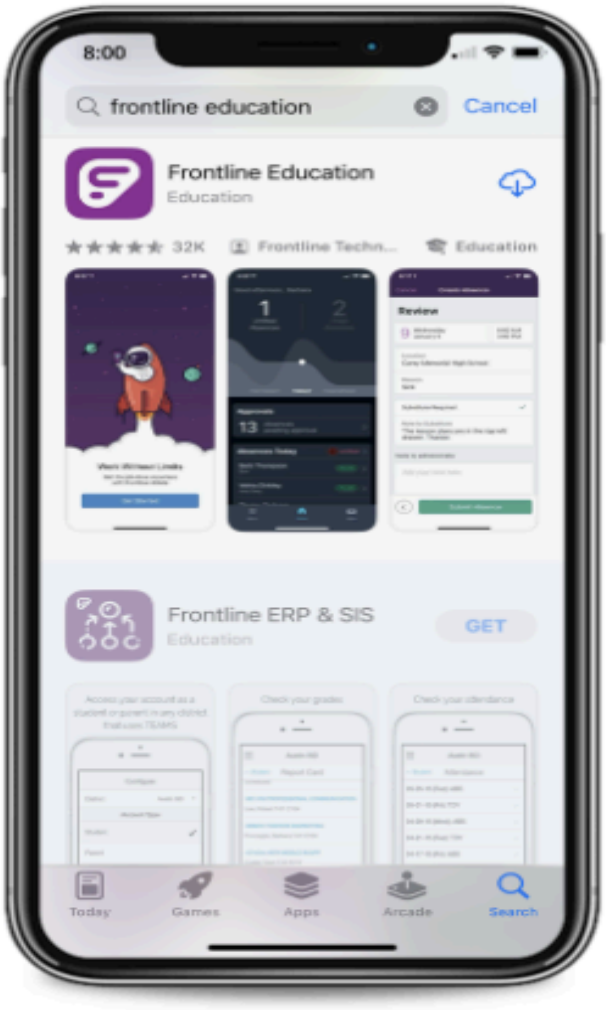
Whatever position you have as a substitute, only those types of jobs will show up on your Frontline portal to select from.

If you need to cancel a substitute assignment for any reason, please email Human Resources at HR@natomasunified.org or call (916)467-5060 immediately and they will remove you from that assignment.

Using the Frontline App

Getting Started

- Access the app store on your mobile device.
- Enter "Frontline Education" in the search bar.
- Press the **Get** or **Install** button and install the app.



Note: You can alternately scan the following Apple/Android QR code for quick access.

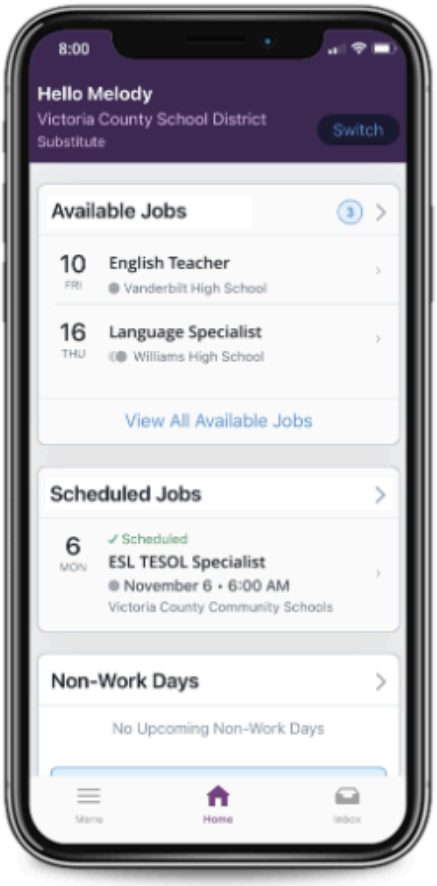
Apple Device	Android Device
	

Once the download is complete, a welcome page will display.

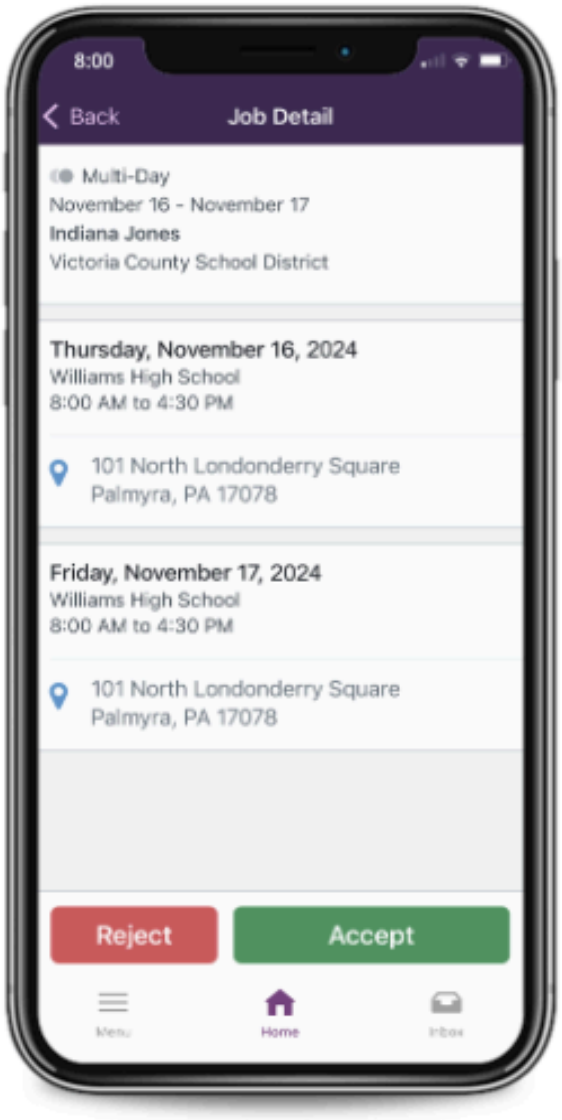
- Press **Get Started** to proceed.
- The Sign In page then appears.
- Enter your Frontline ID account or use SSO and sign in.

Key Features

The homepage displays information applicable to your permission setup. Potential in-app features include available jobs and scheduled jobs. These navigation options provide access to job detail pages and other tools.



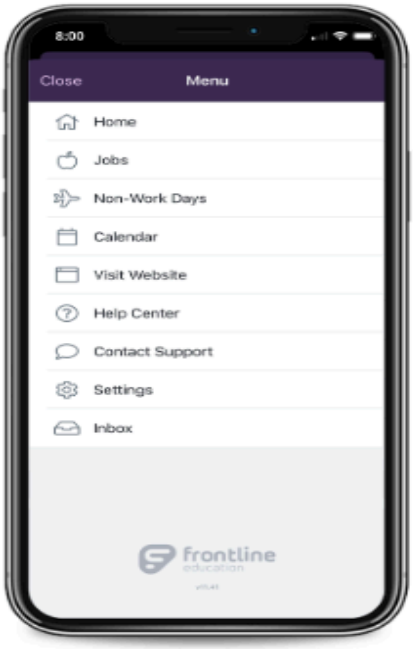
JOB DETAILS


8:00
Back
Job Detail
Multi-Day
November 16 - November 17
Indiana Jones
Victoria County School District
Thursday, November 16, 2024
Williams High School
8:00 AM to 4:30 PM
101 North Londonderry Square
Palmyra, PA 17078
Friday, November 17, 2024
Williams High School
8:00 AM to 4:30 PM
101 North Londonderry Square
Palmyra, PA 17078
Reject
Accept
Menu
Home
Inbox

Menu/Side Navigation

The "Menu" opens a side navigation bar where you can access current tools and settings. Review the options below to learn more about this functionality.

Examples of Menu, Jobs, and Calendar



Menu Options	
Home	Return to the homepage.
Jobs	View/accept available jobs in your district(s); and view scheduled jobs.
Calendar	View scheduled jobs or previous assignments.
Inbox	Review any received messages.
Help Center	Navigate to the application's learning center for help content.
Settings	Enable biometric validation and dark mode, or log out of the app.
Feedback	Inform Frontline of any bugs or issues with the application's functionality. Your feedback is always welcomed and reviewed in a timely manner.
Privacy Policy	Review Frontline's privacy policy and standards.
Visit Website	Navigate to the web version system login page.