

# CLASSIFIED SUBSTITUTE HANDBOOK



Substitutes Are Vital To All Our Students!



Department of Personnel – Leadership & Development  
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(951) 788-7135

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# **RIVERSIDE UNIFIED SCHOOL DISTRICT**

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

## **Frontline Classified Substitute System**

Internet Website: <http://aesoponline.com>

Toll Free Phone Number: 1-800-942-3767

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San Bernardino Regional Office 650 E. Hospitality Lane, Suite 330 San Bernardino, CA 92408

## **WELCOME!**



Welcome to Riverside Unified School District!

You are a vital part of our teaching staff. Your contribution as a classified substitute not only impacts the instructional program of our schools, but also greatly affects individual students, teachers, and our district, as a whole. What you do makes a difference!

As a substitute you are encouraged to make suggestions that you believe will contribute toward the improvement of our schools. Riverside Unified is constantly seeking to improve our educational programs, and to grow in the understanding of the needs of our students, teachers, and schools.

We are confident that you will do everything possible to meet the standards outlined by the school you are assigned to, and the employee for whom you are substituting. Every effort will be made to ensure that your day goes as smoothly as possible. When in doubt, do not hesitate to check with the office staff, an adjacent aid, or the grade level team leader for additional information. Procedures may vary from school site to school site.

Please use this booklet as a guide to a successful career as a substitute with Riverside Unified School District. The content is arranged to assist you in finding answers quickly to questions that may arise as you work at the various schools. If you do not find the answer in our booklet, please don't hesitate to ask.

We want you to succeed!

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## GETTING STARTED

### What do I do next?

Once you have been approved to substitute by the Department of Personnel – Leadership and Development, you will receive a welcome letter from Frontline and our district will issue you an RUSD ID Badge. Please carry this ID with you at all times while working at all Riverside Unified School District sites. Your employee number will be included in this badge and this is the number you will utilize to complete your time cards.

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

Once all of your employment documents have been completed you will be sent a letter from Frontline prompting you to create your own personalized password. The welcome letter from Frontline will also include an ID Number (your phone number) and PIN Number. You will use your Username and password to access the Online Web Access system. You will use your ID and PIN to interact with the Frontline Telephone Access system. Please keep your Username, Password, ID and PIN confidential. Do not give your Username and /or PIN to anyone. You are responsible for all jobs you accept through both systems.



**There are two ways that you can accept/decline jobs.**

#### **#1 - Through the Aesop Phone System 1-800-942-3767**

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

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

#### **#2 - Through the Aesop Website:**

The most preferred method of accessing the Frontline system is through the internet. The Frontline website is: <http://aesoponline.com>. Refer to the "Substitute Quick Start Guide" for directions on how to accept or reject jobs on the internet.





## Confirmation Email

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

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

The system's "calling times" are:

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



If the system cannot fill an open job, you may be called by the system offering you a job even though the start time of the job has past. You may accept the job if you would like to work, but call the school site secretary to ask her if the job is still available. If it is, let the secretary know your expected time of arrival.

If the secretary states the job is no longer available, have the secretary release you from that assignment since you have already accepted it in the sub system. This will open up your availability for other jobs that may be available that day.

## Things you should know about the Substitute Absence Management System

### Renewing your permit/certificates, etc.

- The Frontline substitute system will send you an email to notify you 90 days in advance of the expiration date for your, Health card, mandated reporter, TB clearance, etc.
- You should **renew your information 30 days in advance** to ensure that the renewal will go through in a timely manner. If your document expires, you will not be allowed to substitute once the expiration date has been reached. Please note, we are not automatically notified of any renewal therefore do make sure to send me your documents so that I can update your profile in the Frontline system.

### Renewing your (TB) Tuberculosis

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

### Special instructions and multiple day jobs

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



### Letters of Reasonable Assurance

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

### Late Arrivals and “No Shows”

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

### Canceling an Assignment

- If you are going to cancel an assignment, you must do so **at least 24 hours in advance**. Otherwise, the system will automatically schedule you for a “Non-Work Day” and you will not be able to accept any jobs that day.
- If it’s a multiple day assignment, the site secretary is the only one to remove a day if you are going to be absent for whatever reason. Do notify them regarding the day you will be absent.

### Changes to your profile

- A substitute can modify the following items by logging into their account on the Frontline website (<http://aesoponline.com>) and choosing the “**Preferences**” tab at the top of the log in screen:
  1. **Phone Number:** This is the phone number that the system will use to call and offer you jobs as well as your pin ID number for future assignments.
  2. **Email Address:** This is the email address that Frontline and the district will utilize to send you all of your notifications, correspondence and utilize to log in on the website,



therefore it is essential that your email address is accurate. It is also your username to log in to the frontline system.

3. **PIN number:** You can change your pin number to any 5 digit number.
4. **Selection of Schools:** You can select the schools that you would like to work at. All accounts will be initially set up for the substitute to work at all schools within the district. If you want to change this default setting you will need to change it by going to the “Schools” tab under preferences and then select the schools you would like to work at.
5. **Call Times:** The system will automatically set your schedule availability to our default setting of being available every day of the week. If you need to see a specific schedule you will need to change this by going to the “Call Times” tab under preferences and “edit” your daily schedule.

### **Setting Up Substitute Availability Schedule**

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

### **What if there is a problem with a substitute job?**

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

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

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

If you do not cancel yourself from the job the system will not call for another substitute to accept that assignment. Then the classroom or site will be left without a substitute and the school site will have to make other arrangements with employees at the site to cover the job. This may result in a “Notice of Unsatisfactory Performance” by the principal requesting to no longer use your services at their school site.

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

## **JOB EXPECTATIONS**

### **What is expected of me as a classified substitute?**

- Please remember that you are being paid to aid the students. Do not take your newspaper or book to the classroom. Do not use your iPad or computer for personal use during instructional time. This all reflects upon your abilities as a substitute and as a future substitute employee.
- Do not talk on your cell phone or text during instructional time. You are free to use your cell phone during lunch or break periods.
- Be on time.
- Be prepared to aid the teacher as needed.
- Be enthusiastic!
- Be in control of the classroom and yourself at all times.
- Have a sense of humor.
- Be flexible.
- Be honest.
- Have a definite objective.
- Set a good example for students.
- Be neat in appearance and dress. Dress professionally, comfortably, and in good taste.
- High ethical standards are to be maintained at all times.
- Riverside Unified School District is a **smoke-free district**. You may not smoke on any RUSD campus or work site, including the site parking lot.
- Return all supplies and equipment to storage. Secure cabinets. Be sure to leave the classroom in order.
- Close all windows, turn the lights off, and lock the classroom doors.
- **Return keys** and necessary materials to the school site secretary. **DO NOT take keys home with you.**
- Check with the secretary about the possibility of continuing the assignment. Acceptance of pre-arranged assignments from the school secretary is allowed, however, you must receive a confirmation number assigned by the system, from the secretary or employee. You will receive an email notification from Aesop with the confirmation number.
- Be sure to sign and date your time card and ask the secretary for a copy before you leave the school site.

### **Some Dos and Don'ts of Classified Substitute**

#### **DOs**

- Do arrive early.
- Do let students know your expectations and the rules immediately.
- Do make sure you know the procedures for a fire drill.
- Do follow all instructions provided by the aide for you.
- Do get student's attention by using a positive classroom management strategy. For example, counting, using a timer, raising your hand, having students clap or snap after you to repeat your pattern, having students respond with a phrase (Aide says: "Class, class" students respond: "Yes, yes."), having students earn letters for good behavior by spelling out a word on the board as an incentive/reward for positive and appropriate behavior (for example: "free time," "game," or "recess").
- Do use positive praise to assist you with classroom management.

- Do verify the seating chart is accurate. Make your own, if needed.
- Do use appropriate rewards. Be careful **NOT** to give students food or candy with peanuts because a lot of students have peanut allergies.
- Do ask the principal or office for assistance if needed.
- Do make assignments due at the end of the period.
- Do ask students to copy off the board, if appropriate.
- Do start off with quiet time.
- Do give points to those who are ready to participate.
- Do have students chorally read aloud.
- Do make sure you have extra ideas/plans in case you finish the lesson plans early.
- Do establish special privileges such as: line leader, P.E. captains, etc.
- Do carry extra pencils with you in case students need to borrow one.
- Do follow school site procedures for bathroom use.
- Do introduce yourself to other aids in adjacent rooms whenever possible.
- Do avoid confrontations.
- Do leave a note for the aid at the end of the day.
- Do walk elementary classes to recess and lunch.
- Do make sure you know the dismissal procedures for elementary students.
- Do ask the secretary if you have any recess or other duties.
- Do call the office if a student vomits in the classroom so it can be cleaned appropriately.
- Do report any allegations of suspected child abuse or neglect to the administration or the secretary and a Child Protective Agency.

### **DON'TS**

- Don't yell at the class or an individual student. This is not a good way to get the class' attention.
- Don't use belittling or foul language to discipline students.
- Don't throw things to get the attention of the class.
- Don't lose control. Take a minute to calm down before disciplining. Ask for help, if needed.
- Don't use a student's name on the board as a discipline measure for upper elementary or secondary grade levels. The name on the board may not work for this age group.
- Don't use worksheets with fill-in-the-blank activities because students can finish a whole packet in just a few minutes and then be idle.
- Don't discuss controversial issues.
- Don't use the computer in the classroom for internet access for yourself.
- Don't conduct any personal business during instructional time.
- Don't talk about your personal life or business with students.
- Don't use your cell phone when you are on the job. Use of cell phone is permitted during lunch break.
- Don't leave the classroom unattended. Please call the office for assistance, if necessary.
- Don't make comments to parents regarding student's particular handicap, condition, personal hygiene.
- Don't take the classroom key home.
- Don't allow students to take any type of medication.

## **YOUR FIRST DAY ON THE JOB**

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

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

### **What time do I report for the job?**

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



### **Remember: Be on Time! Be on Time! Be on Time!**

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

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

### **Who do I report to?**

You will report directly to the school site principal's secretary. Be prepared to show your photo ID, confirmation number, and the name of the employee you are substituting for. Ask the school secretary about keys to the school site, (if applicable) any messages, schedules, or notices in the employees' mailbox you should know about. Do review the information, but do not remove the employees' mail from his/her mailbox. After you have made contact with the school secretary, you will want to report to your assignment.

#### **Instructional Assistants**

Report to the Principals' secretary.

Expectations – Assist the teacher with classroom activities and relieve the teacher of routine clerical duties.

Clothing – Should be professional and appropriate for the assigned duties. Those working in Special Education assignments should take care in selecting jewelry and refrain from wearing dangling earrings and necklaces. Comfortable, flat shoes would be appropriate, especially in Special Education assignments.

#### **Secretarial/Clerical**

Report to the Principals' secretary at the school site. You will also find Secretarial handbooks (mauve binder) in the offices which may provide helpful information, especially in Special

#### Education Assignments.

Expectations – Must be able to perform routine clerical duties and/or special assignments as dictated by the particular location.

Clothing – Should be professional and appropriate.

#### Campus Supervisors

Report to the principal's secretary and ask to see the Assistant Principal in charge of Campus Supervisors.

Expectations - Please check school rules for checking visitors on and students off the campus. Do not physically handle students unless you are defending yourself, school personnel or other students.

Clothing – Should be appropriate for walking campus and entering classrooms. No thongs, shorts, tank tops or T-shirts with slogans or sayings.

#### Custodian/Maintenance

Report to the Head Custodian or Plant Supervisor at the schools and the Custodial Coordinator at Maintenance and Operations or the employee designated by the Custodial Coordinator.

Expectations – Provide assistance as instructed.

Clothing – Should be appropriate for the assigned duties – no shorts or tank tops. Shirts with sleeves which may be t-shirts are acceptable as long as they do not have inappropriate designs or wording.

Closed toe shoes must be worn. If working in the grounds department, you should not wear tennis shoes.

#### Nutrition Services

Report to Nutrition Services Lead Person or Supervisor in the cafeteria.

Expectations – Willing to assist the Nutrition Services Department in serving the children of Riverside in any elementary, middle, or high school site. May serve meals, assist in food preparation and perform clean up duties in the cafeteria.

Clothing – Pair of rubber or heavy plastic gloves and a work apron to protect you from water spray.

Comfortable, clean, closed toe shoes, no high heels or sandals. We ask that you dress as professionally as you can. No shorts, tight jeans or revealing tops. Long hair must be contained.

#### **What should the absent employee have available for me?**

- Should leave notes as to where supplies (including paper), are located to carry on the day's activities.
- Should provide list of all extra duties, special duties, and responsibilities that are pertinent to the assignment of the regular work day.
- The school secretary should ask the substitute to report beforehand to be given instructions and work schedule for the day.
- The Head Custodian should provide a map of the school site indicating the area the substitute is responsible for on that day.
- He/she should provide a schedule to indicate from start to end the length of time that person has to clean each room, office, etc. including brakes and lunches.
- He/she should also provide a set of keys to open the areas that the substitute will be

responsible for on that day.

- He/she should also provide a custodial closet where the sub can find the supplies and equipment that he/she will be using to complete that day's work.
- He/she should also provide a custodial closet where the sub can find the supplies and equipment that he/she will be using to complete that day's work.

### **What should the school site make available to me?**

- Site secretary should provide keys to the classroom if applicable.
- School site should have available information about procedures in case of injury to students or staff members.
- School site should supply you with the time card and request that you fill out the card at the beginning of the assignment, and have the substitute sign and date the time card before he/she leaves for the day.
- School site should provide information for the substitute employee to make contact with the regular employee regarding future plans if the assignment is of an indefinite period.
- Should provide a walkie talkie to keep in contact with the office or other staff members.
- Should provide proper safety equipment such as gloves, safety glasses, etc.
- Should provide the location sheets (M.S.D.S.) Material Safety Data Sheet in case of an accident.
- Should provide supplies to refill dispensers such as paper towels, toilet tissue, soap, seat covers, bags, etc.
- Should provide equipment such as vacuums, mops, mop buckets, clusters, etc.



### **What do I do at the end of the workday?**

- The substitute should leave a Summary Report explaining what happened in her/his absence.
- Should return all the equipment where he/she got it from to complete the day's work.
- Make sure all lights are off before leaving for the day.
- Make sure all windows, doors, and gates are locked.
- Return keys and walkie talkie.

### **What do I do with my time card?**

The secretary will give you a time card to fill out each day of your assignment. Write your name, employee number, etc. on the card then give it back to the secretary. Your employee number is your payroll number that is located on your paystub and your district ID card, not your PIN for the Frontline automated system.

At the end of the day sign and date your time card. Be sure your employee number is on the card and return it to the secretary. The school site secretary will give you a copy of your time card and then mail your time card to Payroll at the end of the day. **Please be sure to keep your copy of the time card and a confirmation number received for the job you just performed from the school site secretary. This will be your only record of proof indicating your time worked.**

## STUDENT INFORMATION

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

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



### What is the Procedure for Reporting Accidents?

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

### What is the Procedure for Disciplining Students?

Familiarize yourself with the Riverside Unified School District's "Code of Pupil Discipline" which is located in the appendix of this handbook. You must gain control of the students prior to engaging in any activity. This is very important regardless of the age of the students. You will be able to maintain control and conduct classes properly if you are familiar with the rules of the school and those set down by the regular classroom teacher. If you are "easy going" the students will take advantage of this. If you are firm and fair students will usually react accordingly. Be pleasant, yet firm.

Keeping students on task with worthwhile material and presenting lessons in an interesting manner usually keeps disciplinary problems to a minimum. If discipline problems do arise and you are unable to resolve them, the principal or assistant principal should be notified immediately. **DO NOT** let the situation get out of hand. Discipline can often be handled by a mutual understanding between you and the pupil. If you attempt to understand the student's problem and the student understands what you expect, problems may not develop.

- **DO NOT** use any physical force!
- **DO NOT** use foul or belittling language as a means to discipline a student. The school administrator will handle and administer any severe disciplinary measures.

You may make parent contact or arrange for a parent conference only after consulting with the administrator in charge of discipline. If it was necessary to confiscate any items from students, turn them in to the office before checking out for the day.

## SUBSTITUTE CLASSIFIED INFORMATION

### What is my salary and length of service?

Substitute Salary Rates vary by job titles (Rates are subject to change without notice)



Sub Account Clerk I	\$ 24.08	Sub Instructional Asst. Spec. Ed I	\$ 21.70
Sub Career Guidance Assistant	\$ 23.50	Sub Instructional Asst. Spec. Ed II	\$ 22.95
Sub Campus Supervisor	\$ 23.50	Sub Instructional Program Asst.	\$ 21.70
Sub Custodian	\$ 22.38	Sub Intensive Behavior Intervention	\$ 24.08
Sub Grounds Maintenance Worker	\$ 22.38	Sub Occupational Trainer	\$ 23.38
Sub Health Assistant	\$ 22.95	Sub Noon Playground Supervisor	\$ 16.00
Sub Help Desk Assistant	\$ 30.49	Sub Nutrition Delivery Driver	\$ 25.30
Sub Instructional Assistant	\$ 19.17	Sub Office Assistant I	\$ 20.66
Sub Instructional Asst. Bilingual	\$ 20.15	Sub Nutrition Stockroom Mailroom Driver	\$ 24.08
Sub I.A. Infant Care/Head Start	\$ 21.70	Sub Secondary Library Media Assistant	\$ 22.38
Sub Instructional Asst. Preschool	\$ 20.66	Sub Translator Language Evaluator	\$ 22.95

### What is considered a full-time substitute workday?

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



### **What is considered a part-time substitute workday?**

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

### **Expectations for Early Release Days**

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

### **Evaluation - How am I doing?**

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

### **Disciplinary Procedure - What is the process for substitute employee disciplinary action?**

When a school site deems it necessary to reprimand a substitute for unsatisfactory job performance the school site will notify the Personnel Department by completing a *Notice of Unsatisfactory Performance by a Classified Substitute* form.

The Personnel Department will review the information provided, and send a letter of unsatisfactory job performance to the substitute’s home address informing the substitute of the incident. The substitute will not be allowed to return to that particular school site. There will **not** be any further investigation performed by the Personnel Department and the school site has the right to exclude a substitute from their site. The substitute is **not** entitled to a copy of the Notice from the school site and **not** entitled to any further investigation.

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

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

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

### **Applying for a permanent position**

If you are currently employed as a substitute you can apply for open recruitments by completing a classified application with the required documents attached as stated on the job flyer.

For job flyers stating INTERNAL RECRUITMENT ONLY, applies to the Riverside Unified School District bargaining unit employees only—not substitutes employees. Anyone considered a substitute would need to complete a regular application via edjoin when applying for any postings listed with Riverside Unified School District.

Applicants are accepted or rejected based upon their qualifications for the classification. Those most qualified will be accepted. Applicants who have had their application accepted are invited to test, if testing is required for the classification. After testing, the Personnel Department will conduct a secondary screening and the most suitable candidates will be invited to interview. Applicants are notified of their status at each step of the process through which they pass.

### **When are substitutes used?**

Substitutes are used to substitute whenever a regular employee is absent due to vacations, bereavement, illness, jury duty, personal necessity, adoption, court appearance, personal reasons, etc. The assignment procedures shall be determined and submitted by each school principal or secretary. The substitute employee will follow the same time schedule as the regular employee day.

The assignment can also be entered in the system for extra help or “rover”.

### **PAYROLL/RETIREMENT INFORMATION**



Substitutes are paid for the hours they work and receive no benefits such as vacation, holiday pay, or insurance. Substitutes receive paid breaks, and unpaid lunch periods, when appropriate. (Four hours: one 15-minute break; in excess of six hours: two 15-minute breaks, and a minimum of a 30-minute lunch period will be provided no later than five and one-half hours after the start of the workday.)

### **Time Cards**

You will need to provide the site principal secretary your employee number and email address. The school site secretary will enter information where needed for Payroll to have access to it in order for all subs to be paid properly. Information received after the Payroll due date, will have the payment deferred until the next payroll date. The last day of the pay period is the 10<sup>th</sup> and 25<sup>th</sup> of each month. If the 10<sup>th</sup> or 25<sup>th</sup> falls on a holiday or weekend, information must be submitted in on the last work day before the weekend or holiday. Your check will be mailed to the address on your W-4, eight (8) to ten working days after the 10<sup>th</sup> or 25<sup>th</sup> of each month unless other arrangements are made through the Payroll Department.

### **Deductions**

It is necessary for all substitutes to furnish the Payroll Department with a withholding exemption certificate (W-4). Federal and state income tax will be deducted according to established schedules. If you are a member of the Public Employees Retirement System (PERS), you will have Retirement and Medicare deducted from your monthly check.

## Retirement Contributions

Public Employees Retirement System (PERS) and FICA (Social Security) are mandatory for a classified substitute who performs 1,000 hours or 125 or more complete days of service during the school year for one employer (district). Overtime worked is included when counting hours or days for the purposes of qualifying for membership. Once a member of PERS all service is subject to employee contributions. Retirement contributions are deducted through the payroll procedure. The current contribution rate is eight percent.

## Employment of Retired personnel

PERS retired personnel may be employed as substitutes. However, retirees cannot work more than 960 hours as designated by PERS in the same fiscal year (July 1 through June 30). Check with Riverside Unified School District, Personnel Department, regarding the current maximum allowable hours.

You cannot be rehired in permanent status once you retired as a PERS member.

## Healthy Work Place/Healthy Families Act (AB 1522) Paid Sick Leave Law for Certificated and Classified Substitutes



### Entitlement:

- A substitute who, on or after July 1, 2015, works in California for 30 or more days within a year from the beginning of employment is entitled to paid sick leave.
- Paid sick leave accrues at the rate of one hour per every 30 hours worked, paid at the substitute's regular wage rate. Accrual shall begin on the first day of employment or July 1, 2015, whichever is later.
- Accrued paid sick leave shall carry over to the following year of employment and will be capped at 48 hours or 6 days. However, the substitute is limited to utilizing a maximum of 24 hours or 3 days per school year.
- The substitute **must have been offered and accepted a substitute assignment** in order to utilize their accrued sick leave for the specific day/s.

### Usage:

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

### Exemptions

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

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

- The substitute must first accept an assignment and write down the job number.
- The substitute **must use the on-line Frontline system (only)** to "cancel" the assignment and choose "Sick - Paid Leave" from the drop down menu of cancellation reasons.
- Then the substitute **must create a "Non Work"** day for the date and time that the assignment was for.
- In the "Reason" section of the non-work day you **must record the job number and type in "Paid Sick Leave."**

- This will allow the substitute to be paid for that day using their accrued sick leave time.
- You have to cancel the assignment at **least 2 hours before it begins** otherwise the system will not allow you to cancel, and you will not be able to utilize your sickleave.
- **It is the substitute's obligation to record their sick leave in this manner. Failure to do so will result in the substitute not being paid sick leave for that absence.**
- For more detailed step-by-step directions please see the document entitled "Substitute Paid Sick Leave Guide for Frontline" in the substitute handbook.
- Remember, if the substitute does not have sufficient amount of time in their sick leave balance they will only be paid for the amount of time that they have accrued.
- Substitutes will be notified of their sick leave balance and usage on their monthly pay stubs.
- It is **the substitute's responsibility** to make sure that they have a sufficient amount of sick leave available when utilizing this option in the Frontline system.
- If your absence is for more than one day during a multi-day assignment **and you want to use a paid sick leave day** you must contact the school site principal's secretary to do this for you because Frontline will not allow you to cancel on a multi-day assignment.

## **Education Codes Regarding Student Suspension and/or Expulsions**

### **EC 48900 - Suspension and Expulsion; Hazing**

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

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.  
(2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
  - (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- (r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
- (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:
  - (1) While on school grounds.
  - (2) While going to or coming from school.
  - (3) During the lunch period whether on or off the campus.
  - (4) During, or while going to or coming from, a school sponsored activity.
- (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- (u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.
- (v) A superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a pupil subject to discipline under this section.
- (w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

### **Education Code 48900.2 - Suspension for sexual harassment**

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

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

### **Education Code EC 48900.3 - Suspension for hate violence**

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

### **Education Code 48900.4 - Suspension and expulsion**

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

### **Education Code 48900.5 - Suspension**

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

### **Education Code 48900.6 - Community Service: disciplinary action**

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

**Education Code 48900.7 - Suspension and expulsion**

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

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





# Absence Management

## SIGNING IN

Go to [app.frontlineeducation.com](http://app.frontlineeducation.com). Enter your username and password and click **Sign In**. Or, if applicable, use the organization SSO link.

## LOGIN SUPPORT

If you cannot recall your credentials, use the recovery options or click the **“Having trouble signing in?”** link for additional troubleshooting details.

### Sign in with a Frontline ID

Frontline Username

Frontline Password

Sign In with Frontline ID

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

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

Absence Management
Victoria County School District
Melody Pond
Multi-District View

June 2023

SUN	MON	TUE	WED	THU	FRI	SAT
				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	

July 2023

SUN	MON	TUE	WED	THU	FRI	SAT
						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 2023

SUN	MON	TUE	WED	THU	FRI	SAT
		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		

1 Available Jobs

2 Scheduled Jobs

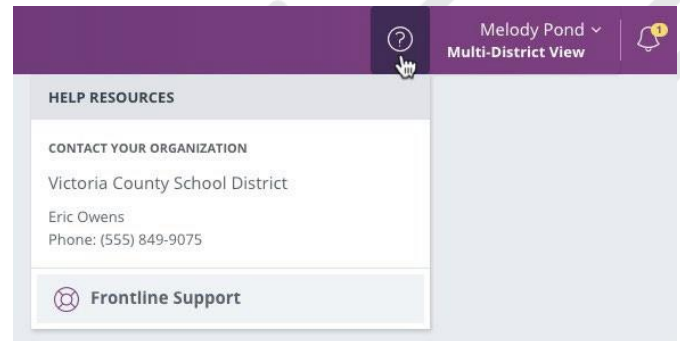
1 Past Jobs

0 Non Work Days

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

## GETTING HELP AND RESOURCES

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



## MOBILE OPTIONS

### Mobile App

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

### Call Options for Absence Management

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

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

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

#### When You Call into Absence Management

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

#### When Absence Management Calls You

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

## ADDITIONAL RESOURCES

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

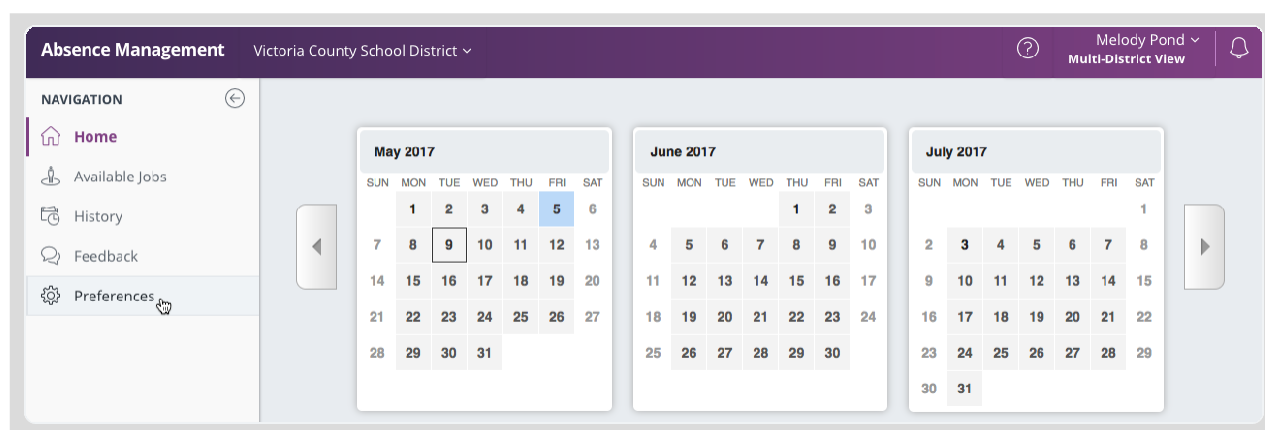
- |                                   |                                     |  |
|-----------------------------------|-------------------------------------|--|
| • <a href="#">Getting Started</a> | • <a href="#">Popular Questions</a> | • <a href="#">Frontline Mobile App</a> |
|-----------------------------------|-------------------------------------|--|

# Choosing Preferred Schools

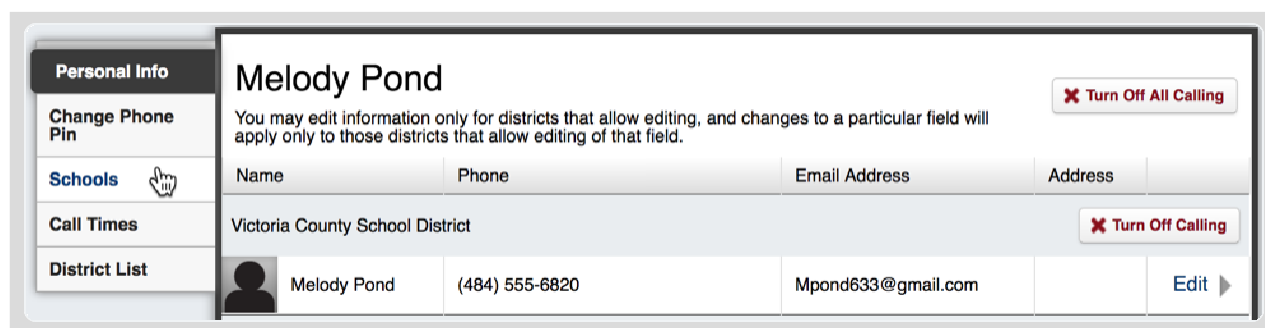
You can create a preference list within your absence management application to identify the locations where you do and do not want to work.

New substitutes will see jobs at all schools by default. You do *not* have to make any changes if you wish to maintain full visibility.

To view the "Preferred Schools" list, click **Preferences** in the side navigation.



Then, locate and select **Schools** in the side bar.



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

**Personal Info**

**Change Pin**

**Schools**

**Call Times**

**District List**

## Schools

☒ Show me assignments at the schools selected below.

☐ I don't want to see assignments at the schools selected below.

**Select** **All** **None**

- ☒ Victoria County Community Schools
  - ☒ Administration Building
  - ☒ Beacon School
  - ☒ VC Elementary Schools

You can now add or remove the necessary locations.

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

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

## Schools

☒ Show me assignments at the schools selected below.  
☐ I don't want to see assignments at the schools selected below.

**Select**

- ☒ Victoria County Community Schools
  - ☒ Administration Building
  - ☒ Beacon School
  - ☐ VC Elementary Schools
    - ☐ Coal Hill School
    - ☐ Columbia Elementary School
    - ☐ Duquesne Elementary School
    - ☐ Jaspers Elementary School
  - ☒ VC High Schools
    - ☒ Hamner High School
    - ☒ Vanderbilt High School
    - ☒ Williams High School
  - ☒ VC Middle Schools
    - ☒ Dell Middle School
    - ☒ Walker Middle School

Once you are finished, click **Save** to record your changes.

## Managing Your Personal Info

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

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

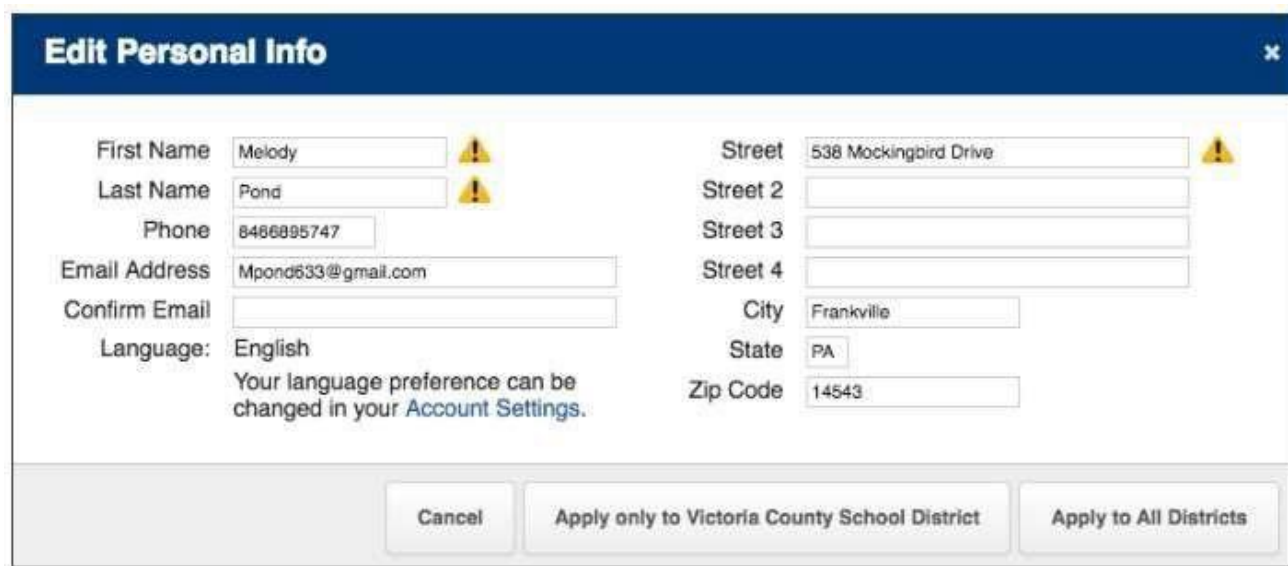


By default, the system displays the "Personal Info" page, where you can view current profile details. Review the name, phone, email address, and home address sections and click **Edit** to make any necessary adjustments.



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

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

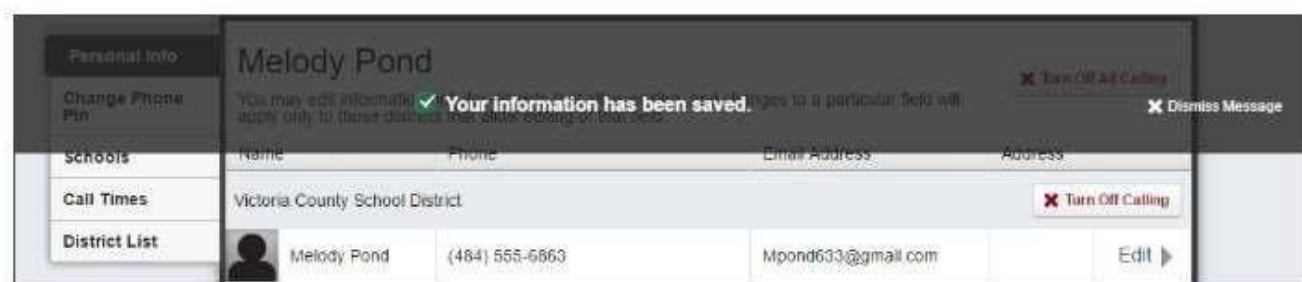


The "Edit Personal Info" popup form is displayed. It contains the following fields and values:

Field	Value
First Name	Melody
Last Name	Pond
Phone	8486895747
Email Address	Mpond633@gmail.com
Confirm Email	
Language	English
Street	538 Mockingbird Drive
Street 2	
Street 3	
Street 4	
City	Frankville
State	PA
Zip Code	14543

Buttons at the bottom: Cancel, Apply only to Victoria County School District, Apply to All Districts.

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



The user profile page for Melody Pond is displayed. The profile information is as follows:

Field	Value
Name	Melody Pond
Phone	(484) 555-5553
Email Address	Mpond633@gmail.com
Address	

Buttons: Turn Off All Calling, Dismiss Message, Turn Off Calling, Edit.



## Field Warning Indicators

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

The screenshot shows a web form titled "Edit Personal Information" with a blue header bar. A tooltip is displayed over the "First Name" and "Last Name" fields, stating: "You can only edit your Name in the following districts: Customer Support-Joes Training District." The form contains the following fields:

Field	Value
First Name	Melody
Last Name	Pond
Phone	4845556820
Email Address	Mpond633@gmail.com
Confirm Email	
Language	English
Street	
Street 2	
Street 3	
Street 4	
City	
State	
Zip Code	

At the bottom of the form are three buttons: "Cancel", "Apply only to Victoria County School District", and "Apply to All Districts".



## Adding Non-Work Days

If you have days or partial days when you are not able to substitute, you can create "Non-Work Days" so the absence management system will not offer you jobs on those days. Click the Non- Work Days tab to view your non-work days and to create new ones. The tab will have a number on it indicating how many Non-Work Days you have scheduled.

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

To create a new Non-Work Day click the **Add Non-Work Day** button. This will bring up a window where you can enter your Non-Work Day info.

**Add Non-Work Day**

Date: 4/1/2014

Repeat: ☐

From:  ☒ All Day

to:

Reason:

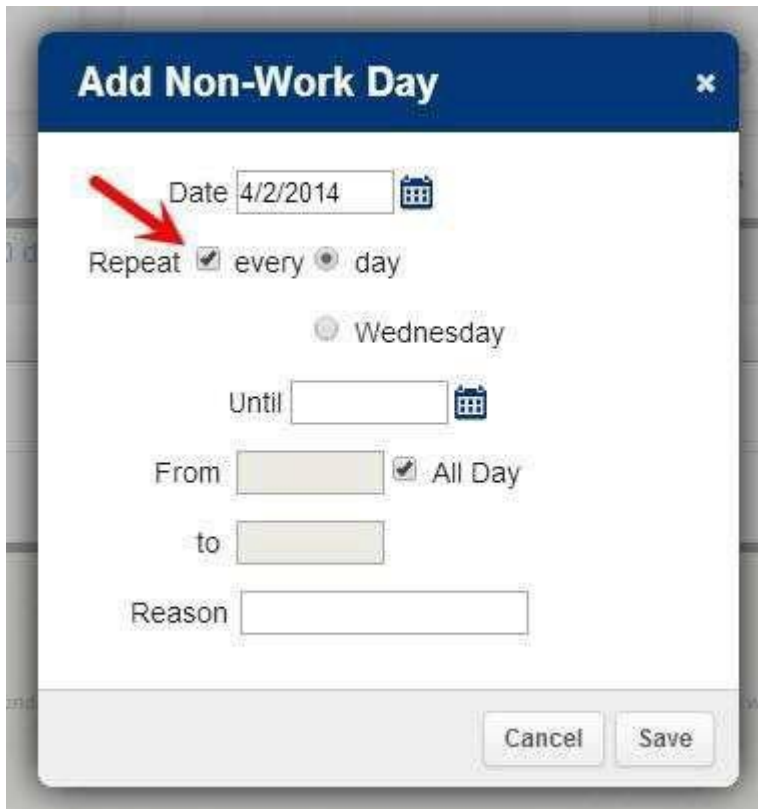
To create a single Non-Work Day...

- **Date** - Type the date into the box or use the calendar icon to select the date.
- **From/to** - Enter the start and end times for when you can't work. You must un-check the "All Day" box to edit the times.
- **Reason** - Enter the reason for your non-work day.


Click the **Save** button when you are ready to save the Non-Work Day.

### Repeating Non-Work Days

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




**Add Non-Work Day** ✕

Date  

Repeat ☒ every ☐ day

☐ Wednesday

Until  

From  ☒ All Day

to

Reason

Cancel Save

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

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## Removing a Non-Work Day

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



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



## Substitute Paid Sick Leave Guide for



### Overview

In order to comply with California State Assembly Bill No. 1522, Riverside Unified School District will be utilizing Frontline Management System in order to track the use of granted paid sick leave time for substitutes. Substitutes will accrue paid sick leave according to the specific criteria communicated by that law. This document outlines the specific three-step process and instructions on how a substitute will need to enter Paid Sick Leave time that has been accrued in order to be paid for that time.

### Process

If a substitute has accepted an assignment and would like to use their accrued paid sick leave they must do the following:

1. Write down the Confirmation Number of the absence
2. Cancel the absence in the Frontline Management System and choose the cancellation reason from the dropdown menu.
3. Create a Non Work Day in the management system for the corresponding time the absence was scheduled for. The **confirmation number must be recorded along with the phrase Paid Sick Leave in the "Reason" box when entering the Non Work Day**. The times of the Non Work Day must also match the exact times that the cancelled absence was scheduled for.
4. If it is a multiple assignment or long term assignment, it would be the sites responsibility to remove that date from the automated system and entered as sick or whatever the reason may be. If it's for illness they do need to specify so that it can generate on the report that would be sent to payroll to keep accruing your days on your pay stub.
5. It would be your responsibility to contact the site on the day that you are going to be absent so that they can make the adjustments in the Frontline Management Automated system.

### Finding Scheduled Jobs

To view a list of your currently scheduled jobs in absence management, click the **Scheduled Jobs** tab on your home page. The tab will have a number on it indicating how many currently- scheduled jobs you have at this time.



When you click this tab, your scheduled jobs will be listed in the main window. The details of each job will be displayed including the name and title of the employee, the time of the absence, the duration, and the location of the job. Your confirmation number will also be listed here. Look for the job you wish to cancel.

### **Canceling the Assigned Job**

Depending on the permissions given to you in absence management, you may be able to cancel a job after you have accepted it. Not all absences will have the option to cancel. As an example, if a job is too close to its start time, absence management may not allow you to cancel it. If you do have the ability to cancel a job, you will see a red **Cancel** button. **You cannot cancel multiple day assignments, administrators will need to assist you if you need a day removed.**

Banner, Robert Physics Professor		Report to: Main Office	CONFIRMATION #258396806	<b>Cancel</b>
Thu, 5/11/2017	6:00 AM - 3:00 PM	Full Day	Victoria County School District Victoria County Community Schools	

When you click the Cancel button, you will see a pop-up window asking you if you are sure you want to cancel the absence. Choose a cancellation reason from the dropdown box provided. Then, click **Yes, Cancel Job** to confirm. **Note: Make sure you copy/record the confirmation number here before confirming, in order to record it when you enter your Paid Sick Leave.**

**Canceling Job** ✕

Are you sure you want to cancel job #189039455?

**Choose a Cancellation Reason (optional)**

None Selected

None Selected

Other - Non-Paid

Sick - Unpaid Leave

Sick -Paid Leave

No

**✕ Yes, Cancel Job**

### **Explanation of Cancellation Reasons**

- **Other – Non-Paid** - choose this option if you need to cancel a job for any reason that is **not** due to an illness.
- **Sick – Unpaid Leave** – choose this option if you are sick but **do NOT** have accrued sick time or **do NOT** want to use your accrued time for this absence.
- **Sick – Paid Leave** – choose this option if you **have accrued sick** time and wish to use this time to get paid for the assignment.
- After you have canceled the absence, you will see a pop-up letting you know the absence has been successfully cancelled. Dismiss the pop-up by clicking the “X”.

**In order to Get Paid for Your Accrued Sick Leave You Must Complete This Final Step**

After you cancel your absence and record the confirmation number, you will need to **create a "Non- Work Day"** so Frontline has record of your Paid Sick Leave request. Click the **Non-Work Days** tab to view your non-work days and to create new ones. The tab will have a number on it indicating how many Non-Work Days you have scheduled.

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

To create a new Non-Work Day click the **Add Non-Work Day** button. This will bring up a window where you can enter your Non-Work Day information.

**Add Non-Work Day**

Date

Repeat ☐

From  ☒ All Day

to

Reason

### **How To Create a Single Non-Work Day**

- **Date** - Type the date into the box or use the calendar icon to select the date.
- **From/to** - Enter the start and end times for when you can't work. You must un-check the "All Day" box to edit the times, and these times must match the absence times that you have cancelled out of exactly.
- **Reason** - Enter the reason for your non-work day. ***NOTE: In order to get paid for accrued Sick Leave, you must use the following format in the Reason Box:***
  - ***Actual Confirmation Number; Paid Sick Leave***
  - ***Example:***

Reason

Click the **Save** button when you are ready to save the Non-Work Day.

Riverside Unified School District will then be running reports based on Frontline Non Work Days entered in order to pay substitutes for Accrued Sick Leave that has been used and entered into the system. ***NOTE: Failure to follow the above process and the exact steps that have been laid out could result in forfeiture of payment. Accrued sick leave will still be available for future use; however, the exact steps must be followed in order to get paid for using Paid Sick Leave. Additionally, substitutes must utilize the on-line Frontline system (only) in order to use their accrued sick leave.***

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

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