



Substitute Handbook

**Human Resources
1130 Fifth Avenue
Chula Vista, CA 91911
(619) 420-6836**

**SUHSD Sub Desk
(619) 585-6008**

**Sub Assignment System
www.aesoponline.com**

AT-WILL EMPLOYMENT - This handbook contains information pertaining to your employment with Sweetwater Union High School District. Please note the information contained in this handbook may be changed from time to time. Nothing in this handbook establishes any form of contract between you and the Sweetwater Union High School District, nor does anything in the handbook alter your at-will employment relationship.

Revised 2/01/2017
Subject to change without notice

Sweetwater Union High School District

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Board of Trustees

Arturo Solis – Board President Area 1

Paula Hall – Board Vice President Area 5

Kevin J. Pike - Board Member Area 2

Nicholas Segura – Board Member Area 4

Frank A. Tarantino – Board Member Area 3

District Superintendent

Karen Janney Ed.D.

Human Resource Services Division Staff

Thomas A. Glover Ed.D, Assistant Superintendent	(619) 585-6010
Amy F. Hunt, Director Human Resources	(619) 407-4991
Milena Aubry Ed. D, Director Human Resources	(619) 691-5504
Brian Borg, Director Rick Management/HR	(619) 407-4900
Scott Hendries, Director Labor Relations	(619) 585-6004
Arlene Garcia, (Sub Desk) HR Technician	(619) 585-6008

Sweetwater Union High School District

SUB SERVICES

Human Resources Main Line	(619) 691-5530
Subdesk	(619) 585-6008
AESOP	(800) 942-3767/ www.aesoponline.com
Fax	(619) 691-5583

** Subdesk hours of operation are from 6:30 a.m. to 4:30 p.m.*

Sub Services

Arlene Garcia, Human Resources Technician

Phone Number: (619) 585-6008

Email: arlene.garcia@sweetwaterschools.org



OTHER HELPFUL PHONE NUMBERS

Human Resources (receptionist)	(619) 691-5530	Benefits	(619) 585-4420
Risk Management	(619) 407-4900	Payroll	(619) 691-5518

www.sweetwaterschools.org

SWEETWATER UNION HIGH SCHOOL DISTRICT
1130 Fifth Avenue Chula Vista, CA 91911
SCHOOL DIRECTORY

2016-2017
MIDDLE and JUNIOR HIGH SCHOOLS

Bonita Vista Middle 650 Otay Lakes Rd Chula Vista 91910	397-2200 482-9356
Castle Park Middle 160 Quintard St Chula Vista 91911	498-6000 427-8045
Chula Vista Middle 415 Fifth Ave Chula Vista 91910	498-6800 498-6836
Eastlake Middle 900 Duncan Ranch Rd Chula Vista 91914	591-4000 482-0553
Granger Junior High 2101 Granger Ave National City 91950	472-6000 267-4107
Hilltop Middle 44 East J St. Chula Vista 91910	498-2700 585-3576
Mar Vista Middle 1267 Thermal Ave San Diego, 92154	628-5100 423-8431
Montgomery Middle 1051 Picador Blvd San Diego 92154	662-8200 428-6517
National City Middle 1701 D Ave National City 91950	336-2600 474-1756
Rancho Del Rey Middle 1174 East J St Chula Vista 91910	397-2500 656-3810
Southwest Middle 2710 Iris Ave San Diego 92154	628-4000 423-1151

SWEETWATER UNION HIGH SCHOOL DISTRICT
1130 Fifth Avenue Chula Vista, CA 91911
SCHOOL DIRECTORY

HIGH SCHOOLS

Bonita Vista High 751 Otay Lakes Rd Chula Vista 91913	397-2000 656-1203
Castle Park High 1395 Hilltop Dr Chula Vista 91911	585-2000 427-5967
Chula Vista High 820 Fourth Ave Chula Vista 91911	476-3300 427-5824
Eastlake High 1120 Eastlake Pkwy Chula Vista 91915	397-3800 656-9736
Hilltop High 555 Claire Ave Chula Vista 91910	476-4200 425-3284
MAAC Community Charter 1385 Third Ave Chula Vista 91911	476-0749 476-0913
Mar Vista High 505 Elm Ave Imperial Beach 91932	628-5700 424-6232
Montgomery High 3250 Palm Ave San Diego, 92154	628-3800 424-6473
Olympian High 1925 Magdalena Ave Chula Vista 91913	656-2400 216-0650
Otay Ranch High 1250 Olympic Pkwy Chula Vista 91913	591-5000 591-5010
Palomar High 480 Palomar St Chula Vista 91911	407-4800 585-6232
San Ysidro High 5353 Airway Rd San Diego 92154	710-2300 710-2318
Southwest High 1685 Hollister St San Diego 92154	628-3600 423-8253
Sweetwater High 2900 Highland Ave National City 91950	474-9700 474-9715

SWEETWATER UNION HIGH SCHOOL DISTRICT
1130 Fifth Avenue Chula Vista, CA 91911
SCHOOL DIRECTORY

ADULT EDUCATION

Administration 461 Moss St Chula Vista 91911	796-7200 422-8687
Adult Resource Center 458 Moss St Chula Vista 91911	934-6300 425-8728
Career & Technical Education 458 Moss St Chula Vista 91911	934-6605 425-6007
Accountability 458 Moss St Chula Vista 91911	934-6300 425-8728
Chula Vista Adult School 1034 4th Ave Chula Vista 91911 GED Office (796-7010)	796-7000 425-5447
Montgomery Adult School 3240 Palm Ave San Diego 92154	608-3800 423-7876
Imperial Beach Adult School 170 Palm Ave IB 91932	628-3148 429-0536
National City Adult School 517 Mile of Cars Way National City 91950	336-9400 336-0641
San Ysidro Adult School 4220 Otay Mesa Rd San Ysidro 92136	428-7200 428-0295

SPECIAL EDUCATION ACADEMIES

Alta Vista Academy 730 Medical Center Ct Chula Vista 91911	216-5160 397-2992
East Hills Academy 1791 Rock Mountain Rd Chula Vista 91913	656-2490 656-2495
STEP (Student Transition Educational Program) 1130 Fifth Avenue Chula Vista 91911	796-7500 796-7549

SWEETWATER UNION HIGH SCHOOL DISTRICT
1130 Fifth Avenue Chula Vista, CA 91911
SCHOOL DIRECTORY

ALTERNATIVE EDUCATION

(Includes Options, Community Day & Ind Study HS)

ADMINISTRATION 467 ½ Moss St Chula Vista 91911	796-7300 476-7178
INDEPENDENT STUDY 467 Moss St Chula Vista 91911	796-7310 425-4603
Options Secondary The Portal 467 Moss St Chula Vista 91911	796-7320 796-7335
Community Day Middle 505 ½ Elm Ave Imperial Beach 91932	628-3056 628-3060

Independent Study High School

Bonita Vista High 751 Otay Lakes Rd Chula Vista 91913	397-2080 397-2180
Castle Park High 1395 Hilltop Dr Chula Vista 91911	585-2080 585-2380
Chula Vista High 820 Fourth Ave Chula Vista 91911	476-3380 498-4280
Eastlake High 1120 Eastlake Pkwy Chula Vista 91915	397-3880 397-3990
Hilltop High 555 Claire Ave Chula Vista 91910	476-4280 476-4380
Mar Vista High 505 Elm Ave Imperial Beach 91932	628-5780 585-6044
Montgomery High 3250 Palm Ave San Diego 92154	628-3880 628-3980
Otay Ranch High 1250 Olympic Pkwy Chula Vista 91913	591-5080 591-5075
San Ysidro High 5353 Airway Rd San Diego 92154	690-7080 710-2318
Southwest High 1685 Hollister St San Diego 92154	628-3860 628-3780
Sweetwater High 2900 Highland Ave National City 91950	474-9780 474-9785



SWEETWATER UNION HIGH SCHOOL DISTRICT

2016-2017

Student Calendar

JUNE, 2016

S M T W T F S

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

Friday	June	3	School year ends for 7-12 students
Friday	June	3	Final semester grades
Friday	June	3	End of second semester
Thursday	June	30	End of Fiscal year 2015-2016

JULY, 2016

S M T W T F S

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

Friday	July	1	Fiscal year 2016-2017 begins
Monday	July	4	Legal holiday - Independence Day
Mon-Tues	July	18-19	Certificated staff reports - Pre-Service Days
Wednesday	July	20	School begins for 7-12 students

AUGUST, 2016

S M T W T F S

1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30 31

SEPTEMBER, 2016

S M T W T F S

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

Monday	September	5	Legal holiday - Labor Day
Friday	September	9	CA Admissions Day (in-lieu of day January 2)
Mon-Fri	September	19-30	Fall Recess

OCTOBER, 2016

S M T W T F S

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

Monday	October	3	Non-instructional day - No students. Duty day for teachers
Tuesday	October	4	School resumes for 7-12 students

NOVEMBER, 2016

S M T W T F S

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13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30

Friday	November	11	Legal holiday - Veteran's Day
Mon-Wed	November	21-23	Non-instructional days - No students. Non-Duty Day for teachers
Thursday	November	24	Legal holiday - Thanksgiving Day
Friday	November	25	Declared holiday

DECEMBER, 2016

S M T W T F S

1 2 3
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11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 31

Friday	December	16	End of first semester - final semester grades
Mon-Fri	Dec. 19-	Jan. 6	Winter Recess
Friday	December	23	Declared holiday - Christmas Eve Day
Monday	December	26	Legal holiday - Christmas Day
Thursday	December	29	In-lieu of holiday CA Admissions Day (September 9)
Friday	December	30	Declared holiday - New Year's Eve Day

JANUARY, 2017

S M T W T F S

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

Monday	January	2	Legal holiday - New Year's Day
Tue-Fri	Jan. 3-	Jan. 6	Winter Recess (continued)
Monday	January	9	Non-instructional day - No students. Duty day for teachers
Tuesday	January	10	School resumes for 7-12 students - everyone reports
Tuesday	January	10	Second semester begins
Monday	January	16	Legal holiday - Dr. Martin Luther King Jr. Day

FEBRUARY, 2017

S M T W T F S

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

Friday	February	17	Declared holiday - Lincoln Day
Monday	February	20	Legal holiday - Washington Day

MARCH, 2017

S M T W T F S

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

Mon-Fri	March	20-31	Spring Recess
Friday	March	24	Declared holiday
Monday	March	27	Declared holiday - Cesar Chavez Day

APRIL, 2017

S M T W T F S

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Monday	April	3	School resumes for 7-12 students
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MAY, 2017

S M T W T F S

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21	22	23	24	25	26	27
28	29	30	31			

Mon-Fri	May	1-12	AP Testing Window *
Monday	May	29	Legal holiday - Memorial Day

JUNE, 2017

S M T W T F S

				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Friday	June	2	End of school year for 7-12 students
Friday	June	2	Final semester grades
Friday	June	2	End of second semester - 180 days
Friday	June	30	End of Fiscal year 2016-2017

NOTE:





Adult school classes may remain open during winter and spring vacation periods and during summer vacations for the purpose of holding scheduled classes maintained in factories, commercial enterprises and institutions.

The certificated work year excludes holidays whereas the classified work year includes holidays.

* AP Testing is determined by the College Board and dates have not been released. **May 2nd - 13th** are tentative dates.

** Measurement of Academic Performance and Progress (MAPP) replaces CST Testing. Dates have not been released. Tentatively scheduled to be accomplished between March and June of 2017.

LEGEND:

-  Begin/End school for students
-  Holiday
-  Fall/Winter/Spring Recess
-  Non-Instructional Days

SUBSTITUTE HIRING REQUIREMENTS

CERTIFICATED SUBSTITUTE REQUIREMENTS

APPLICATION

Applications are available online at <http://edjoin.org> and accessible through the district website in the “substitutes” menu item on the Human Resources Department page. Once the application is submitted it will remain on file until a substitute is needed. The application will then be reviewed and the candidate will be contacted to begin the hiring process.

TEACHING CREDENTIALS

All certificated substitutes must hold either a valid California Teaching Credential or Permit filed with the San Diego County Office of Education.

CBEST

California law requires that after February 1, 1983, no person can be hired to teach in California public schools unless that person has passed the California Basic Educational Skills Test (CBEST). Applicants must be prepared to verify this for employment as a substitute teacher in SUHSD.

FINGERPRINTS

Fingerprints must be completed for a criminal background check. This is at a cost to the substitute employee. Employees must have fingerprint clearance BEFORE being allowed to work.

TB CLEARANCE REPORT

All district employees must provide a report showing freedom from active tuberculosis. The requirement must be fulfilled every four years from the time the TB screening was completed.

WITHHOLDING TAX

A completed Federal Withholding Exemptions Form W4 is required for employment.

EMPLOYMENT

VERIFICATION FORM I-9

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

ELIGIBILITY

CLASSIFIED SUBSTITUTE REQUIREMENTS

APPLICATION

Application information is available online at <http://sweetwaterschools.org> and accessible through the district website in the “substitutes” menu item on the Human Resources Department page.

Classified applicants are required to complete a Classified Application Form which can be obtained online or from SUHSD Human Resources at 1130 5th Avenue, Chula Vista, CA, 91911.

APPLICATION MATERIALS REFERENCES

Three work related references are requested using the district forms provided in the application packet. These should be completed by persons having knowledge of the potential substitutes work (preferably current or former supervisors).

*It is highly recommended the application include a current resume and any applicable course transcripts.

SKILLS VERIFICATION & TESTING

A number of Classified Substitute Positions require a skills verification and/or a passing score on the related district examination. Each application packet includes a list of the required skills verification or examination for all substitute positions.

Testing is conducted by SUHSD HR on a regular basis. Requests to take a district exam can be made using the testing request form provided in the application packet or by email to examrequest@sweetwaterschools.org.

OTHER DOCUMENTS:

Classified substitutes are also required to provide the following:

FINGERPRINTS

TB CLEARANCE REPORT

WITHHOLDING TAX

EMPLOYMENT ELIGIBILITY VERIFICATION

Sweetwater Union High School District

SUBSTITUTE RESPONSIBILITIES

GENERAL INFORMATION

WELCOME to the Sweetwater Union High School District. As a substitute employee, there are district policies and procedures that you need to be aware of that apply to each assignment you perform for the district. We hope the information in this handbook will be helpful to you.

Substitute employees replace regular employees who are away from their job due to illness, leaves of absence, professional development, or other various reasons. Substitutes may also serve in a vacant position until it is filled. Assignments as a substitute may be as brief as one day or may be for a period of several months.

The Sweetwater Union High School District has a history of hiring substitute employees into regular (entry-level) positions. **Substitute employment does not guarantee you will be hired as a regular employee.**

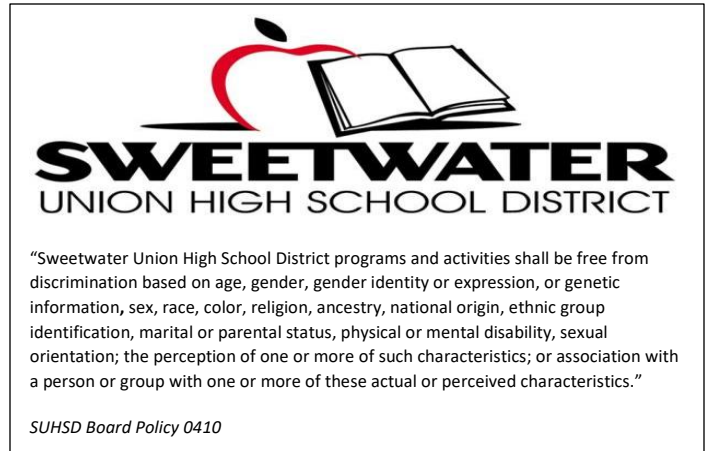
It is very important to be available to accept as many assignment offers in as many locations as possible. We anticipate that all substitutes will work as frequently as possible.

It is very important that you report promptly for each assignment that you accept and perform your assigned tasks at a high level of efficiency.

RESPONSIBILITIES OF THE CERTIFICATED SUBSTITUTE TEACHER

Accepting an assignment:

- 1) Upon employment you will be given a district email and password for AESOP Absence Management System.
- 2) All messages from the district come through AESOP or your district email. You must check and use your district email regularly.
- 3) Assignments are accepted utilizing the AESOP system @ www.aesoponline.com.
- 4) **If you need to cancel an assignment you must do so within 24 hours of the start of the assignment. If an emergency occurs in the 24 hours preceding the assignment and you are not able to fulfill it, you must call the school ASAP to cancel the assignment.**



When arriving:

- 1) Give attention to personal grooming and a neat appearance.
- 2) Arrive at the school with sufficient time to organize your materials, familiarize yourself with bell schedules and emergency drill procedures. *If you are going to be late, you must contact the school site directly.*
- 3) Park in the faculty parking lot. Please do not use reserved spaces or spaces designated for visitors.
- 4) Report to the main office to the School Administrative Secretary. Please ask for information about other duties associated with the assignment.
- 5) You must sign in with the school office when you arrive and sign out when the assignment is complete.

Throughout the day:

- 1) Substitutes are responsible for student, classroom equipment, and materials as assigned.
- 2) Substitute teachers should follow the plans EXACTLY as left by the regular teacher.
- 3) Be aware that you may have special assignments that fall within the responsibility of a teacher during the school day. **This may include teaching during a prep period.**
- 4) Substitutes are responsible for keeping an orderly classroom. Always receive and dismiss students in an orderly manner.
- 5) Learn the correct attendance procedures and take roll accurately. The default login for attendance is your email address

firstname.lastname@sweetwaterschools.org.

If you do not have a password or cannot remember login information you may call IT Support at 619-585-7900.

- 6) Ask an administrator for help on any particular problem that cannot be solved satisfactorily from the information provided.
- 7) Call for immediate assistance in the event of ANY medical emergency. Substitutes are NOT authorized to give medication to student.
- 8) Students are NOT to be released from the classroom without an official notice from the office. Follow school policies regarding dismissing students for restroom breaks.
- 9) Cell phone use should be limited to emergency calls only. You are free to use your cell phone during lunch or other breaks afforded to you.
- 10) SweetwaterUHSD is a smoke-free district. You may not smoke on any SUHSD campus or work sites, including the site parking lots.
- 11) Refer to the Health, Safety, and Security section of the handbook for information regarding accidents and accident prevention.
- 12) Notify the school administrative secretary or supervisor if an emergency makes it necessary for you to leave early.
- 13) Sign out at the end of the day and make sure to return all keys and materials.

RESPONSIBILITIES OF THE CLASSIFIED SUBSTITUTE

Accepting an assignment:

- 1) Upon employment you will be given a district email and password for AESOP Absence Management System.
- 2) All messages from the district come through AESOP or your district email. You must check and use your district email regularly.
- 3) Assignments are accepted utilizing the AESOP system @ www.aesoponline.com.
- 4) **If you need to cancel an assignment you must do so within 24 hours of the start of the assignment. If an emergency occurs in the 24 hours preceding the assignment and you are not able to fulfill it, you must call the school/department ASAP to cancel the assignment.**

When arriving:

- 1) Give attention to personal grooming and a neat appearance.
- 2) Arrive at the school/department with sufficient time to familiarize yourself with the daily schedule. *If you are going to be late, you must contact the school site/department directly.*
- 3) Park in designated areas for faculty/employees only. Do not park in areas designated as reserved or for visitors.
- 4) Report to the main office upon your arrival.
- 5) It is the substitute's responsibility to sign in upon arrival and sign out when the assignment is completed.
- 6) Ask about procedures and whether there will be any other duties associated with the assignment.

Throughout the day:

- 1) Be available for any special assignments that fall within the responsibility of the employee you are replacing.
- 2) Notify the immediate supervisor if an emergency makes it necessary for you to leave before the end of the working day.
- 3) Ask for clarification if instructions given by the supervisor are not clear. Make certain you understand how the work is to be done, when you are expected to finish a certain task, and which jobs must be completed first.
- 4) Call for immediate assistance in the event of ANY medical emergency.
- 5) Remain until the end of the workday. If a substitute is paid for a full day and the specific assignment is less than the full day, the administrator may assign other duties to the substitute.

**WE ARE STRONGER
TOGETHER**



Founded in 1920, the Sweetwater District has grown to more than 42,000 students in grades 7 through 12 and more than 32,000 adult learners. The district's 32 campuses are located in the cities of Chula Vista, Imperial Beach, National City and San Diego, including the communities of Bonita, Eastlake, Otay Mesa, San Ysidro and South San Diego.

DUTY HOURS

Starting times will vary depending on the department and/or job responsibilities. *Be sure that you clarify the reporting time, duty length, and location* when you accept an assignment on AESOP. **Substitutes are expected to be on duty for the entire assignment and to perform all duties of the regular employee, as well as other duties as assigned.** Refusal to complete the duties or hours of the assignment may result in consideration for termination for the day or from the substitute list.

Lunch Period:

Certificated employees are assigned a lunch break of thirty (30) duty free minutes when working a full day assignment.

Classified substitutes assigned to work 5 or more hours are provided an uninterrupted, non-compensated lunch period. The length of time for lunch shall be for half (1/2) an hour.

All substitutes must follow the schedule of the absent employee they are substituting for.

Rest Periods: *(Classified Substitutes only)*

Substitutes receive one fifteen (15) minute rest period for each four (4) hours worked. The rest period is to be taken at the mid-point preceding and succeeding the duty free lunch period.

RESIGNATION

Any substitute who wishes to resign from SUHSD's substitute list must submit a written notice of resignation. This form can be obtained from the HR Sub Desk. Substitutes who resign and wish to return to the substitute list will need to apply for the position of interest and will need to complete the hire process again.

SUBSTITUTE EXCLUSION

Administrators/Supervisors or his/her designee may exclude a substitute from taking assignments at the site. These decisions are made on a case-by-case basis. The administrator will address concerns with the substitute employee and work with him/her to address the concerns. When a substitute is being excluded they will be notified by the administrator and HR will be informed. Substitutes will then be excluded from taking future assignments at that site or the district overall, if warranted.

TERMINATION

Substitutes may be released by the SUHSD HR Department from an assignment and/or service within the District at any time when such action is in the best interest of the students and/or District.

Reasonable Assurance

During spring, all substitutes will be mailed a Reasonable Assurance letter for the coming school year. The letter must be returned to the Sub Desk in HR stating your return status.

Statement of Employment

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

(For Certificated Substitutes- Kavanaugh Notice)

Notice is given per Ed Code 44916, that assignments as a substitute are temporary, and will remain temporary unless a probationary or permanent assignment is offered in writing.

(For Classified Substitutes)

Per Ed Code 45103, a school district is not allowed to work substitutes and/or short-term employees for more than 75% of any school year. (165 days)

UPDATING CREDENTIALS & CERTIFICATES

Substitutes are responsible for updating their credentials and certifications when expired. Assignments cannot be offered to substitutes who have expired credentials and certificates. When you renew a credential and/or certificate, you must provide a copy of the renewal to the HR sub desk. Credentials and certificates that have expirations and must be updated are as follows:

- Teaching Credentials
- Substitute Permits
- CPR
- First Aid
- TB
- Mandated Reporter
- Sexual Harassment
- Food Handler
- Transportation (Bus Driver) certificates
- Kavanaugh Notice of Temporary Assignment (Certificated)

CHANGING YOUR PERSONAL INFORMATION

Substitutes must notify the HR sub desk if there is any change in name, address, telephone, or AESOP profile preferences.

Note: An updated ID and social security card are required for name changes.

PROFESSIONAL CONDUCT & DRESS

High standards of professionalism and ethics must always be maintained when working as a substitute in SUHSD. All substitutes should continuously strive to provide appropriate and worthwhile educational experiences for all students. It is not appropriate to use language that is demeaning or disrespectful as a means of correcting behavior or in response to student behavior or as humor in any setting. Further, it is never appropriate to use profanity in a school or school district setting. Substitutes are expected to refrain from any physical contact with other staff and students. The behavior of substitutes provides a model for student conduct.

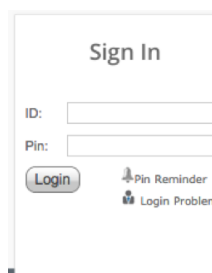
Substitutes should use good taste in the selection of clothing when substituting. No apparel, dress or grooming that is or may become potentially disruptive to the classroom atmosphere or has or may have an adverse impact on the educational process

will be permitted. The choice of clothing should be appropriate for the specific assignment.

AESOP ABSENCE MANAGEMENT SYSTEM

SUHSD uses AESOP to track employee absences and coordinate substitute assignments. You can access the system using the internet or the telephone.

Logging in on the web:

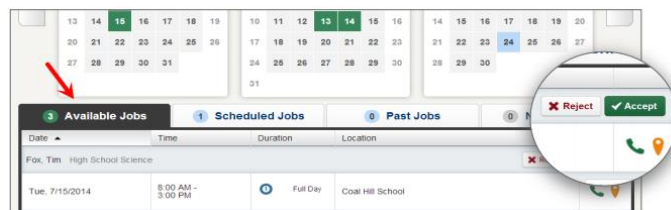


To log in to AESOP type Aesoponline.com in the web browser address bar

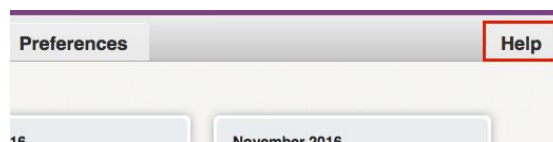
ID: Your phone number
Pin: Employee ID
(provided at subdesk)

*Get help with ID/Pin at HR sub desk

Available jobs are listed on the homepage. They appear in green on the calendar and in list form under the “**Available Jobs**” tab.



To accept a job, click **Accept** button next to the absence. If you do not want to accept the job, click the **Reject** button.



If you need assistance using the system, click on the **Help** tab to go to the Learning Center to search for help and training materials.

Accessing assignments on the phone:

To call, dial **1-800-942-3767**

You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

When calling the absence management system, you can:

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

If an available job has not been filled by another substitute two days before the absence is scheduled to start, *the system will automatically start calling substitutes*, trying to fill the job.

Keep in mind, when the system calls you, it will be calling about one job at a time, even if you're eligible for other jobs.

When you receive a call, you can:

- Listen to available jobs – **Press 1**
- Prevent AESOP from calling again today – **Press 2**
- Prevent AESOP from ever calling again – **Press 9**

If you are interested in the available job, **Press 1**. You will be asked to enter your PIN number (followed by the # sign). At this point, the absence management system will list the job details, and you will have the opportunity to accept or reject the job.

Cancellation of Assignments

You are expected to cancel an AESOP assignment within 24 hours of the starting of the assignment if will not be able to continue with the assignment. If an emergency occurs inside the 24 hour notice window you **MUST** call the school site to inform that you will not be substituting.

Substitutes should not cancel assignments once they are accepted. If an assignment must be canceled, please do so with enough time to allow AESOP to call other substitutes.

AESOP Frequently Asked Questions

Why am I not seeing any jobs?

There are a number of possible reasons that jobs aren't showing up as available. There are a few things you can check. First, make sure that you aren't limiting yourself in your "Schools" preferences. Also, make sure that you have your call times set to allow maximum job offers. If you're still not seeing anything, you can contact your district's absence and substitute management Administrator to make sure you are seeing the correct job offers.

I don't know my Log-in or PIN. How do I find it out?

Forgot your PIN number? Not to worry! When you go to log in to the system at www.aesoponline.com, you'll see a link for "Pin Reminder." Here, you can enter your phone number and email and have your PIN number sent directly to you. If you still have trouble logging in, contacting your district's absence and substitute management Administrator for help is your next step! They will be the best one to answer your questions.

What do I do if I miss a call from the absence management system?

If you missed that phone call, you can always call back, toll-free, at **1-800-942-3767** to hear a current list of available jobs to accept. You can also log-in online to view those same jobs. You'll want to act quickly, though. The system may have already called the next substitute in line with that job offer.

What if I only can work at certain schools?

If you only want to work at certain schools and don't want job offers from others, it's as easy as setting up your "Schools" list in your preferences. Here, you can specify what locations you want to see jobs for, or specify those you do not. For help setting up that list, you can reference the Preferred Schools article. If you are unable to create that list, please contact your district absence and substitute management administrator for help in setting up that list.

PAYROLL INFORMATION FOR SUBSTITUTES

GENERAL INFORMATION

Substitute employees are paid on a monthly basis with salary warrants issued on the last duty day of the month.

You can choose to pick up your pay warrant from the Payroll Department, utilize automatic deposit, or have the warrant mailed to your home.

Your pay is subject to four deductions:

- 1) Federal Withholding Tax
- 2) State Income Tax
- 3) Medicare
- 4) OASDI (social security) or other retirement plan such as STRS, PERS, and ARS

STATE TEACHERS RETIREMENT SYSTEM (STRS)

Certificated substitutes who are not a current member of STRS can elect enrollment by completing the permissive election form. Certificated substitutes who permissively elect enrollment in STRS will contribute toward STRS retirement and will NOT contribute toward Social Security (OASDI) or the Alternative Retirement system (ARS). Mandatory enrollment occurs after 100 work days as a substitute during the fiscal year of July 1 – June 30 with any district in California.

If you are a retired teacher and are receiving a retirement allowance from STRS, you should keep in touch with the system. It is the responsibility of the retired teacher to keep a record of their earnings. Exceeding the limitations may result in being reinstated to active service and the retirement allowance terminated. **All earnings are reported to STRS.**

PUBLIC EMPLOYEE RETIREMENT SYSTEM (PERS)

Classified substitutes employed by SUHSD are not eligible to participate in PERS until after having worked 1,000 hours per fiscal year. Mandatory enrollment occurs after 1000 work hours as a substitute during the fiscal year of July 1 – June 30. Members of PERS also contribute to Social Security (OASDI)

ALTERNATIVE RETIREMENT PLAN (ARS) IN LIEU OF SOCIAL SECURITY

Substitutes who are NOT a member of STRS or PERS will automatically be enrolled in the ARS retirement plan in lieu of contributing to Social Security (OASDI).

VIEWING YOUR PAYCHECK



Go to PeopleSoft Employee Self-Service (ESS)

<https://ess.erp.sdcoe.net>

User ID: Employee Payroll ID

Password: First 4 of your LAST NAME in CAPS + Last 4 of SSN

Example: Pat Smith = SMIT6789

*The Employee Payroll ID can be obtained by calling the IT Department at 619-585-7995 Option 5

See the Payroll section of the SUHSD website for more information on PeopleSoft Employee Self-Service (ESS).

Payroll Department

1130 Fifth Avenue
Chula Vista, CA 91911

Phone: 619.691.5518 /Fax: 619.407.4953

Payroll Manager: Tina Schlegler

Sweetwater Union High School District
CERTIFICATED SUBSTITUTE RATES

Effective October 1, 2016

Regular Day-to-Day Substitute Service	Daily Rate	*Long-Term Daily Rate
6 Periods with NO Preparation Period	\$160	\$170
4/5 Periods with a Preparation Period	\$138	\$150
3 Periods	\$92.46	\$100.50
Less than 3 Periods	\$69	\$75

Block Day-to-Day Substitute Service	Daily Rate	*Long-Term Daily Rate
3 Period Block (6 hours)	\$160	\$170
2 Period Block (4 hours)	\$138	\$150
1 Period Block (90 min - 2 hours)	\$69	\$75
<ul style="list-style-type: none"> Any single hour worked into a block schedule will be paid an hourly rate 	\$20.45/hr	\$22.22/hr

Substitute Counselor	\$138/day
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Substitute Psychologist	\$250/day
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Substitute Registered Nurse	\$225	*\$250
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Hourly Substitute Service	Daily Rate	*Long-Term Daily Rate
<ul style="list-style-type: none"> Adult Ed CTE Other Hourly 	\$23/hr	\$25/hr

Retired Teachers Rates

Regular Day-to-Day Substitute Service	Daily Rate	*Long-Term Daily Rate
6 Periods with NO Preparation Period	\$185	\$195
4/5 Periods with a Preparation Period	\$165	\$175
3 Periods	\$110.55	\$117.25
Less than 3 Periods	\$82.50	\$87.50
Block Day-to-Day Substitute Service	Daily Rate	*Long-Term Daily Rate
3 Period Block (6 hours)	\$185	\$195
2 Period Block (4 hours)	\$165	\$175
1 Period Block (90 min - 2 hours)	\$82.50	\$87.50
<ul style="list-style-type: none"> Any single hour worked into a block schedule will be paid an hourly rate 	\$25/hr	\$27/hr

Lunch Supervision	\$20 additional
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***Effective with the 11th day in the same assignment.**

“The Sweetwater Union High School District will fulfill the promise of 100% student success”

SWEETWATER UNION HIGH SCHOOL DISTRICT

Substitute and Other Non-Certificated Hourly Service Rates

Effective January 1, 2016

Substitute Job Titles	Hourly Rate
Accounting Technician	\$23.03
ASB Accounting Technician	\$20.88
Bus Driver	\$20.38
Campus Assistant	\$17.61
Carpenter	\$25.40
Clerk	\$15.96
Custodian	\$17.61
Educational Interpreter	\$24.77
Electrician	\$26.01
Gardener	\$19.41
General Maintenance Worker	\$20.88
Instructional Assistant	\$15.96
Instructional Assistant-Children's Center	\$15.96
Instructional Assistant-Special Education	\$15.96
Instructional Health Care Assistant	\$17.61
Library Media Technician	\$19.41
Licensed Vocational Nurse	\$22.47
Locker Room Attendant	\$18.49
Nutrition Services Assistant	\$14.48
Painter	\$25.40
Registrar	\$20.88
Secretary	\$20.38
Testing Assistant-Bilingual	\$16.77
Transportation Attendant	\$15.20
Warehouse/Delivery Worker	\$19.41
Other Job Titles	Hourly Rate
Senior Swimming Pool Lifeguard	\$ 14.49
Swimming Pool Cashier	\$ 10.86
Swimming Pool Lifeguard	\$ 12.67
Swimming Pool/Water Safety Instructor	\$ 14.49
Student Worker	\$ 10.00
Translator/Interpreter	\$ 19.51



SWEETWATER UNION HIGH SCHOOL DISTRICT

1130 Fifth Avenue
Chula Vista, CA 91911-2896

NOTICE: SUBSTITUTE and SHORT TERM EMPLOYEES

This notice may not be applicable to employees covered under a collective bargaining agreement.

HEALTHY WORKPLACES/HEALTHY FAMILIES ACT OF 2014 PAID SICK LEAVE

Entitlement:

- An employee 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 employee'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 may be capped at 48 hours or 6 days. However, subject to specified conditions, if an employer has a paid sick leave, paid leave or paid time off policy (PTO) that provides no less than 24 hours or three days of paid leave or paid time off, no accrual or carry over is required if the full amount of leave is received at the beginning of each year in accordance with the policy.

Usage:

- An employee may use accrued paid sick days beginning on the 90th day of employment.
- An employer shall provide paid sick days upon the oral or written request of an employee 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.
- An employer may limit the use of paid sick days to 24 hours or three days in each year of employment.

Retaliation or discrimination against an employee who requests paid sick days or uses paid sick days or both is prohibited. An employee can file a complaint with the Labor Commissioner against an employer who retaliates or discriminates against the employee.

For additional information you may contact your employer or the local office of the Labor Commissioner. Locate the office by looking at the list of offices on our website <http://www.dir.ca.gov/dlse/DistrictOffices.htm> using the alphabetical listing of cities, locations, and communities. Staff is available in person and by telephone.

**A notice from the Division of Labor Standards Enforcement, Office of the Labor Commissioner.
DLSE Paid Sick Leave Posting**

11/2014

"The Sweetwater Union High School District will fulfill the promise of 100% student success"

"Sweetwater Union High School District programs and activities shall be free from discrimination based on age, gender, gender identity or expression, or genetic information, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics." SUHSD Board Policy 0410

Sweetwater Union High School District

POLICIES AND PROCEDURES

EMPLOYMENT STATUS OF SUBSTITUTES

Substitutes are on call employee on a day-to-day basis. A substitute is an individual who fills in for an employee on leave or for an approved vacancy.

Per Ed Code 45103, Classified Substitutes are not allowed to work more than 75 % of any school year (165 days).

At any time and without prior notice, the district may, at its sole discretion, elect to stop utilizing the services of any individual on the substitute list.

Board Policies

Nondiscrimination in Employment

The Board of Trustees prohibits unlawful discrimination against and/or harassment of district employees and job applicants on the basis of actual or perceived race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sex or sexual orientation at any district site and/or activity. The Board also prohibits retaliation against any district employee or job applicant who complains, testifies or in any way participates in the district's complaint procedures instituted pursuant to this policy. BP 4030(a)

Temporary/Substitute Personnel

The Board of Trustees recognizes the need to provide substitutes on an as needed basis when regular employees are temporarily absent from their assignments. When a teacher is absent from the classroom it is necessary to provide a credentialed substitute teacher. When a classified employee is absent, it is up to the discretion of the administrator in charge to determine whether or not a substitute is assigned. BP 4121 (a)

Professional Standards

The Board of Trustees expects district employees to maintain the highest ethical standards, follow district policies and regulations, and abide by state and federal laws. Employee conduct should enhance the integrity of the district and advance the goals of the educational programs. Each employee should make a commitment to acquire the knowledge and skills necessary to fulfill his/her responsibilities and should focus on his/her contribution to the learning and

achievement of district students. BP 4119.21, 4219.21, 4319.21

Sexual Harassment

The Board of Trustees recognizes that sexual harassment is a violation of federal and state laws. The Board will provide all employees, prospective employees, and students an environment free of sexual harassment and will not tolerate such conduct on part of an employee. BP 4119.11 (a), 4219.11, 4319.11

Drug and Alcohol-Free Workplace

The Board of Trustees believes that the maintenance of drug and alcohol-free workplaces is essential to school and district operations.

No employee shall unlawfully manufacture, distribute, dispense, possess or use or be under the influence of any alcoholic beverage, drug or controlled substance as defined in 21 USC 81 at any school district workplace.

The Board may not employ or retain in employment persons convicted of a controlled substance offense as defined in Education Code 44011. If any such conviction is reversed and the person acquitted in a new trial or the charges dismissed, his/her employment is no longer prohibited. A plea or verdict of guilty, a finding of guilt by a court in a trial without a jury, or a conviction following a plea of nolo contendere shall be deemed to be a conviction. BP 4020(a)

Pre-Employment Drug/Alcohol Screening/Health Examinations

Once a conditional offer of employment has been made, prospective employees shall undergo a pre-employment drug and alcohol screening for any substance which could impair their ability to safely and effectively perform their job functions. This screening shall be part of the employee's pre-employment physical examination. All medical examinations shall be conducted in accordance with state and federal law, and in accordance with Board policy and administrative regulation.

Tuberculosis Tests

No classified or certificated applicant shall be initially employed unless the person has submitted to a tuberculosis risk assessment within the past 60 days, and, if tuberculosis risk factors are identified, has been examined to determine that he or she is free of infectious tuberculosis by a physician and surgeon, a

physician assistant, or a nurse PR actioner. (Ed Code 46406(a); 5 CCR 5503) AR 4112.4(a), 4212.4, 4312.4

Employee Safety

The Board of Trustees is committed to maximizing employee safety and believes that safety is every employee's responsibility. Working conditions and equipment shall be maintained in compliance with standards prescribed by federal, state and local laws and regulations. No employee shall be required or permitted to be in any place of employment which is unsafe or unhealthful. (Labor Code 6402)

The Board expects all employees to use safe work practices and to correct any unsafe conditions which may occur. If an employee is unable to correct an unsafe condition, he/she shall immediately report the problem to the Superintendent or his/her designee. The Superintendent or his/her designee shall promote safety and correct any unsafe work practice through education, training and enforcement.

The Superintendent or his/her designee shall establish and implement a written injury and illness prevention program in accordance with law. (Labor Code 6401.7)

The Board shall ensure that the Superintendent or his/her designee provides eye protective devices as specified in law and administrative regulation.

No employee shall be discharged or discriminated against for making complaints, instituting proceedings or testifying with regard to employee safety or health, or for participating in any occupational health and safety committee established pursuant to Labor Code 6401.7. (Labor Code 6310)
BP 4157(a), 4257, 4357

Work-Related Injuries

The Board of Trustees desires to provide its employees, Board members, and volunteers with workers' compensation benefits in accordance with law. The Superintendent or his/her designee shall develop an efficient claims handling process in order to reduce costs and facilitate employee recovery. An employee shall report any work-related injury or illness to his/her supervisor as soon as practicable. Upon learning of an injury, a supervisor shall promptly report the incident to the Superintendent or his/her designee with 48 hours.

The Superintendent or his/her designee shall ensure that every new employee is notified of his/her right to receive workers' compensation if injured at work and that injured employees are given notice of rights in accordance with law.

The Superintendent or his/her designee shall ensure that notifications regarding workers' compensation are posted in accordance with law.

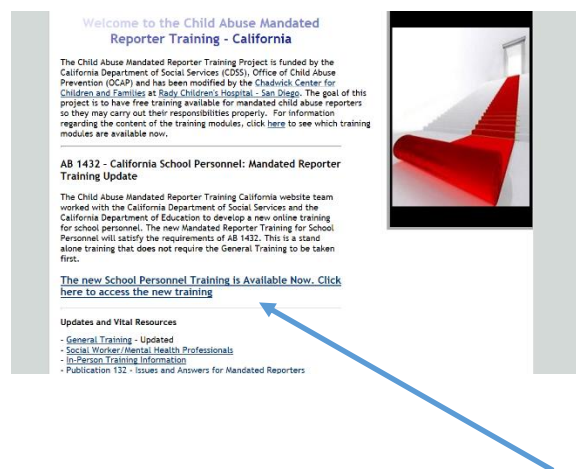
Mandated Reporting Requirements

Assembly Bill 1432 (AB 1432) requires school districts, county offices of education, state special schools and diagnostic centers operated by the State Department of Education, and charter schools to provide *annual training to their employees in child abuse detection and mandatory reporting obligations* under the Child Abuse and Neglect Reporting Act (CANRA).

As a Substitute Employee for our district, it is required that you receive training under

AB 1432. Additionally, this training must be completed within the **first 6 weeks** of each school year.

Sweetwater Union High School District will be using the free online training module which is found at <http://www.mandatedreporterca.com/training/training.htm>.



Once the module has been completed, a "Certificate of Completion" is sent to the employee.

A copy of the "Certificate of Completion" must be submitted to SUHSD Human Resources Substitute Desk before a substitute is allowed to accept any assignment. See AR 5141.4(a)

HEALTH, SAFETY, AND SECURITY



Safety First

Accidents and Accident Prevention

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

Accidents and Illness of Students

All accidents involving students on school grounds, in the building, on the way to or from school, or occurring in any area while the pupil is under the supervision of the school, shall be referred to the school principal and nurse. A substitute is never allowed to administer medication.

Substitute Illness

Substitutes should not accept assignments if they are ill.

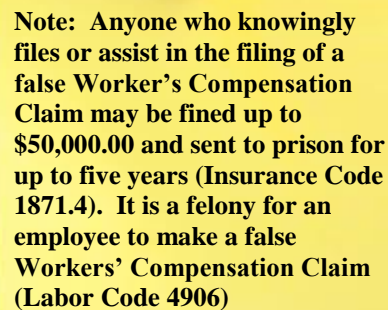
Substitutes may be asked to leave if the site administrator determines the substitute cannot perform the duties needed.

Remember, you are expected to cancel an assignment within 24 hours of the starting of the assignment. If an emergency occurs, and this notice is not possible, you MUST call the school site or department to inform them you will not be substituting.

See Page 9 for Sick Pay Info.

Worker's Compensation

YOU ARE HEREBY NOTIFIED the Labor Code requires all employees (including substitutes) who sustain a work-related injury to report it immediately to their supervisor. This is required even if no medical treatment is required at the time of your injury. If treatment is necessary after you have reported your injury, you will be directed for medical treatment to an occupational medical facility by the administrator, nurse, or designee.



Note: Anyone who knowingly files or assist in the filing of a false Worker's Compensation Claim may be fined up to \$50,000.00 and sent to prison for up to five years (Insurance Code 1871.4). It is a felony for an employee to make a false Workers' Compensation Claim (Labor Code 4906)

Emergency Operations

Each department or school site has an Emergency Operations Plan. In the plan, duties and responsibilities should be assigned and the procedures established for all employees in the building in the event of emergency situations.

Substitute Emergency Response Guidelines

Depending upon protocols, special arrangements have been made for emergency situations. Substitutes should take the time to review emergency plans upon arrival.

Release of students

Substitute teachers are responsible for all students under their charge and are legally responsible for their welfare. Do not leave students unattended.

Do not release students to anyone other than school personnel in the office. When in doubt, contact an administrator in charge. Make sure you are familiar with school/district policies before you accept an assignment.