

ORCUTT UNION SCHOOL DISTRICT

HANDBOOK FOR

SUBSTITUTE TEACHERS

Updated October 2024

ORCUTT UNION SCHOOL DISTRICT

TO: All Substitute Teachers

FROM: Susan Salucci
Assistant Superintendent
Human Resources

SUBJECT: HANDBOOK FOR SUBSTITUTE TEACHERS

Welcome to the Orcutt Union School District and Orcutt Academy Charter Schools. Your role in the education of our students is very important, and we appreciate your professional commitment to our District.

This handbook has been prepared to help you learn about the policies and procedures of our District. We hope you will find this information helpful in answering some of the questions which may arise during the school year.

If we can be of any further assistance, please do not hesitate to call upon our staff members.

ORCUTT UNION SCHOOL DISTRICT

VISION

As the heart of the communities we serve, the Orcutt Union School District will foster high levels of student success through multiple pathways of learning. By offering a world-class education, our District will lead the way in innovation and creativity, and will be known for its caring, collaborative and inclusive culture.

MISSION

Opportunities for learning are limitless. The Orcutt Union School District's mission is to nurture, educate, empower and inspire our children to successfully navigate and thrive in an everchanging world.

WE BELIEVE

- ❖ Kids come first
- ❖ Student safety is paramount
- ❖ All students can learn at high levels
- ❖ In meeting the needs of the whole child
- ❖ Results matter

IMPORTANT INFORMATION

I. DISTRICT

The Orcutt Union School District is primarily a K-8 District consisting of eight schools: five elementary (K-6), two junior high schools (7-8) and one elementary (K-8) located in Los Alamos.

The Orcutt Academy Charter Schools include one elementary (K-8) located in Los Alamos, an Independent Study Program (K-12) located in Casmalia and the Orcutt Academy Charter High School (9-12) located at 610 Pinal Street (next to Orcutt JH in Old Orcutt). A map showing the location of the schools is provided at the back of the handbook as well as on the Aesop site.

II. HIRING PROCEDURE

All persons wishing to become employed as substitute teachers in the Orcutt District must follow the hiring procedures. All application forms, required packets and calendars are on the district website at www.orcutt-schools.net. Click on Departments, Human Resources, and Documents to locate the required packets.

All Applicants:

If you are a fully-credentialed teacher, that is, you have completed a credential program either in the State of California or some other State; OR hold a 30 Day Substitute Permit or intend to apply for such a permit, you may complete the district fingerprinting requirement (A) below **and** all of the remaining Requirements (B) through (D). Return the entire package for review. You will be called for a brief interview with Susan Salucci, Assistant Superintendent, Human Resources.

When your packet is complete, including your fingerprint clearance, you will be placed on the approved Substitute List and given a Aesop booklet.

A. Fingerprinting LiveScan for District Employment

To comply with current legislation, **ALL EMPLOYEES NEW TO THE ORCUTT UNION SCHOOL DISTRICT, THOSE RETURNING AFTER 12 OR MORE MONTHS OF ABSENCE, OR ANYONE WHO HAS TERMINATED EMPLOYMENT AND IS SEEKING RE-EMPLOYMENT MUST BE FINGERPRINTED.**

B. *Application for Employment for Substitute and Hourly Teachers, consisting of:*

1. Application Form
2. Employment Eligibility Verification Form (I-9)
3. Voluntary Applicant Identification Form
4. Substitute Preference Form
5. Fingerprint Acknowledgement Form
6. Workers' Compensation Information
7. Child Abuse Reporting Requirement Form
8. Internet User Agreement
9. Emergency Response Information
10. Emergency Contact Information Form
11. Covid Facemask Guidelines / Vaccination Status
12. TB Verification Requirement
13. Bloodborne Pathogens, New Employee Safety Essentials, Sexual Harassment Prevention, Child Abuse Awareness, Bullying, Playground Supervision and Safety, COVID-19 training and Concussion Awareness Certification
14. Board Policy Information and Acknowledgment
15. Reasonable Assurance for New Certificated Employees
16. BP 4119.11 (a) BP 4219.11 (a) BP 4319.11 (a) Sexual Harassment Notification
17. Uniform Complaint Procedures Annual Notice
18. Multi-District Livescan Form and Information

C. *Evidence of Valid California Credential or Permit*

All substitute teachers must hold a current California K-12 teaching credential or equivalent, and that credential must be registered in Santa Barbara County. The District will assist the substitutes who do not hold California credentials but who are eligible in applying for an appropriate 30 Day Sub Permit.

D. *District Email*

All substitute teachers will be issued an Orcutt Union School District email. Under normal circumstances, it will be your first initial and last name @orcutt-schools.net Instructions for accessing the district email are included in the application packet and you will be notified once the email has been established.

E. Certificated Payroll Packet consisting of:

1. W-4 Form (Employee's Withholding Certificate)
2. Oath of Office
3. Retirement Status Questionnaire
4. CalSTRS Permissive Membership
5. Statement Concerning Your Employment in Job Not Covered by Social Security
6. Windfall Elimination Provision
7. Government Pension Offset Information
8. SISC Defined Benefit Plan Information
9. Emergency Information Form
10. Warrant Recipient Designation Form
11. Authorization for Direct Deposit Form
12. Offer of Health Insurance

III. SUBSTITUTE SERVICE CONTRACTOR

The District uses Frontline/Aesop, an online automated substitute management system. You will be provided a quick start guide for the Frontline system and receive an email to your district email from the Sub Administrator upon clearance of your fingerprints and verification of your permit. You will then need to register with Frontline by creating a user name and password and logging in to activate your account. You can then familiarize yourself with how to use the system for accepting jobs and assignments, shop for jobs and accept assignments. It is your responsibility to keep the District informed of any phone number changes as this is how you will be notified of job opportunities.

The local number for Frontline updates or problems is (805) 938-8901.
To interact with Frontline on the internet use: login.frontlineeducation.com

IV. CALENDAR

The Orcutt Union School District is on a traditional school calendar. A copy of the school calendars can be found on the district website (www.orcutt-schools.net)
Look under Parents & Families / Information / Calendars

V. SCHOOL HOURS

The schedule of school hours of operation for each of the ten schools in the Orcutt Union School District and Orcutt Academy Charter Schools is included in the back of this Handbook.

VI. TIME SHEETS

The Orcutt Union School District does not require substitutes to use time sheets. Each day a substitute teacher arrives at his/her assigned school site, he/she must print his/her name legibly on the substitute register located in the school office. If a substitute is in an assignment split between two or more school sites, he/she must sign the register at each site. The substitute registers are forwarded to the Payroll office at the end of each calendar month, and substitute salaries are calculated based on the information provided on the register.

It is recommended that substitute teachers keep a pocket calendar and document all dates, times, sites and names of teachers for each assignment.

Substitutes who sub for an hourly teacher **are** required to use a time sheet, please do not sign in on the substitute register located in the school office. Time sheets may be obtained from the Office Manager or Office Assistant and are to be submitted at the end of the day(s) in that assignment. The time sheet must include the date, the name of the hourly teacher you worked for and the start and end time of your day. Salaries for hourly sub assignments will be calculated based on the information provided on the time sheet.

VII. WORKDAY

A teacher's normal workday is 6 hours, and substitute teachers are expected to work the same number of hours. **THE LUNCH PERIOD IS NOT INCLUDED IN THE CALCULATION OF TEACHING TIME AND THE LUNCH BREAK IS NOT IN PAID STATUS.**

A. Alice Shaw School and Ralph Dunlap School

Classes start at 8:30 a.m. and students are dismissed at 2:45 p.m. Substitute teachers are expected to be on site no later than 8:00 a.m. and to work until 2:45 p.m. (Duty free lunch periods will vary).

Substitute teachers working a half day (morning) will start at 8:00 a.m. and work until 11:30 a.m. (3.5 hours).

Substitute Teachers working a half day (afternoon) will start at 11:15 a.m. and work until 2:45 p.m. (3.5 hours).

B. *Patterson Road School, Joe Nightingale School, Pine Grove School, Olga Reed School (K-8 in Los Alamos)*

Classes start at 8:00 a.m. and students are dismissed at 2:15 p.m. Substitute teachers are expected to be on site no later than 7:30 a.m. and work until 2:15 p.m. (Duty-free lunch periods will vary).

Substitute teachers working only a half day (morning) will start at 7:30 a.m. and work until 11:00 a.m. (3.5 hours).

Substitute teachers working only a half day (afternoon) will start at 10:45 a.m. and work until 2:15 p.m. (3.5 hours).

C. *Orcutt Academy Charter K-8 (in Los Alamos)*

Classes start at 8:40 a.m. and students are dismissed at 3:00 p.m. Substitute teachers are expected to be on site no later than 8:10 a.m. and work until 3:00 p.m. (Duty-free lunch periods will vary).

Substitute teachers working only a half day (morning) will start at 8:10 a.m. and work until 11:40 a.m. (3.5 hours).

Substitute teachers working only a half day (afternoon) will start at 11:30 a.m. and work until 3:00 p.m. (3.5 hours).

D. *Lakeview Junior High School and Orcutt Junior High School*

At the junior high schools, a teacher's normal work day is also 6 hours, and a normal schedule would be teaching 5 periods with 1 period of prep. Substitute teachers are expected to work the same hours. A substitute hired for a half day is expected to work 3 hours, which could include any combination of teaching and/or other duties. For example, school begins at 9:00 a.m.; and a substitute is asked to report at 8:30 a.m. to take yard duty. That substitute would only be able to teach 2 periods to keep under the 3-hour limit. If that same substitute is asked to report at 9:15 a.m. with NO yard duty, he/she may teach 3 periods and still be within the 3-hour limit. Half-day substitutes hired for afternoon assignments could work 4th, 5th, and 6th periods and stay within the 3-hour limit IF THERE IS NO ADDITIONAL STUDY TIME AFTER SCHOOL. The actual time on campus would be approximately 3.5 hours; but since the lunch period is NOT included in the calculation of teaching time and is not in paid status,

the actual teaching time would be within the 3-hour limit.

Wednesday's start times are 1 hour later than normal (Lakeview JHS starts at 10:00 am and Orcutt JHS starts at 9:58 am ONLY on Wednesday's)

E. Orcutt Academy High School

At the high schools, a teacher's normal work day is also 6 hours, and a normal schedule would be teaching 5 periods with 1 period of prep. A few teachers have a zero period class. Substitute teachers are expected to work the same hours. A substitute hired for a half day is expected to work 3 hours, which could include any combination of teaching and/or other duties. For example, school begins at 8:30 a.m.; and a substitute is asked to report at 8:00 a.m. to take yard duty. That substitute would only be able to teach 2 periods to keep under the 3-hour limit. If that same substitute is asked to report at 9:15 a.m. with NO yard duty, he/she may teach 3 periods and still be within the 3-hour limit. Half-day substitutes hired for afternoon assignments could work 4th, 5th, and 6th periods and stay within the 3-hour limit IF THERE IS NO ADDITIONAL STUDY TIME AFTER SCHOOL. The actual time on campus would be approximately 3.5 hours; but since the lunch period is NOT included in the calculation of teaching time and is not in paid status, the actual teaching time would be within the 3-hour limit.

Zero period classes begin at 7:30 am with a start time for the sub of 7:15 am.

When substituting for two or more teachers at the same site, the division of time will be determined by the principal.

VIII. SALARY

The current rate of pay for substitute teachers is as follows:

1 - 60 days \$165

61 plus days - placement on salary schedule based on
education/step 1

(All are consecutive days in one assignment.)

IX. STRS/MEDICARE/DEFINED BENEFIT PLAN

A. STRS

Substitutes currently in STRS will continue to have STRS payments deducted from their salaries. After a substitute has worked in the Orcutt District for 100 days in any school year, he/she will automatically be entered into STRS if he/she is not already a member. (If you work as a short-term staff employee, the time requirement changes from 100 days to 60 hours in one months to be enrolled in STRS, but not a combination of the two positions (substitute or short-term staff employee).

B. Medicare

If hired after April 1, 1986, substitutes currently in STRS or those collecting STRS, will have Medicare payments deducted from their monthly checks.

C. Defined Benefit Plan

As of January 1, 1994, all substitutes not in STRS will be enrolled in the District's SISC Defined Benefit Plan, a pension plan which is an alternative to Social Security. Under the SISC Defined Benefit Plan, there are no deductions from your paycheck for the plan, and you are 100% vested immediately. In January 2013, this option was no longer available to new hires but is replaced with Social Security and Medicare deductions. New hires already in Defined Benefits prior to January 2013, the District pays the whole portion. As of January 2014, all substitutes returned to the SISC Defined Benefit Plan, with the employees paying a small percentage and the District paying a larger portion into the pension plan. For more information regarding the current Defined Benefit Plan, contact Amy in payroll at 805-938-8902.

X. PAYCHECKS

Paychecks are issued the last working day of each month. Substitutes will receive wages earned in any given month on the last working day of the following month with the exception of June. DAYS WORKED IN MAY AND JUNE WILL BE COMPENSATED ON THE LAST WORKING DAY OF JUNE. There is no exception to this pay cycle since checks are only issued once per month from the Santa Barbara County Education Office.

** Paper paychecks (no established direct deposits and first paycheck of employment) are mailed the last day of the month **

Direct deposit is highly recommended to avoid issues with not receiving your paycheck in a timely manner. **Direct deposit takes 2 cycles to put in place, so your first paycheck will be a paper check and the second paycheck would go in as direct deposit.**

XI. COVID

The Orcutt Union School District will continue to follow the State's guidelines for Covid which include the wearing of masks, social distancing and vaccinations. Please keep a mask in your vehicle or purse for use when needed. Please provide a copy of your vaccination card including booster shots to the Human Resources office. Please continue to respect others space and use social distancing when required. These guidelines may change throughout the year, but current guidelines will be communicated to staff on Aesop, in school office, by email and on our District website. It is your responsibility to be prepared and keep up with the daily changes taking place. At this time, any employee who is not fully vaccinated will be required to test weekly through the District in order to be placed in a substitute assignment or continue in an assignment.

XII. ADDITIONAL QUESTIONS

If you have any other questions not covered in this handbook you may call the District Office at 805-938-8900. Questions regarding payroll/paychecks should be directed to the Payroll Office and either Amy (805-938-8902) or Zina (805-938-8903) will be able to help you. Questions regarding credentials, TB certificates, and employment in general may be directed to Mary Jane Dwyer in Human Resources at 805-938-8914. Updates and changes for Frontline may be directed to Angelica at 805-938-8901 or apantoja@orcutt-schools.net