

FREQUENTLY ASKED QUESTIONS

WHO IS YOUR EMPLOYER?

You are no longer an employee of the individual school districts listed in the **Substitute Employee Handbook**; you are now an employee of **Southwest Ohio Council of Governments (SWO-COG)**. Your personnel files will be housed at **Warren County ESC (WCESC)**. For **ALL employment verification** and **ALL questions concerning payroll**, please contact the **Treasurer's Office (WCESC)**, Julie Blackburn at 513-695-2900, Ext. 3070.

COPIES OF BACKGROUND RESULTS

If you are in need of a **copy of your background results (BCI/FBI)**, please contact the **Treasurer's Office (WCESC)**, Julie Blackburn at 513-695-2900, Ext. 3070. Due to privacy laws, we are only able to provide these results to you. **You will have to pick them up at the WCESC office & you will also need to sign off** you are taking a copy of your BCI/FBI reports.

PAY RATES

Districts 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/page/steps-to-becoming-a-substitute>. 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 a long term assignment, the days counted restarts with Day 1 and the base rate will once again apply in some of the SWO-COG school districts. So, make sure you ask before accepting any long term assignment.

CURRENT ODE LICENSURE

STARTING IN 2017-18: You will need to provide a **copy of your current ODE license**, along with all the required paperwork and forms, when you attend a **SWO-COG mandatory substitute orientation session**.

ODE will contact you by email if your application is missing a component or incomplete, such as transcripts, documents, payments or background checks. **Beginning January 3, 2017**, ODE will limit "hold" times for application to **60 days**. If you fail to submit required missing items within 60 days, you will receive a message stating ODE is automatically declining your application. **ODE charges a nonrefundable \$25 processing fee for each application that it declines**. Then you must resubmit your application with the required information. Again, **it is your responsibility** to follow up with ODE and make sure your application is complete. Check your application status online with ODE at: <https://safe.ode.state.oh.us/portal/>.

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, your account will be made inactivated in Absence Management. 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/page/directions-for-ode-online-license-applications>.

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**. If you have trouble setting up your **Employee Kiosk**, please contact **Julie Blackburn (WCESC)** at (513) 695-2900, Ext. 3070.