

Substitute Employee Handbook

Forward

On behalf of the Butler and Warren County Educational Service Centers and the Southwest Ohio Council of Governments (SWO-COG), it is our pleasure to welcome you as a substitute employee.

The services and good work that you perform as a substitute are highly valued, as you have the ability to make a positive contribution to the work of our school districts. By agreeing to serve as a substitute, you have indicated acceptance of full professional responsibility for the tasks which you are assigned. Through your work with our school districts, you have agreed to abide by their policies, rules, and regulations as part of every assignment you accept.

Please read this handbook carefully in order to become acquainted with SWO-COG Consortium policies.

You are required to sign and submit the attached Substitute Employee Handbook Acknowledgement form to indicate you have read and understand the information and terms as they are presented in this handbook. A copy will be placed in your substitute file.

The information in this handbook is not exhaustive, but is rather intended to assist you with general policies. If you need specific information for a particular school district, please contact the district directly.

From all of us here at the Butler and Warren County Educational Service Centers we extend our best wishes for your success as a substitute and thank you for your interest in assisting young people in becoming skilled, competent and caring citizens.

Sincerely,



Chris Brown
Superintendent
Butler County Educational Service Center



Tom Isaacs
Superintendent
Warren County Educational Service Center

Employment Information for Substitutes

Absence Management (formerly Aesop)

Absence Management (AM) is an automated substitute placement service provided by Frontline Placement Technologies for K-12 school districts. Unlike traditional sub-calling programs, Absence Management completely automates the process of substitute placement. Absence Management is the system used by the Southwest Ohio Council of Governments (SWO-COG) for all substitutes.

Licensure

In order to receive compensation for teaching in the State of Ohio, one must be the holder of a current teaching license or substitute license. A copy of the credential must be presented as part of the ESC substitute employee program application process and will be kept on file in the offices of the SWO-COG, which is located at the Warren County Education Service Center. Failure to renew a teacher credential or substitute license will automatically disqualify an individual from serving as a substitute employee in our schools.

Substitute licenses are issued by the Ohio Department of Education. Educators working under substitute licenses are not required to develop an Individual Professional Development Plan (IPDP) and do not work through the Local Professional Development Committee (LPDC). Substitutes who are credentialed teachers must work directly with the ODE to renew their teacher license.

NEW NOTICE: As of November 2, 2017, substitutes holding a current **short term substitute license**, a **long term substitute license** or a **teaching license/certificate** are permitted to substitute for long term assignments up to 60 consecutive days in the same classroom (*subject area/grade level*).

On **Day 61**, of any consecutive long term assignment in the same classroom (*subject area/grade level*), the substitute must then hold either a **current long term substitute license** or **teaching license/certificate** with the same subject area/grade level as what is on the teacher's credentials. If not, then the SWO-COG cannot legally pay the substitute for any day(s) worked **past Day 60**, during the long term assignment.

Criminal Background Checks

Every person working in an education setting in the State of Ohio is required to submit to a background check. Background checks include both a BCII (Bureau of Criminal Identification and Investigation) and FBI (Federal Bureau of Investigation) check prior to employment. The Ohio Department of Education (ODE) will not issue any credential until the mandatory background checks have been completed. Background checks will be completed by the SWO-COG, but must be paid for by the substitute.

Background checks must be submitted electronically to ODE at the time the individual is fingerprinted.

Non-Discrimination Statement

The SWO-COG consortium does not discriminate on the basis of race, color, religion, national origin, sex, disability, military status, ancestry, sexual orientation, genetic information or age in its programs and activities, including employment opportunities.

The SWO-COG HR Director shall serve as compliance officer whose responsibility it will be to ensure that our agency is in compliance with Federal and State regulations. Complaints of workplace discrimination may be submitted to the SWO-COG HR Director who will, for SWO-COG employees process the complaint, and for all other employees refer the complaint to the appropriate district of assignment personnel.

Attendance

Substitutes are required to arrive on time and remain in the building until the end of the work day as listed in Absence Management for that assignment. Arriving late or leaving early from an assignment could result in a reduction of pay and/or one's removal from the Absence Management system.

Appearance

All substitute staff members are expected to serve as role models for students and co-workers with regard to dress and grooming.

The SWO-COG retains the authority to address apparel and grooming guidelines and/or individual staff members where dress and/or grooming are deemed objectively inappropriate or will have an adverse impact on the operation of the SouthWest Ohio Council of Governments its member districts and/or agencies and/or their programs.

Substitute Teacher Employee per Diem Rates for SWO-COG School Districts

Base rate for Substitute Teachers -- Rate is per day unless otherwise noted, paid in 2-hour increments.

Under Butler Tech – **WFDQCT*** = **Workforce Development Qualified Career Technical** Sub (*not CBI or FCS*) which applies to casual subs in positions where a career credentialed sub is required, and to long term subs in Workforce Development programs. Sub must meet the credential requirements to receive the WFDQCT rate.

Tiered rates only apply when “working consecutive days in the same position”, which is considered **long-term**.

NOTE: If you miss a day of a long term assignment, you will start over on **Day 1** again and the base rate will apply, in some of the SWO-COG districts.

District	Current Day Rate	Tier 21st day	Tier 61st day
BCESC	\$85	\$95	Hires @ District
Butler Tech - Casual	\$90	\$100	Hires @ District
Butler Tech – WFDQCT* -- Casual & Long-term Sub	\$150		Hires @ District
Edgewood	\$90	\$100	\$190
Fairfield	\$89	\$102	Hires @ District
Hamilton	\$97	\$110	Hires @ District
Lakota	\$85		Hires @ District
Madison	\$85	\$97	Hires @ District
Monroe	\$85	\$95	Hires @ District
New Miami	\$85	\$100	Hires @ District
Ross	\$85	\$90	\$190
Talawanda	\$85	\$95	\$190
WCESC	\$100		\$190
Carlisle	\$85	\$95	\$190
Franklin	\$85		\$190
Little Miami	\$90	\$105	Hires @ District
Middletown	\$90	\$105	Hires @ District
SWOCOG Paraprofessional	\$100		\$190
Springboro	\$85	\$95	\$190
Wayne	\$85	\$95	\$190

Payroll

The SWO-COG processes substitute pay for all school districts through direct deposit for payment. This will require substitutes to have a valid checking and/or savings account with an accredited financial institution and requires a personal e-mail address in order to access payment notification through the Employee Kiosk system.

Questions regarding pay and ALL employment verifications should be directed to the Human Resource office of the **SWO-COG at Warren County ESC: Julie Blackburn at (513) 695-2900, Ext. 3070** or julie.blackburn@warrencountyesc.com. However, your very first pay could be a live check due to our bank verification process. This just depends on the date you are hired and the date that you actually start working.

Taxes

The SWO-COG is only required to withhold Federal, State and School district taxes. In general, we are not required to withhold municipal income taxes for the various municipalities where the schools you may serve in are located. There are rare circumstances where we are required to withhold those taxes. The COG has procedures in place to identify when those circumstances occur and we notify employees whenever municipal income taxes for various localities must be withheld.

Retirement Systems

Substitute teachers are required to become members of the State Teacher Retirement System (STRS). Additional details regarding STRS are on the web at www.strsoh.org.

All required forms are included in the SWO-COG Employment Application packet.

If at any time throughout the year, a SWO-COG substitute teacher requests to withdraw his/her funds out of STRS, a letter of resignation from the substitute is required to “sever” employment and must be sent to Julie Blackburn, julie.blackburn@warrencountyesc.com, at WCESC. The sub’s Absence Management account will be made “inactive” for two months and the written documentation will be placed in the sub’s personnel files.

Canceling Assignments/Illness/Emergencies

Substitutes may cancel jobs they have accepted if done prior to the cutoff time (*as listed for each district in the section labeled School District and Building Information*). Substitutes do not have the option to cancel jobs they have accepted, if the cutoff time has passed (*as listed by the district in the School District and Building Information*).

Substitutes needing to cancel jobs after the cutoff time cannot cancel the job using the Absence Management system. This includes those needing to cancel due to illness or emergency. In these circumstances the substitute must contact the Absence Management Building Principal or Building

Secretary where the assignment is being cancelled by the substitute. A reason must be given to the Absence Management Building Principal or Building Secretary as to why you wish to cancel the job. At the discretion of each district, the Absence Management Building Principal and/or Building Secretary may deny your request and mark in the system that particular day as a non work day and you will not be able to view any other available jobs for that day.

Job Shopping

When a substitute accepts a job in the Absence Management system, it is an expectation that he/she will report for that assignment (this includes partial day assignments). Choosing to cancel an assignment in order to accept another assignment is considered **Job Shopping**, and is not an acceptable practice.

Please be advised that if you are found Job Shopping within the Absence Management system, you may be excluded as a substitute from a building, several buildings, a district or the Absence Management system as a whole. This statement should be considered to be your first warning.

It is not considered Job Shopping if a principal or other administrator arranges for you to fill another assignment that conflicts with your previously scheduled assignment(s). You will not be penalized for these re-assignments.

Absence Management Account Responsibility

Substitutes in the Absence Management system, under the direction of the SouthWest Ohio Council of Governments, are prohibited from accessing the Absence Management system to look for available jobs while currently working an assignment within a district, except for your lunch bell and if you have not been assigned to sub in a classroom during your plan bell.

Each substitute's Absence Management PIN and ID are their responsibility and must not be shared with anyone (i.e. spouse, friends, parents, children, etc.) and are not permitted to use your account information to log into the system.

Should jobs be accepted at inappropriate times or by inappropriate means, as stated above, you will be given one warning about this misuse of the system. Upon your second offense, you may be excluded as a substitute from the Absence Management system for all districts of the SWO-COG.

Staff Meetings

Substitute employees should follow the schedule of the person for whom they are substituting. Substitutes are expected to find out from district administration whether or not they should attend meetings and take notes to leave for the staff member.

Web Alerts/School Delay & Closing Information

Web Alerts are a way of posting important information out to all active substitutes within the system such as school year reminders, contact information for each district's Absence Management administrator, warnings and/or school delay/closing information.

From time to time, Absence Management administrators post "Web Alerts" on Absence Management. When you log into Absence Management a Web Alert may appear on your home page. Each Web Alert has a "posted" date included with it so you know when the message was placed in the system. Below is an example of a posted Web Alert...

Example: "The Lakota Local Schools are operating on a 2 hour delay Thursday, May 20th due to Curriculum In-service."

In the event of inclement weather, please do not depend on a web alert to appear on Absence Management. If you think a calamity day or delayed start time may occur please refer to your television, radio, internet or other communication methods for updates and announcements.

If the building in the district where you are scheduled to work is on a delay, report for your job assignment at the appropriate time after the delay. If the building in the district where you are scheduled to work is closed, do not report for work.

In the case of inclement weather, please check the school district's web site for information about any school closings or access a local radio or television outlet for school closing updates.

You are not compensated for the time of the delay or for a "closed" day, only the actual hours worked will be compensated.

SWO-COG School District Web Sites:

Butler County:

Butler County Educational Service Center

(Alternative Program, Pre-school Special Ed, Pre-School Head Start): www.bcesc.org

Butler Tech: <http://www.butlertech.org>

Edgewood City Schools: <http://www.edgewoodschools.com/index.cfm>

Fairfield City Schools: <http://www.fairfieldcityschools.com/>

Hamilton City Schools: <http://www.hamiltoncityschools.com/>

Lakota Local Schools: <http://www.lakotaonline.com/>

Madison Local Schools: <http://www.madisonmohawks.org/>

Miami Valley Academies (in Dayton): <http://www.miamivalleyacademies.com/>
(*This charter school is listed under Butler County ESC.*)

Monroe Local Schools: <http://www.monroelocalschools.com/>

New Miami Local Schools: <http://www.new-miami.k12.oh.us/>

Ross Local Schools: <http://www.rossrams.com/>

Talawanda Schools: <http://www.talawanda.net/>

Warren County:

Carlisle Local School District: <http://www.carlisleindians.org/>

Franklin City School District: <http://www.franklincityschools.com/>

Little Miami Local Schools: <http://www.littlemiamischools.com>

Middletown City Schools: <http://www.middletowncityschools.com/>

Springboro Community City School District: <http://www.springboro.org/>

Wayne Local School District: <http://www.wayne-local.com>

Warren County Educational Service Center

(*Pre-School, Special Ed, Alternative Programs*): <http://www.warrencountyesc.com/>

Student Discipline

Substitute teachers are responsible for control of classes. Corporal punishment is prohibited by school district policy.

Substitute teachers are encouraged to seek assistance from the principal or another teacher as it is needed. The following list represents the types and areas of misconduct that are expressly prohibited by policy in most school districts.

- No student shall disrupt any school activity by acts of violence, force, coercion, threats, rioting, sit-ins, walk-outs or false reports.
- No student shall destroy or damage public or private property by any means.
- No student shall strike, hit, threaten, cause any physical harm, blackmail, extort or intimidate another person.
- No students shall participate in any hazing activity. Hazing is prohibited.
- No student shall act in violation of policies and intervention procedures of tobacco, alcohol and other drugs.
- No student shall possess or attempt to possess, handle, transport, transmit or conceal dangerous weapons or “lookalike” counterfeit weapons, firearms, knives, ordnance or dangerous instrument.
- No student shall be truant from school or tardy to classes or activities they are assigned.
- No student shall use profanity or obscenity in any form, either verbal or nonverbal.
- No student shall steal or appropriate for his/her own use the property of others or any school property.
- No student shall be disrespectful of or harass any staff member.
- No student shall practice academic dishonesty such as cheating, plagiarizing or copying, or encouraging or assisting others to engage in such dishonest acts.
- No student shall engage in inappropriate display of sexual or sexually related behavior.
- No student shall violate the policy regarding dress and appearance.
- No student shall repeatedly ignore or break orders of staff members.
- No student shall use the building or property without proper authorization and shall not be in an unauthorized area during the school day.

Information from the Classroom Teacher

The following materials will be made available to you by the classroom teacher when possible:

- Lesson plans showing day's work to be accomplished
- Seating Chart
- Teaching manuals and desk copies of texts
- Schedule
- Any special classroom rules

Failure to follow lesson plans left by the teacher or administration could result in removal from the district and possibly the SWO-COG.

First-Aid, Safety and Health

As a substitute, you are expected to provide good quality supervision to the students entrusted to your care. In the event of an injury, please use common sense rules and immediately contact the principal or another teacher. If a fire drill or tornado drill occurs while you are on duty, please follow the classroom teacher nearest to your room to the proper exit.

Universal Precautions

Most approaches to infection control are based on a concept called Universal Precautions. Universal Precautions require that you consider every person, all blood and most body fluids to be a potential carrier of infectious disease. Using Universal Precautions resolves this uncertainty by requiring you to treat all human blood and body fluids as if they were known to be infected with HIV, HBV or other blood borne pathogens. You can't identify every person who may transmit infection. Yet you cannot afford to fail to take every precaution, since it takes just one exposure to become infected. Federal law requires that all substitutes have Universal Precautions – Blood Borne Pathogen training annually. (OSHA Standard 29 CFR 1910.1030) The SWO-COG provides this training through an on-line program. Please refer to <http://www.bcesc.org/page/steps-to-becoming-a-substitute>, under **4) Employment Required Online Training Courses**, for information on this online training, **Public School Works**.

Hepatitis B Vaccination Series

Receiving the Hepatitis vaccination is not required by the SWO-COG as a condition of employment. Therefore, your vaccination status has no bearing whatsoever on your eligibility to work or access employment opportunities. Pursuant to Federal Law, the SWO-COG must provide information regarding HBV, as well as an opportunity for vaccination.

The Hepatitis B vaccination is given in a series of three shots. The second shot is given one month after the first, and the third shot follows five months after the second. This series gradually builds up the body's immunity to the Hepatitis B virus. If the vaccination series is interrupted after the first or second dose of vaccine, the series should be picked up with the next dose administered as soon as possible. The series does not need to be restarted if a dose has been delayed. If you wish to receive the Hepatitis B Vaccination series, you may indicate your desire as part of the follow up paperwork when you complete the Blood Borne Pathogen training.

Drug Free Workplace

All schools districts are committed to maintaining a drug free workplace. Drug or alcohol abuse in the workplace is dangerous and can lead to harm to not only the person abusing drugs or alcohol but also the fellow employees and students. It is especially important that employees not use drugs or alcohol in the workplace in view of the fact that, as employees within the schools, the conduct of all employees can potentially influence children within the schools. Districts will enforce a policy requiring all employees to refrain from the unlawful use, sale, purchase, possession or being under the influence of drugs or alcohol while on the job, on school premises, or while using school equipment. Employees who fail to comply with this policy will be subject to dismissal from substituting. Any employee convicted of an offense under a criminal drug statute must report his/her conviction to the administration no later than five working days after the conviction. Failure to do so will result in loss of substitute opportunities.

Injury on-the-job and Workers' Compensation

If you are injured on the job, the following steps must be taken in order to submit for a Workers Comp claim.

- 1) Your employer is the **Southwest Ohio Council of Governments**, for reporting purposes.
- 2) Contact the HR department, **Connie Burton (WCESC)**, at **(513) 695-2900, Ext. 2927** or connie.burton@warrencountyesc.com to report the accident/injury and notify your principal.
- 3) **If medical attention is required**, you must go to **Bethesda Arrow Springs at 100 Arrow Springs Boulevard in Lebanon** or **Atrium Hospital at 1 Medical Center Drive in Middletown**. You can find the **Accident Report Procedures** on the SWO-COG website: <http://www.bcesc.org/page/substitute-opportunities>, under **Reference Materials**.
- 4) Complete the **SWO-COG Sub Accident Report Form** on the SWO-COG website: <http://www.bcesc.org/page/substitute-opportunities>, under **Reference Materials**.

Evaluation

A building principal, under whom you serve, may observe and evaluate your work performance to determine whether or not to re-employ you as a substitute. A feedback mechanism is available in Absence Management for both substitutes and teachers to complete an assessment from their viewpoint for each job assignment completed. You are allowed up to fourteen (14) days after you complete an assignment to leave feedback.

Reasonable Assurance of Continued Employment & Unemployment Benefit Eligibility

All substitutes processed through the SWO-COG are reasonably assured of continued employment until otherwise notified. Pursuant to Ohio law, **unemployment benefits based on service in an educational institution shall not be paid to any individual for any week of unemployment between academic years or terms, or during an established and customary vacation period or holiday recess.**

Unemployment benefits shall be denied if the individual performs services in the first of those academic years or terms or in the period immediately before the vacation period or holiday recess and has reasonable assurance that the individual will perform services in any such capacity for any such institution in the second of those academic years or terms or in the period immediately following the vacation period or holiday recess.

Exclusion

The following criteria are considered and put in place with the best interest of the students served in our districts in mind.

- Administrators reserve the right to exclude substitutes from an individual teacher's classrooms, grade levels or entire buildings.
- Substitutes who are excluded from two buildings in one district may be excluded from the entire district.
- Substitutes who are excluded from two districts within this SWO-COG consortium may be excluded from Absence Management for all school districts associated with the SWO-COG.
- Depending upon the nature of the exclusion, a substitute may be excluded from an entire district immediately.

Exclusion from the Absence Management system may result from offenses including but not limited to the following:

- Poor Classroom Management.
- Not following lesson plans as outlined by the classroom teacher.
- Not supervising students when the assignment requires supervision.
- Job Shopping.
- Accessing the Absence Management system during the work day. (I.e. phone, computer, BlackBerry, Jobulator, etc.).
- Using computers during work time for any purpose other than the classes you are teaching.
- Using cell phones during class time. Phones should be turned off or on vibrate during work time.
- Leaving the building during work hours without explicit permission from the building principal.
- Bringing food to the classroom for yourself or students.
- Leaving your classroom unattended.
- Touching a student or staff member in an inappropriate manner.
- Failure to maintain classroom control.
- Not following the regular classroom teacher's prepared lesson plans.
- Failure to leave any follow-up notes for the regular classroom teacher.
- Smoking on school grounds including inside one's own vehicle.
- Making inappropriate comments to students, parents and/or fellow staff members.
- Not showing up for an assigned duty on time; creating a situation where students are unsupervised.

In addition, the SWO-COG reserves the right to remove any substitute from the Absence Management system, at any time, at its sole discretion.

Substitute Job Description

- Reports to the principal or designee upon arrival at building.
- Reviews all plans and schedules to be followed during the teaching day. Contacts the building secretary, principal, team-leader or department head for this information.
- Assumes responsibility for student behavior in class and during lunch and recess periods.
- Maintains established routines and procedures of the school and classroom assigned as fully as possible.
- Teaches the lessons outlined and described in the classroom teacher's lesson plans as prepared by the absent teacher.
- Provides report or summary of activities accomplished, lesson plans completed and not completed, any additional information the regular teacher may need to know when returning to the classroom. Completion of substitute feedback on Absence Management, although voluntary, is suggested.
- Follows all policies, rules, and procedures to which regular teachers are subject and which good teaching practice dictates.

Other Duties and Responsibilities:

- Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent individuals.
- Is sensitive to and supportive of the needs of students from culturally diverse backgrounds.
- Adheres to and enforces all board policies.
- Conducts other duties or assignments as directed by the immediate supervisor or building administration.

Substitute Employee Handbook Acknowledgement

Please read the Substitute Employee Handbook before signing this form.

I have read and understand the Southwest Ohio Council of Governments' (SWO-COG) Substitute Employee Handbook. I agree to abide by the guidelines and policies contained within this handbook and understand that these are subject to revision at any time. An updated version is electronically available on the SWO-COG web site: <http://www.bcesc.org/page/substitute-opportunities>, under Reference Materials.

Existing substitutes are to review the most recent substitute handbook annually. I understand and agree that this handbook and its contents represent the documented employment relationship between me and the SWO-COG. I understand that the policies, procedures, and benefits contained within this handbook do not imply, create, or constitute a contract of employment, express or implied, between the SWO-COG and me, and are not intended to alter in any way the at-will employment relationship that exists between the SWO-COG and me.

I further understand that compensation may vary dependent specifically on the nature and duration of an assignment. I understand that misuse of the Absence Management calling system and any violation of the guidelines and policies of the SWO-COG and/or its member Districts and/or Agencies, put me at risk of being removed completely from the Absence Management system and substituting for any of the districts or agencies associated with the SWO-COG consortium.

I further understand that I generally will not be eligible for unemployment benefits in connection with my employment as a substitute, as is stated in the Reasonable Assurance of Continued Employment & Unemployment Benefit Eligibility section of this handbook. I further understand that I have been informed about injuries on the job, workers' compensation, and drug free workplace policies.

Substitute Name (PLEASE PRINT)

Signature of Substitute

Date: _____
(mm/dd/yyyy)

*Document is subject to change at any time without prior notification.