

FREQUENTLY ASKED QUESTIONS

WHO IS YOUR EMPLOYER?

You are no longer an employee of the individual school districts listed in the substitute handbook; you are now an employee of **Southwest Ohio Council of Governments (SWO-COG)**. Your personnel file will be housed at Warren County ESC (WCESC). For all employment verification, please contact **Connie Burton at 513-695-2900, Ext. 2927**. For all other similar type of information, please contact the Treasurer's Office of WCESC (513) 695-2900, Ext. 2003 -- Jeri Murray.

COPIES OF BACKGROUND RESULTS

If you are in need of a copy of your background results, please contact the Treasurer's Office at WCESC (Jeri Murray, (513) 695-2900). Due to privacy laws, we are only able to provide these results to you. You may pick them up at the **WCESC office** and will also need to sign for them.

PAY RATES

Pay rates are listed on page 4 of the Substitute Employee Handbook. You can check this information on the SWO-COG website: <http://www.bcesc.org/StepstoBecomingaSubstitute.aspx>. The **Substitute Teacher Rates** are paid in 2 hour (1/4 day) increments; *1 minute up to 2 hours is paid at 2 hours*, and so on. **Tiered Rates** apply only when working in the same position for consecutive days, in the same classroom, as a long-term substitute teacher. **IMPORTANT NOTE:** **If you miss a day in the assignment, the days counted restarts with Day 1 and the base rate will once again apply** in some of the SWO-COG school districts.

PENDING ODE LICENSURE

You will have a **60-day grace period** to provide the SWO-COG with your ODE license, if you do not currently hold a license and are applying at the time of your orientation. You will be added to AESOP with a license expiration date 60 days from the date of your orientation. AESOP will automatically email you a notice 30 days before your license expires! Then, once the 60-day grace period is over, Aesop will automatically inactivate you if your license expires! **It is your responsibility** to make sure the SWO-COG receives a copy of your license. **Please mail a copy of your current license to: WCESC – Jeri Murray, 1879 Deerfield Rd., Lebanon, OH 45036.**

ODE will contact you if your application is missing a component or incomplete. Again, **it is your responsibility** to follow up with ODE and make sure your application is complete. You can check your application status online with ODE at: <https://coreprodint.ode.state.oh.us/core2.3/ode.core.EducatorProfile.UI/EducatorSearch.aspx>

REQUIRED ONLINE TRAINING

You are required to complete yearly online training through Public School Works (PSW). Once you are added to PSW, you will receive a welcome e-mail. *(Please be sure to check your junk/spam e-mail folder just in case.)* You have 30 days to complete this required training once you receive the email from PSW. If you fail to complete the training within 30 days, you will be inactivated in AESOP. If inactivated, you must complete the online training and then contact the SWO-COG to be reactivated. **Failure to complete the training within 90 days will result in removal from employment. To be reactivated as an SWO-COG employee, you must fill out a Request to be Re-Activated form, a reinstatement fee must be paid and you will also be subject to renewing your FBI check.** This information is located on our SWO-COG website: <http://www.bcesc.org/ODESubLicenseApp.aspx>.

VIEWING PAY STUBS

You will not be receiving a paper or emailed pay stub; you must use the Employee Kiosk to view them. Please use **your Social** and select **County: WARREN** and **District: SOUTHWEST OHIO COUNCIL OF GOVERNMENTS**