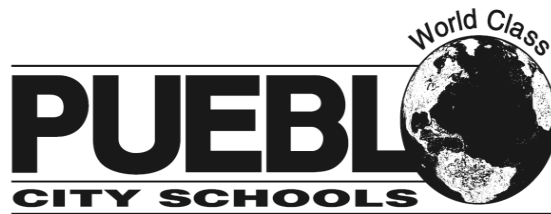


# SUBSTITUTE HANDBOOK



**PUEBLO CITY SCHOOLS**  
**315 W. 11<sup>th</sup> Street**  
**Pueblo, Colorado 81003**

**July 2018**

**PUEBLO CITY SCHOOLS**

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Pueblo, Colorado 81003

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**MISSION STATEMENT**

To provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact

Pueblo City Schools does not discriminate on the basis of race, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, religion, or other status protected by law in admission or access to, or treatment and employment in, its programs and activities. Additionally, a lack of English language skills is not a barrier to admission or participation in activities, programs and employment. The following individual has been designated to handle inquiries regarding the non-discrimination policies EEO/Affirmative Action/Title IX/Section 504 Compliance Officer, 315 West 11th Street, Pueblo, Colorado 81003, (719) 549-7154.

Si tiene alguna pregunta sobre esta información, por favor llame a la escuela de su niño.

### **Important Disclaimer**

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

**All substitutes are employed at-will temporary and intermittent / employment. Substitutes may be terminated by either party at any time, with or without cause.**

*Dear Substitute:*

*Each day is important as it pertains to the education of each child of Pueblo City Schools.*

*In accepting as assignment as a substitute, you are making an important contribution to the youth in the classroom and buildings as well as the absent employee.*

*The District appreciates your willingness to render this service and is providing this handbook as a guide to help you.*

*This information is of a general nature only. Specific instructions and directions for a particular assignment will be supplied to you when you report to the school or building.*

*If you have questions which are not answered in this booklet, please contact the Human Resource Office (549-7139).*

### **REQUIREMENTS**

**Substitute Teacher** - A substitute teacher must have a valid Colorado teaching license or substitute authorization registered and on file in the District Human Resource Office at all times wherein services are rendered. Substitute teachers who do not have a valid teaching license/

substitute authorization on file in the Human Resource Office shall not be permitted to substitute in the District. Pueblo City Schools require all substitute teachers be fingerprinted.

**Substitute Educational Support Personnel (ESP)** – Colorado State Law requires that all ESP staff be fingerprinted.

*(All substitutes must have an application on file with the substitute coordinator.)*

## **SUBSTITUTE ASSIGNMENTS**

### **AUTOMATED SYSTEM (Aesop) – Absence Management**

The system will call you for assignments. Call out times are 5:30 am – 12:00 noon and 5:30 pm – 10:00 pm daily except holidays.

### **ASSIGNMENTS**

Arrangements for all substitutes in Pueblo City Schools shall only be permitted through the automated system. You must have a job number in order to be paid for the assignment. If you have been pre-arranged or requested to report to an assignment, make sure you check on Aesop for the job number. If the assignment turns out to be different from the original automated call, make sure the secretary makes the proper changes on the automated system, so that your pay will be accurate. Assignments may also be accessed through the intranet. If you are not going to be available to substitute for a period of time, please make yourself unavailable in Aesop. It is important that you be available whenever there is not a legitimate reason for you to refuse an assignment. You have been hired as a substitute to work when the District needs you. Excessive refusals and failure to show up at an assignment may be reasons to remove you from our active list.

## **CALL-OUT**

**Substitute Teacher** - In the event both a teacher and a substitute teacher report for the day, the substitute shall be paid  $\frac{1}{2}$  day call-out. However, if another assignment is available, the substitute will be transferred; otherwise the substitute will remain for  $\frac{1}{2}$  day in the building where the call-out occurred.

**Substitute Educational Support Personnel (ESP)** - In the event both an ESP employee and substitute report for the day the substitute shall be paid 2 hours call-out. However, if another assignment is available, the substitute will be transferred; otherwise the substitute will remain for 2 hours in the building where the call-out occurred.

## **PAYROLL PROCEDURES**

### **SUBSTITUTE TEACHER SALARY**

Substitute teachers who hold the following authorizations or license shall be paid at the following rate:

#### **1 Year Substitute Authorization –**

*Full day - \$105.00 /  $\frac{3}{4}$  day - \$78.75 /  $\frac{1}{2}$  day - \$52.50*

#### **3 Year Substitute Authorization –**

*Full day - \$110.00 /  $\frac{3}{4}$  day - \$82.50 /  $\frac{1}{2}$  day - \$55.00*

#### **Teacher License/5 Year Substitute Authorization –**

*Full day - \$150.00 /  $\frac{3}{4}$  day - \$112.50 /  $\frac{1}{2}$  day - \$75.00*

#### **Non Certified Teacher Substitutes Long-Term:**

Same as above.

#### **Certified Teacher Substitutes Long-Term:**

When substitute teachers are endorsed in the areas where they are substituting and the assignment is for 15 consecutive days or more, the substitute will be paid \$200.00 per day.

*A substitute teacher may be compensated at the appropriate (certified or non-certified) long term substitute rate when the following criteria are present:*

- 1. a Pueblo City School's teacher is elected to a long term national position (i.e. NEA Director) which requires over fifteen (15) absences in a year which may or may not be consecutive, AND*
- 2. the District is reimbursed by the outside agency for the substitute costs.*

#### **SUBSTITUTE TEACHER SCHEDULE**

1 to 4 hours =  $\frac{1}{2}$  day / Over 4 hours up to Under 6 hours =  $\frac{3}{4}$  day /  
6 hours and over = full day

#### **PLAN PERIOD COVERAGE FOR SUBSTITUTE TEACHERS:**

If a substitute teacher is asked to cover a different class during the plan period, it is up to the substitute if they choose to help the school with coverage (*they are not paid extra for the class coverage*). If a substitute teacher is asked to cover during the PLC (*Professional Learning Community*) that is not a choice, it is part of the absent teacher's schedule. If a teacher sold their plan and they teach straight classes, the substitute is not paid extra for not having a plan.

#### **SUBSTITUTE EDUCATIONAL SUPPORT PERSONNEL (ESP) SALARY**

ESP substitutes will be paid hourly. (Minimum wage = \$10.20 per hour)  
If a retired Pueblo City Schools ESP employee returns to substitute for the District he/she will receive \$15.00 per hour.

**PAYROLL CLOSING DATES:** Pay day is the last working day of the month:

PAYROLL CLOSES	PAY DATE
Friday, September 7, 2018	Friday, September 28, 2018
Sunday, October 7, 2018	Wednesday, October 31, 2018
Wednesday, November 7, 2018	Friday, November 30, 2018
Friday, December 7, 2018	Monday, December 31, 2018
Monday, January 7, 2019	Thursday, January 31, 2019
Thursday, February 7, 2019	Thursday, February 28, 2019
Thursday, March 7, 2019	Friday, March 29, 2019
Sunday, April 7, 2019	Tuesday, April 30, 2019
Tuesday, May 7, 2019	Friday, May 31, 2019
Friday, June 7, 2019	Friday, June 28, 2019
Sunday, July 7, 2019	Wednesday, July 31, 2019
Wednesday, August 7, 2019	Friday, August 30, 2019

**PERA**

All substitutes and former full-time employees are required to have PERA deductions withheld from their salaries.

PERA retirees are limited to 110 days or 720 hours per CALENDAR year. Performance of services for more than four (4) hours per day counts as one (1) day. If you work four (4) hours or less per day, you may work a total of 720 hours per CALENDAR year.

**RESIGNATION**

Substitutes who terminate their services with the District shall be required to submit WRITTEN NOTIFICATION of resignation to the substitute coordinator in the human resources office.

## **HOUSE BILL 98-1071 – “Substitute Teacher”**

"Substitute teacher" means a teacher who normally performs services as an employee of a school district for four hours or more during each regular school day, but works on one continuous assignment for a total of less than ninety regular school days, or FOR LESS THAN one semester or equivalent time as determined by the annual school year calendar of the district in which the teacher is employed during an academic year. "Substitute teacher" also means an itinerant teacher who, as an employee of a school district, normally performs services on a day-to-day or similar short-term basis during an academic year as a replacement teacher for a nonprobationary teacher employed pursuant to section 22-63-202, a probationary teacher employed pursuant to section 22-63-203, or a part-time teacher while the nonprobationary, probationary, or part-time teacher is absent or otherwise unavailable. "Substitute Teacher" does not include any nonprobationary or probationary teacher who is assigned as a permanent substitute teacher within a school district.

### **RESPONSIBILITIES OF THE SUBSTITUTE**

**REPORTING TO AN ASSIGNMENT:** Report to the school office upon entering the building and receive information regarding room assignment, lesson plans, duties, and mailbox materials for the day's activities. At this time you should present your JOB NUMBER. You must report to the school on time and *must stay for the complete assignment*, this *includes* Fridays. At the end of the scheduled assignment, return keys and check out through the main office.

**GENERAL INFORMATION:** Allow time to become familiar with the physical set-up of the room or office you will be substituting in. Locate materials and necessary forms to carry out the assignment in a successful manner. Familiarize yourself with the rules for emergency drills and assigned exits. Introduce yourself to anyone with whom you come in contact in person or on the phone throughout the day.

**LESSON PLANS & INSTRUCTIONS FOR TEACHER SUBSTITUTES:** Check the teacher's plan book. If the plans are not clear, talk to the principal or the secretary. Follow any duties listed for the day including lunch or cafeteria duty, indoor and outdoor supervision, bus duty, or study hall assignments. Follow the lesson plans left by the regular teacher. If sub plans are not available the substitute should check with the department chair teacher or principal. A summary of the day's activities should be left for the regular teacher. In your day's summary, report only the necessary and don't neglect the positive aspects of the day. Remember that each teacher has different approaches, so please do not criticize his/her regular procedures. Follow each school's policy or teacher's instructions on grading the assigned work.

**INSTRUCTIONS FOR EDUCATIONAL SUPPORT PERSONNEL (ESP):** Please follow instructions left for you by the absent employee.

**CELL PHONES:** Cell phones may be with the person but you do not allow texting or talking on the cell phone during class time.

**CLASSROOM BEHAVIOR:** The District has a "Hands Off" policy for punishment. You may not strike, push, shove, or grab a student. Exceptionally difficult problems of student control should be referred to the principal's office. DO NOT KEEP STUDENTS AFTER SCHOOL WITHOUT NOTIFYING THE SCHOOL OFFICE.

**POLICIES AND REGULATIONS:** Personal injury to students should be reported to the school office immediately. Any student appearing to be ill should be sent to the office. Students are not allowed to leave the classroom or school without proper passes, permission, or notification to the school office. (Employee's policies are the District's Policies & Procedures)

**WORKER'S COMPENSATION:** All work related injuries must be reported to the principal's office with **24 HOURS** along with completing the **Pueblo City Schools Employee Written Notice of Accident Form and designated provider list form**. If you have any questions regarding what to do in case of an on-the job injury, please contact Human Resources at 549-7132. If an injury occurs on District property and medical attention is needed, substitutes are required to utilize the District's worker's compensation providers. For on-the-job injuries, you may choose one of the following authorized medical providers.

Emergicare Medical Clinics  
4117 N. Elizabeth  
Pueblo, CO 81001  
(719) 545-0788

Centura Center for Occupational Medicine  
(CCOM-Located behind Albertson's)  
4112 Outlook Blvd.  
Pueblo, CO 81008  
(719) 562-6300

Southern Colorado Clinic  
3676 Parker Blvd., Suite #220  
Pueblo, CO 81008  
(719) 553-2207

**(If an unauthorized medical provider treats a substitute, the substitute will be responsible for payment of said treatment.)**

**COMPLETING AN ASSIGNMENT:** Leave the classroom or office area neat and in order, close and lock the windows, lock the door, and if given keys turn them into the main office.

**SAME DAY CANCELLATIONS:** When a substitute cancels a previously accepted assignment on the day of the accepted assignment the school or office is left with little or no opportunity to fill the assignment. This is very disruptive and leaves the school or office without a substitute.

**PROFESSIONAL ETHICS:** General rule: Jeans, T-Shirts, and sandals are not considered professional or appropriate for the school or office setting. Personal appearance is very important. Substitutes' attire should reflect the professional position of the employee. Dress is

business casual. (Exceptions: Appropriate athletic clothing may be worn when teaching physical education classes.)

Your attitude and professionalism will have a great deal to do with your acceptance by the faculty, staff, and the students. Maintain a professional attitude towards your work. Substitutes are expected to observe the same ethical codes as the employees.

Do not expect to leave the assignment for personal phone calls. Messages will be delivered to you. Keep any personal outgoing calls or cell phone use to a minimum. Do not make any personal calls or use your cell phone in the classroom except in case of an emergency.

Do not call the absent employee concerning the work or anything else you are doing for him/her unless they have requested that you do so, or you go through the principal.

***STUDENTS' RECORDS, EMPLOYEES' RECORDS, AND INFORMATION OF ALL KINDS IN THE DISTRICT ARE CONSIDERED CONFIDENTIAL AND MUST BE TREATED AS SUCH.***

**DISTRICT EMAIL:**

Go to [www.pueblacityschools.us](http://www.pueblacityschools.us)

Click on STAFF LINKS upper LEFT hand side

Click on Principals, Administrators, Staff or Teacher Links then

Click on the envelope (Email)

Email log in format is:

user name – firstname.lastname@pueblacityschools.us

password – MmmddL##

Mmm = first 3 letters of birth month with first letter caps dd = 2 digits birth date L = first initial last name caps ## - last 2 digits of employee number
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Email should be available about 1 week after your hire date. If you have issues registering your email account, please contact the Technology Help Desk at 549-7122.

#### **DISTRICT ID BADGES:**

All substitutes must have a district ID Badge. First-time badges are provided free of charge. Replacement badges are \$10.00 each and must be paid at the time the badge is made. ***ONLY cash or checks will be accepted.***

#### **KRONOS:**

Kronos is the district's time keeping system. ***All substitute teachers*** will be required to punch in when beginning and out when finishing an assignment. ***All ESP substitutes*** will be required to punch in when beginning, out when leaving for lunch, in when coming back from lunch, and out when finishing an assignment. If you have any issues with punches, missed punches, etc. please complete an exception form.

***It is important to Approve your time in Kronos by the payroll closing date (7<sup>th</sup> of every month). Approving your timecard is equivalent to your electronic signature. Remember, your time is your responsibility.***

#### **Employee Portal**

Go to [www.pueblacityschools.us](http://www.pueblacityschools.us)

Click on STAFF LINKS upper left hand side

Click on Principals, Administrators, Staff or Teacher Links then

Click on Employee Portal

Employee Portal is the system where you will be able to print out your pay stubs & W-2s. Employee portal should be available in 1 week after hire date.

**PROFESSIONAL DEVELOPMENT:**

Go to [www.pueblacityschools.us](http://www.pueblacityschools.us)

Click on STAFF LINKS upper LEFT hand side

Click on Principals, Administrators, Staff or Teacher Links then

Click on PD-Truenorthlogic

Professional Development Login is same as the Network Login that you will receive from Technology, 549-7122.

**Instructional Calendars:**

The Instructional Calendars can be found on the District website.

Go to [www.pueblacityschools.us](http://www.pueblacityschools.us)

Click the Calendars' tab at the top of the page

**Frequently Asked Questions*****Question***

An employee indicated he/she assigned me to a job and I showed up for the job. However, another substitute also showed up for the same job. Why did this happen?

***Answer***

When checking your assignments, make sure the job is under your job assignments. If there is no job number under your job assignments the job has not been assigned to you. The employee may have erroneously put the job out for callout and the job was picked up by another substitute.

***Question***

If a substitute was requested for a job and another substitute shows up for the same job, who gets the job?

***Answer***

The substitute who accepted the job via the Automated System is assigned to the job and works the assignment.

**Question**

I showed up for a job and I was told the job was canceled. Why wasn't I notified?

**Answer**

If the employee cancels their job, the Automated System does attempt to contact you, during the next call-out period. However, you may not have been available to take the call and therefore, did not receive notification that the job was canceled. It is recommended that on the morning of your assignment, you check by either calling or going online to the Automated System to review your job assignments. If the job is not assigned to you then the job was canceled.

**Question**

How long can a substitute teacher work the same job if he/she is not highly qualified?

**Answer**

You can work in a job up to ten (10) days. You must be highly qualified to work in the same job for more than ten (10) days.

**Question**

What are the qualifications to be considered a highly qualified substitute teacher?

**Answer**

To be considered highly qualified, you must have an endorsement in the content area that you are teaching, or have 24 college semester hours in the content area, or have passed the PLACE/Praxis Exam for the content area.

**Question**

I believe my paycheck is incorrect, what do I do?

**Answer**

Make sure the jobs you worked fall within the correct pay period.  
If you feel there is an error call the Substitute Help Desk (719) 549-7139.

**Question**

I need a list of all the jobs I worked during the school year. How can I access this information?

**Answer**

You can access this information via the Automated System. You can run a report for the period you are looking for.

**NOTES:**

## RECORD OF SUBSTITUTING

[illegible]

## RECORD OF SUBSTITUTING

[illegible]

## RECORD OF SUBSTITUTING

[illegible]

## RECORD OF SUBSTITUTING

[illegible]

## RECORD OF SUBSTITUTING

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