



Substitute Teacher Guide

Human Resources Department
1450 Herndon Avenue
Clovis, CA 93611

Help Desk Phone # 327-9303

Human Resources Department Phone # 327-9300

Automated Sub System Phone # 327-SUBS (7827) 24 hours/day 7 days/week

<https://sems.cusd.com>

WELCOME

Welcome to Clovis Unified School District! The service you provide as a certificate substitute is an integral part of the day-to-day operation of our district. You are an important member of our instructional staff and are recognized as a professional. As a substitute teacher we expect you to have a sincere interest in children and public education.

The Clovis Unified School District believes that public schools exist to provide educational programs, services and activities necessary to develop the intellectual, social and vocational competencies of its youth and adults, and to promote their physical and mental health. The district also believes that it shares responsibility with the community to develop in its students' appropriate moral and ethical character incorporating American ideals of liberty, justice, the pursuit of happiness, and equality of opportunity.

The district's philosophy acknowledges the varying levels of talent, motivation, aptitude, interest and achievement among its students. The district therefore believes that all students shall be provided with educational programs, services and activities specifically designed to meet individual student needs. It is the district's responsibility to encourage all students to make the most of their respective abilities and provide maximum access to the district's resources toward attainment of the individual student's respective aspirations.

The district believes that the educational environment must be designed to stimulate intellectual curiosity and to enhance academic achievement first and foremost. The inclusion of co-curricular and extracurricular programs and activities are absolute essentials to complement these ends providing personal and physical development toward social maturity.

The district also believes that students must understand our American culture including an awareness of our cultural diversity and heritage. Graduates of our programs must be able to accept responsibility, make informed decisions, think independently and perform successfully as contributing citizens in our society.

The district's theme, "*Be the best you can be in mind, body and spirit,*" captures the essence of the district's philosophy. (Board Policy 1104)

The following is a guide that will assist you in beginning employment with Clovis Unified School District. Please take the time to read the directions carefully, it will answer many of your questions and may save you future problems.

This guide is to be used as a first step in the completion of the attached paperwork and a reference for questions you may have. The first section contains information to assist you in completing the enclosed paperwork. The other sections will give you answers to questions about your assignments, pay, and the substitute management phone system. You may not begin employment until fingerprint clearance has been received and the enclosed paperwork has been completed.

GENERAL INSTRUCTIONS FOR COMPLETING NEW HIRE FORMS

Clovis Unified School District
Human Resources Department
1450 Herndon Avenue
Clovis, CA 93611
www.cusd.com

Human Resources Office Phone # 327-9300
Help Desk Phone # 327-9303 (Monday – Friday 7:00– 4:00)
SFE Phone # 327-SUBS (7827) 24 hours/day 7 days/week
<https://sems.cusd.com>

Enclosed you will find all the necessary forms for completing the hiring process as a substitute teacher with Clovis Unified School District. Please use this guide to make certain you have completed all required documentation. **An incomplete or missing form may prevent you from beginning employment as a substitute teacher.** All forms must be completed with pen or typewriter. Whenever any of the following forms ask for "effective date" or "date of employment", use the date of the orientation you will be attending.

- **EMERGENCY INFORMATION AND CONTACT CHANGE FORM:** Everyone must fill-out this form. It is kept on file at the District Office in case an Emergency occurs with you. This form is what is used to input your basic information into the computer system for payroll and personnel records. If your address, phone number, or emergency information ever changes you will need to complete a change form in Human Resources. Please mark the "Certificated Employee" box. For "School/Dept." please write District Wide.
- **SUBSTITUTE TEACHER AVAILABILITY FORM:** This form allows you to elect the subject areas in which you are qualified or would feel comfortable substitute teaching, the school sites you desire to substitute at, and days of the week that you are available. When a job is input into the Substitute System it will attempt to assign jobs to you based on these parameters. The system will not call you on any days of the week you list that you are unavailable. If you wish to change/add any school sites or subject areas you may complete another form in Human Resources at any time.
- **CERTIFICATED PERSONNEL REPORT:** Required by Fresno County Office of Education. Please complete all information on this form. On last line, **Now under contract with**, please write Clovis Unified School District. **First Day**, please write the date of the orientation you attended. You must also mark **Substitute Only** as the type of service you will be providing.
- **SKIN TEST FOR TUBERCULOSIS:** Clovis Unified requires that a skin test for tuberculosis be taken within 12 months prior to employment and that written evidence of this be turned in to the Human Resource Department as soon as the tuberculin test results are received. If skin test report is positive, you will then be required to take an x-ray. If your initial TB Test is positive and you provide an x-ray that is negative (clear) you will not be required to repeat a TB test at any time. If your TB Test is negative, you will be required to repeat this test every four years.

PLEASE NOTE: All new employees must have verification that they are tuberculosis free before they can begin employment.

- **TAX WITHHOLDING CERTIFICATES (W-4s):** Complete, sign and date. You cannot be paid without a W-4 on file with your employer. This form is used for Federal Tax withholding purposes. As an employer, we cannot provide tax advice. Please consult your tax consultant or accountant should you have questions regarding your withholdings or allowances. Under **Employee's Withholding Allowance Certificate** please complete full name, address, social security number, marital status and total number of allowances. Don't forget to sign and date in the employee's signature line at the bottom of the form.
- **PERMISSIVE ELECTION AND ACKNOWLEDGMENT OF THE STRS DEFINED BENEFIT PLAN MEMBERSHIP INFORMATION:** Upon initial employment, certificated employees may elect to become a member of the State Teachers Retirement System (STRS). This form allows you to elect membership into the STRS. You are not required to become a member immediately. If you do not elect membership at this time and accrue 100 days of service in any one fiscal school year in any one district you will automatically become a member. Also, if you are in STRS with any other district you will automatically be placed in STRS with Clovis Unified School District. If you have previously elected into STRS with another district, please complete the Election form and note on top of the form in what district initial election took place. Be sure to **complete this form even if you are not electing membership at this time.** As a substitute employee, you will automatically be enrolled into an alternative retirement plan called *Accumulation Program for Part-Time and Limited-service Employees* (APPLE) if you do not elect membership into STRS. Please note, if you are a retiree of PERS or STRS please indicate this on the election form. A deduction for retirement will not be made for retirees of either system.

- **BENEFICIARY DESIGNATION FORM FOR STRS:** Complete the Beneficiary Designation Information and Instruction Sheet to designate or change the designation of your beneficiary for the STRS funds. **Social Security Numbers and Birthdates must be included for beneficiaries. Mistakes may not be crossed out or erased. If you are married you will need to make sure that your spouse has also signed the form.** If you make an error when completing the form, ask for another one. Please read the instructions on the face of the form before completing. Be sure to indicate if you are/were a member of STRS. Once the form is completed please return it to the Human Resources Department.
- **ACKNOWLEDGEMENT OF EMPLOYMENT STATUS:** Please read and complete form
- **ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING:** Please read and retain Policies/Regulations for your information. **Please initial the Acknowledgement of Receipt and Understanding Form:**
 - JOB SAFETY HANDBOOK**
 - WORKERS' COMPENSATION BENEFITS**
 - CHILD ABUSE REPORTING REQUIREMENTS**
 - SEXUAL HARASSMENT**
 - DRUG AND ALCOHOL-FREE WORKPLACE**
 - TOBACCO-FREE SCHOOLS**
 - EMPLOYEE USE OF TECHNOLOGY**
 - STUDENT SERVICES RIGHTS & RESPONSIBILITIES**
- **OATH OR AFFIRMATION OF ALLEGIANCE:** Print your name on the top line, and then complete the bottom portion of the form, Name, ID, Signature, Date, and Job Title. Human Resources personnel are deputized to complete the authorization as Deputy County Clerks. By signing this form you agree to uphold the United States Constitution and California State Constitution.
- **EMPLOYMENT ELIGIBILITY CERTIFICATION (I-9):** (Immigration Reform Control Act, effective 11-6-86). The I-9 form is to verify employment eligibility. In section 1 please print *Full Name, Address, Date of Birth, and Social Security Number* and be sure to sign and date the form. Also indicate your residency status by checking the appropriate box at the end of Section 1.
- **SOCIAL SECURITY FORM SSA-1945:** Please complete the Social Security form, as a Certificated Employee you do not contribute to Social Security.
- **NOTICE OF EXCLUSION FROM CALPERS:** Please complete the CALPERS form; this will verify that you have **never** been a member or not a current member of CALPERS. (Complete Name, SSN, mark box 3 and sign and date bottom line)
- **CalPERS MEMBER RECIPROCAL SELF-CERTIFICATION FORM:** Please read and complete top portion of form.
- **DEDUCT OVERPAYMENT AUTHORIZATION FORM:** In the event that there is an overpayment, this will authorize the Payroll Department to recover the overpayment. Please sign and date the form.
- **CERTIFICATE OF MEDICAL EXAMINATION:** State law requires that all certificated employees who have not previously served in a credentialed status in California must submit to a physical examination at their own expense. You may begin substitute teaching without the certificate of Medical Examination, **but must complete this form and return to Human Resources within 3 months of your initial hire date.**
- **FEDERAL RACE AND ETHNICITY DATA COLLECTION FORM:** Please complete form.
- **AUTOMATIC PAY/DIRECT DEPOSIT ENROLLMENT AGREEMENT:** If you would like your check direct deposited, please complete the form and attach either a VOIDED check or a copy of your Savings Account Statement.
- **EMPLOYEE ACKNOWLEDGEMENT FORM FOR PIT OPERATIONS:** Please initial and sign form.
- **PREDESIGNATION OF PERSONAL PHYSICIAN:** This form is to be signed off by your personal physician only if they are agreeing to treat you for an On the Job Injury (OJI). This is not a mandatory form.

SUBSTITUTE EMPLOYEE MANAGEMENT SYSTEM

Substitute Office Hours:

Dana Parker – 327-9303 (Help Desk -7:00 a.m. – 4:00 p.m.)
Sub System phone 327-SUBS (7827) (Available 24/7)

How It Works

The SmartFindExpress Substitute System (SFE) uses a computer with data/voice capabilities to assign substitute employees. SFE can be accessed one of two methods, either by telephone or via the Internet on your computer. If using the telephone, information is entered into SFE by using a touch-tone telephone keypad and voice messages. If you have a rotary or pulse-only phone, you will need to convert to a push-button touch-tone phone. If you are using the computer and accessing the Sub System via the Internet you will be utilizing *SmartFindExpress*. *SmartFindExpress* is accessible from Macintosh or PC compatible computers and uses an Internet browser. The *SmartFindExpress* site operates in a secured environment for Internet access using a security certificate for encryption. Access to *SmartFindExpress* requires the use of a User Identification number (User ID) and Personal Identification Number (Password) to gain access to the system. Your User ID will be your employee ID number and your Password will be the one you are currently using to access the telephone substitute system.

The system allows CUSD employees to enter an absence up to 90 days in advance of the start date of the job. Once the computer has processed the absence information reported by the employee, it dials phone numbers of qualified substitutes. When you answer the phone, you will hear a computer message asking you for your User ID and your Password; it will then inform you of a job opening. Once the computer has delivered the message, you can either accept or decline the job. It's just a matter of listening and pressing a few buttons.

You can also “shop for jobs” that you are qualified for instead of waiting for SFE to call your telephone. To shop for jobs on *SmartFindExpress*:

- Click on the Available Jobs tab to view and accept open Jobs.
- Select the date range for your search by clicking on the Calendar icon.
- Press the **Search** button to display the list of jobs.
- Press the **Details** link to see the job detail confirmation screen.
- To accept the job, press the **Accept Job** button.
- If the job has been successfully assigned to you, a message will be displayed to indicate this along with the Job Number.
- Press the **Continue** button to return to the Available Jobs tab.

You must only accept assignments through the SmartFindExpress Substitute System. The only exception is when a “pre-arrangement” with an employee is being implemented, but these must also be recorded into SFE.

Receiving Your Personal Identification Number (PASSWORD)

Substitutes cannot receive assignments or access *SmartFindExpress* until they have registered into the Substitute System (SFE) via the telephone. It is very important that you register just as soon as you are informed that your information is in SFE.

You can register in SFE and receive your PASSWORD by calling the SFE phone number of 327-SUBS (7827) and following the instruction on the *Substitute's Quick Reference*. Once you have your PASSWORD you will begin receiving phone calls from SFE. **You are the only person who will ever use this PASSWORD.**

When the System Calls You

When the System calls, listen carefully, the Sub System will say "This is the Clovis Unified Substitute Management System, please enter your USER ID followed by the star (*) key, Please enter your PASSWORD followed by the star (*) key". Enter your PASSWORD and then follow the step by step instructions.

If you ***ACCEPT THE JOB***, the System gives you the job number. If you **do not** wait to hear the Job Number, there is no assurance you have been assigned a job and another person will be called.

Please verify the job number prior to the start date of each job. There are times when the employee or the school may cancel a job before the assignment begins and the system may not be able to contact you regarding the cancellation. It is important to verify the job number prior to reporting to the site for work.

If you ***DECLINE THE JOB***, the System will not offer you that particular job again, but may call for other open jobs. When you decline a job you must give a reason for declining. Please refer to the bottom of the blue colored *Substitute's Quick Reference* for reasons for cancellation/decline. If you decline more than 5 jobs during a call out period the Sub System will not call you for the remainder of the call-out period

When You Call The System

You may call the Sub System at 327-SUBS (7827) at any time, enter your USER ID and PASSWORD number and perform the following options.

You may change the phone number that the sub system dials to contact you. If you will be away from your home (or permanent) phone number and would like to continue to receive calls for jobs from SFE during the call out period you may change your callback phone number temporarily.

You do not have to wait for SFE to call you for jobs. If you are on a school priority list for certain grade levels or subjects you may call the automated sub system to hear jobs available for you to accept.

Once you have accepted a job(s) you may review these jobs in the system by calling SFE. Please note you may only hear future jobs or jobs that are active for that day. Once a job has been completed you will no longer be able to hear the job number. It is very important you write each job number and all information for each job so that it may be references at a later date.

If an emergency forces you to cancel a job once it has been accepted you may call or go online to cancel the assignment. It is very important that you confirm the cancellation request in SFE.

PLEASE NOTE: If you cancel a job, either by internet or via the phone, you must contact both the school site and the Substitute Help desk in order to notify the District of the job cancellation. This is required because there may be instances when after you have cancelled a job it may not be picked up by another substitute and the job would go unfilled.

If you will be unavailable to accept jobs for a period of time make sure to log into SFE and make yourself unavailable.

If you will be unavailable for certain mornings or afternoons during the week you can indicate this in SFE. For example if you will not be available for the next five (5) Wednesdays all-day you can modify your daily availability and make yourself unavailable for Wednesday mornings and afternoons. When you become available on Wednesdays again you can modify your availability so you can be called for jobs.

NOTE: SFE will not offer you jobs during the period you have made yourself unavailable, but you may be called during the unavailability period for jobs that start after the end of your unavailability period.

Additional Substitute System Information

Priority Lists-If you wish to be on a school's priority list, notify the school site and request that you be placed on their priority list. Once on a school's priority list, you may "shop" for assignments and accept jobs up to 90 days in advance.

Pre-Arranging a Job-If you have made a verbal "pre-arrangement" with an employee for a job be sure to ask the employee for a *job number*, and then confirm your assignment with the substitute system. If the employee has pre-arranged the job in the system the substitute system will send out an email notification one day prior to the job. Please make sure you have set up your email address in SFE.

Note: Your User ID number is the number that you will hand out to the teachers so that you can be pre-arranged in the substitute system.

Canceling Jobs-We realize that occasionally you may need to cancel an assignment. This will not be held against you if you cancel the job in a timely manner. Please note that if you cancel a job, you must contact both the school site and the Substitute Help desk in order to notify the District of the job cancellation. This is required because there may be instances when after you have cancelled a job it may not be picked up by another substitute and the job will go unfilled. If you cancel a job within 24 hours and **do not** contact the school site or the Substitute Help Desk and this job is not filled you will receive a letter that will be placed in your personnel file. If you cancel frequently you may be removed from the District Substitute List.

GENERAL INFORMATION

As a substitute, you will work on an on-call, as needed basis. There is no guarantee how many hours per week you will work. You are assigned to fill the position of a regular employee who is absent from service. Substitute Teachers do not receive any benefits.

SCHOOL CALENDAR A calendar for the current school year has been provided in your substitute packet. Please refer to this calendar for information on staff development days, holidays and the start and end dates of the school year.

DIRECTIONS TO SCHOOL SITES A list of Clovis Unified School Sites and directions to each site have been provided in your substitute packet.

SCHOOL START AND END TIMES- The start times reflect the beginning of the instructional day. **You are required to be on campus 30 minutes prior to the start time and stay 30 minutes after the end time of the instructional day.**

PARKING

Parking is available at the school sites. **Please be sure to check in at the front Administration Office at each individual High School to receive your parking pass for the day.**

ID BADGES

To enhance the safety and welfare of students, staff and campus visitors all persons must wear ID badges while on District property or acting in the capacity of a District employee. You will receive and ID badge each day when you check in at the school administration office. The ID badge must be returned at the end of each school day.

EVALUATIONS/PERFORMANCE REPORTS

If you receive one serious negative evaluation from a school site you may be removed from the school site's list of available substitutes. If you receive three negative evaluations you will be asked to meet with the Director of Human Resources to discuss your evaluations and determine the best course of action for you and for the district.

**PAYROLL INFORMATION
FOR
SUBSTITUTE TEACHERS**

- **PAY RATE** - \$105/day is the rate of pay for Substitute Teachers, \$120/day for long-term assignments (Long-term rate would begin on 11th consecutive day). A teacher's day is based on seven (7) hour day. This is 6 hours of instruction and reporting one-half (1/2) hour before school begins and staying one-half (1/2) hour the school day ends. Therefore, three and one-half (3 ½) hours or less of the teacher's day is considered a 1/2 day and will be paid at \$52.50/day (**Lunch and prep periods are not paid time**).
- **PAY PERIOD** –The pay period begins on the 6th of each month and ends on the 5th of the following month. You are paid on the last working day of the month for services provided through the 5th. (Please Note: If the 5th falls on a weekend the cut-off is the business day prior to the 5th)
- **PAY DAY** - All employees are paid on a monthly basis. Salary warrants are issued the last business day of each calendar month and are mailed to your home address by the payroll department the night before the last business day of the month. The only compulsory payroll deductions are for Withholding Tax, Medicare, and contributions to a Retirement Fund.

Daily Activity

Verify Job Number

Always verify your job number prior to the start date and time of the assignment. On occasion, an employee may fail to call you when an assignment is cancelled. It is your responsibility to check each day to make sure your job is still in the system. **NO JOB NUMBER, NO PAY.**

Check-In at Site

Always check-in at the main administrative office with the School Office Manager. You will sign in and out each day you report into the office. You **must** have your job number when reporting to the office. Remember, **NO JOB NUMBER, NO PAY.**

Reporting to School

When the Sub System calls you the start time give by the system is the actual start time of the school day. Teachers are required to report to school 30 minutes prior to the start time and stay 30 minutes after the school day ends. As a substitute teacher you are also expected to report to school 30 minutes prior to the start time and stay 30 minutes after the school day ends.

Duties

Please check with the office to find out if you will need to cover any bus or yard duty for the absent teacher. Also, occasionally substitutes at the intermediate and high schools may be required to fill-in for another classroom during an open prep period. This is part of your normal duties and you will not be paid an extra period for this.

Canceling a Job

If you cancel a job, you must contact both the school site and the Substitute Help desk in order to notify the District of the job cancellation. This is required because there may be instances when after you have cancelled a job it may not be picked up by another substitute and the job would go unfilled.