



TEAMS Substitute Assignment Management System

HANDBOOK

Nurse • Librarian • Administrator • Clerk • Paraprofessional • Campus Patrol

EL PASO INDEPENDENT SCHOOL DISTRICT 2018-19 SCHOOL YEAR



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El Paso Independent School District

Substitute Handbook

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Information for Substitutes



2018-2019 School Year

The Substitute Teacher

A. Requirements

1. Complete the substitute teacher's application form online, to include three references.
2. Attend a Substitute Hiring Fair.
3. Furnish Official Transcripts from an accredited college or university. A degreed (Bachelor's) substitute must have on file an Official Transcript indicating degree conferred and the date conferred in order to be approved for hire. If a transcript showing "degree conferred" is submitted after your initial hire date, the new rate will be effective the day the transcript is received in Human Resources. **This pay will not be retroactive.**
 - a. Letter of completion or transcript only showing hours earned will not suffice).
4. Have his/her own transportation.
5. Must reside in the United States.
6. Speak, read and write English.
7. Fill out and turn in all substitute paperwork.
8. Mandatory fingerprinting for all certified educators and all substitute teachers.
9. Must have an active telephone number in order to remain active as a substitute.
10. All applicants for substitute teaching who are applying for the first time and who have never taught in the El Paso Independent School District are required to attend a Mandatory in-service orientation (BEST – Be an Exceptional Substitute Teacher).
 - a. Exceptions to Attending BEST In-Service:
 - i. Student teachers who have successfully completed student teaching with the El Paso Independent School District.
 - ii. Former El Paso Independent School District teachers who have taught no less than three consecutive years.
 - b. Substitute teachers attending this in-service will be paid at the hourly rate approved for the current school year. However, in order to be eligible for payment, all requirements must have been fulfilled and an attendance card must be on file.
11. Comply with Dress Code Policy (Policy DH Regulation)

B. Retired Teachers - Employment After Retirement

1. It is incumbent upon the retiree to understand the current laws and rules pertaining to employment after retirement.
2. For clarification regarding these laws and rules log on to:
 - a. <http://www.trs.state.tx.us> under Quick Links, click on "Employment after Retirement Brochure" or call 1-800-223-8778 or 512-542-6400.

General Information

A. Hours of employment

1. Substitutes should arrive to campus 15 minutes prior to the assigned job time.
 2. In general schools are in session as listed below:
 - 8:00 a.m. - 4:00 p.m. Elementary Schools.*
 - 7:50 a.m. - 3:00 p.m. Middle Schools.
 - 8:45 a.m. - 3:55 p.m. High Schools.
- * Elementary Level ONLY – the indicated time above is a general start time, please contact the campus for the specific instructional start time.***
3. Substitutes must remain on duty until the end of the day, even if they have a last hour conference period. All substitutes are entitled to a 30-minute duty free lunch period.
 4. If an emergency arises and you must leave your assignment early, you must notify the Principal and/or secretary before you leave.

B. Rate of pay for substitute teachers

1. Substitutes without a degree will be paid at the approved rate of pay for the current school year.
2. Substitutes with a degree (Bachelor's, Master's, or Doctorate) from an accredited college or university will be paid at the approved rate for degreed substitutes for the current school year.
3. Substitutes who work on a long-term assignment of ten consecutive days or more will be paid at the approved long-term rate of pay for the current school year
4. A substitute who is on a long-term assignment and has one day of interruption will remain on the long-term pay. If there is more than one day of interruption, the substitute will revert back to the original pay until the tenth day of substituting is completed, at which time the long-term pay rate will again be paid.
5. Substitutes will be paid according to the time schedule published by the Payroll Office.
6. Any questions concerning pay should be directed to the Payroll Office at 230-2120.

C. Texas Teaching Certificates

1. Applicants who hold a valid Texas Teaching Certificate are required to notify Human Resources.
2. Substitutes teachers with a valid Texas Teaching Certificate will be paid the "Certified Teacher" rate **ONLY** if the following conditions are met:
 - a. The position is a vacancy or long-term status (10 consecutive days or more), **AND**
 - b. The substitute is certified in the discipline of the vacancy
3. When a substitute teacher accepts a long-term assignment (10+ consecutive days) in which they are certified to teach they must notify the secretary at that campus immediately. This will insure the appropriate pay rate is awarded.

Responsibilities

A. Job Cancellation/ No Shows/Swiping

1. A substitute who has accepted an assignment but is then unable to fulfill the assignment must inform the Principal/secretary immediately and the assignment must be cancelled no later than 3 hours prior to the start time. With this cancellation, the substitute will be responsible for providing written communication; preferably using the District issued email to either the Principal's Secretary or the assignment's teacher with the reason for the cancellation. This documentation must be kept by the substitute in case he/she reaches the limit of 10 cancellations and must show to the Human Resources Director if necessary.
2. If the substitute is unable to send an email they are strongly advised to contact the campus and leave a voice-mail with their name, employee ID#, the teacher/assignment that was accepted, and reason for cancellation.
3. Any substitute who cancels 10 assignments during the school year will be inactivated from the substitute list for future assignments, and be removed from all future jobs that have been accepted. The substitute must meet with the HR Director/Designee to have these cancellations reviewed. The HR Director/Designee will determine if the substitute teacher will be reactivated or removed as a substitute teacher.
4. If no written communication is made to the campus (principal's secretary or teacher), it will be recorded as a "no show." Substitute teachers that reach 10 "no shows" will be inactivated and must meet with the HR Director/Designee to have the "no shows" reviewed. The HR Director/Designee will determine if the substitute teacher will be reactivated or removed as a substitute teacher.
5. **All Daily Substitutes must SWIPE** in at a Time Clock at the beginning and end of an assignment. Swiping in and out at lunch is not necessary.
6. **All Hourly Substitutes must SWIPE** in at the beginning, out/in for lunch, and then out at the end of the assignment.

B. Leaving job assignment without permission

1. Any substitute who leaves the job without permission is subject to termination.
2. Any substitute who fails to follow District Policies/Procedures or fails to carry out his/her responsibilities are subject to termination of employment.

C. Change of phone number

1. Log on to TEAMS Employee Service Center - then click on "My Personal Information" menu. For detailed information, check your Substitute Service Center guide. Please do not leave phone messages regarding such changes.

D. Availability

1. To change days of availability, the substitute may make such changes by logging into "My for Substitute Employees", then select "Proceed to Teams Substitute Log-In". Check your "Substitute Service Center Guide" for more details.

E. Substitute Status

1. The substitute is hired on an on call basis and is called when needed; there is no guarantee that the substitute will be called every day.
2. Assignments are subject to be changed by the principal once the substitute reports to the campus.
3. The substitute is hired only for the current school year.
 - a. The substitute will be expected to complete the renewal process online by the deadline date in order to be placed on the substitute list for the fall term.

F. Resignation

1. Resignations must be in writing and signed submitted to Human Resources.

G. Written Complaint Reports

1. Written complaints from three different schools may be grounds for termination.

H. TEAMS Substitute Service

1. Substitute may be called by TEAMS calling system, weekdays from 5:00 a.m. to noon for same day assignments and from 5:00 p.m. to 9:00 p.m. for future assignments.
2. No substitutes are called after noon for assignments that same day.

Instructional Responsibilities

A. Lesson Plans

1. Lesson plan books should be found in the top right hand drawer of the teacher's desk.
2. The substitute is responsible for following the lesson plans left by the teacher.
3. If lesson plans are not left, the substitute must notify the principal's office immediately.

B. Visits to the schools

1. It is recommended that the substitute visit some schools at different grade levels to become familiar with specific instructional techniques, lesson plans, teaching materials, instructional equipment and any attendance keeping procedures.
2. Arrangements for visitation should be made by contacting the school principal.
3. The substitute is required to have his/her ID Badge when reporting to his/her assignments.
 - a. In the event the substitute forgets his/her ID Badge they may be required to retrieve their badge and return to the campus or they may be turned away, this will be at the discretion of the campus.

C. Long-term and day-to-day assignments

1. When the substitute is hired on a long-term basis, any and all work assigned should be graded and recorded in the proper place, unless otherwise directed by the principal.
2. On a day-to-day assignment the substitute should grade all work assigned beyond what the lesson plans indicate and leave the assignments for the teacher to examine.
3. The substitute should endeavor to preserve the regular routine of the classes and to perform all the duties expected of the regular teacher.
 - a. Free periods in which the students visit with each other are not allowed.
 - b. The substitute should never take a book or newspaper to read to class.
 - c. Contact with the regular classroom teacher is of utmost importance if the assignment is a long-term assignment. This should be discussed with the principal, and the principal will make the contact if he/she deems it necessary.
 - d. The substitute should arrange for a parent conference only after consultation with the principal.
 - e. The substitute is responsible for students, equipment, and materials assigned to his/her care.

Campus Procedures

A. Campus arrival

1. Arrive 15 minutes prior to start time listed on assigned job.
2. The substitute should proceed to the campus office upon arrival at a campus.
3. Sign in on the substitute sign-in sheet.
4. Swipe in at the time clock.
5. Request procedure information for taking attendance online.
 - a. This is a **NEW** process that is required from substitutes beginning this school year.
 - b. You will need to have your User ID and password, if you do not have this info please contact the Help Desk at 915-230-2601.

B. Classroom procedures

1. The substitute should check the contents of the mailbox as soon as possible upon arriving to the assignment. The teacher may have left additional instructions or materials that need to be distributed to the first period class.
2. The substitute should try to check the mailbox at least twice during the day. Sometimes there are forms or reports that need to be filled out and turned into the office by the end of the day.
3. The substitute should check the lesson plan book (found in the top right hand drawer of the teacher's desk) immediately upon entering the room. If there is something that he/she does not understand, the neighboring teacher is the best source of information.
4. The substitute should check the lesson plans for general instructions for attendance, seating charts, books and other instructional materials to be used for the day.
5. The substitute should check for the name of a student who can help locate books and materials and can lend a helping hand in various ways. Most teachers will leave the name of a student or two either attached to the lesson plan book or the grade book.

6. It is a good idea for the substitute to use a temporary roll sheet at any grade level to indicate grades, absences and tardiness instead of writing in the teacher's grade book unless, of course, the teacher has specific instructions as to how and where to make entries.
7. Cell phones **should not be utilized** in classrooms with students present.
8. Internet use must have prior campus administration approval.

C. Lunch Instructions

1. If the substitute does not find instructions for the distribution of lunch cards, check with the office or one of the neighboring teachers (some schools do not use lunch cards).
2. In some schools, the substitute will be asked to turn in a lunchroom count to the office by a certain hour of the morning.
3. The substitute should not dismiss the students early for lunch. Follow the bell schedule in the lesson plan book.
4. All substitute teachers have thirty minutes of uninterrupted duty.
5. If there is a lunchroom, playground or hall duty assigned to the teacher, the substitute should check the lesson plan book regarding information on this. All substitutes are required to report to whatever duty the regular teacher is assigned. The duty is usually before or after lunch.

D. Money

1. Money should never be left in the teacher's desk. It must be taken to the office and a receipt will be obtained.

E. The end of the day

1. Before leaving for the day, make sure the room is locked and everything is left as it was found.
2. It is recommended for the substitute to leave a note for the teacher letting him/her know how the day went.
3. At the end of the day the substitute should take any remaining children to the front office, turn in all keys and swipe/sign out.
4. The substitute should find out what his/her status will be for the following day. The substitute will be retained, released or may be pre-arranged to another assignment within the same campus.
5. Once all students have been picked-up or taken to the front office the substitute may leave for the day. **EXCEPT, if the last hour of the assignment is a conference period, the substitute is then required to remain on duty until the end of the day.**

Students

A. Discipline

1. Corporal punishment is not to be administered.
2. Students are not to be manhandled.
3. The substitute should not use profanity or sarcasm or ridicule the students.
4. The substitute should not stand students in the hallway for disciplinary purposes.

5. If a student is keeping the substitute from conducting class, a discipline form should be filled out. The form should be sent to the office with another student, and the student should be sent to the assistant principal in charge of discipline.
6. In order for the substitute to meet with success in disciplining the students, he/she must be fair, firm, and consistent.
7. Fraternization with the students is strictly prohibited.

B. Issuing passes to students

1. Never allow any student to leave the room without the appropriate pass.
2. In issuing a pass to go to the nurse, the substitute should check with the office to make sure the nurse is available.
3. Do not allow more than one student at a time to leave the classroom.
4. Students should not be allowed to go to the library unless the regular classroom teacher has previously made arrangements with the librarian. This would be indicated in the lesson plans.
5. PK & K students should not be sent anywhere without adult supervision.

C. Leaving the class unattended

1. The substitute should never leave the students unattended. If the substitute must leave the room on an emergency, a neighboring teacher should be asked to keep an eye on the class, or the office should be notified so that arrangements can be made.

D. Taking attendance

1. **NEW PROCEDURE** – This year substitutes are required to take attendance online, you will need to have your User ID and password. If you do not have this info please contact the Help Desk at 915-230-2601.
2. Schools may differ in attendance reporting procedures the substitute should inquire at the office.
3. It is imperative that accurate attendance be kept in recording student absences. Students are not allowed to take attendance.
4. If the teacher has left instructions for absences to be marked in the grade book, it should be done in pencil. However, when reporting absences or tardiness on the form that is sent to the office, a ball point pen should be used.
5. If a student arrives late to class, he/she should be sent to the office for an entrance pass (if this is what is done at the particular school). The substitute should acquaint himself/herself with the appropriate procedure.
6. At the high school level, and middle school, attendance is taken and absences and tardiness are reported each period of the day.
7. At the elementary level, the attendance-reporting period is at 10:00 a.m. The substitute should check with the office or a neighboring teacher if specific instructions were not left regarding this duty.

E. Fire Drills

1. The substitute should acquaint himself/herself with fire drill procedures. These procedures are usually found in the lesson plan book or on a bulletin board in the classroom.

Evaluations

A. Substitute Evaluations

1. The principal will evaluate substitutes when the substitute's work has been unsatisfactory. A copy of the evaluation will be provided to the substitute and conference will be held.
2. If a substitute is unsatisfactory, a principal may request to Human Resources that the substitute not return to that campus, by sending a copy of the substitute evaluation.
3. Any substitute who fails to follow District policies and procedures or fails to carry out his/her responsibilities is subject to termination.

Benefits

A. Insurance

1. Any substitute working 10 hours or more per week are eligible to buy Health Insurance. Please see the flyer from Employee Benefits found in your substitute packet for more detailed information.
2. Worker's Compensation is the only type of insurance to which a substitute is entitled.
3. On-the-job injuries should be reported immediately to the principal and the proper form completed within twenty-four hours of the injury.

B. Workers' Compensation Insurance (Policy CRE)

1. The District, in accordance with state law, provides Workers' compensation Benefits to employees. The District provides workers' compensation coverage through self-insurance which pays for reasonable and necessary medical treatment and provides temporary income benefits (TIBS) to compensate the employee for lost wages due to a compensable injury. Specific benefits are prescribed by law depending on the circumstances of each case.
2. All work-related accidents must be reported to your supervisor immediately. Employees with questions or concerns relating to Workers' Compensation Insurance can contact Risk Management at (915) 230-3271 or on line at www.episd.org/departments and click on the link "Safety Risk Management".

Campus Patrol, Paraprofessionals and Clerical Substitutes

A. Requirements

1. Fill out an application online.
2. Furnish a copy of High School Diploma, High School Transcript, or GED. (Paraprofessionals must furnish college transcripts showing 48 college credit hours or more).
3. Speak, read and write English.
4. Must reside in the United States.
5. Must have an active telephone number and Email address in order to remain active as a substitute.
6. Campus Patrol Only are required to meet with HR for an interview.

B. Rate of Pay

1. The rate of pay will be paid at the current approved rate of pay for these substitutes.
2. Substitutes who work ten days in a continuous assignment will be paid at the current approved rate of pay for a long-term assignment. The hourly rate will be paid retroactive to the first day of the assignment. If there is more than 1 (one) day of interruption, the substitute will revert to his/her original rate of pay until he/she completes his/her tenth day of substituting.

Substitute Nurses

A. Requirements

1. Must reside in the United States.
2. Contact Health Services regarding mandatory interview.
3. Associates Degree or higher in Nursing preferred. Minimum of three-year hospital experience.
4. Furnish original official transcripts from an accredited college or university attended
5. Furnish a copy of valid Texas R.N. License.
6. Complete employment application online.
7. Fill out and turn in all substitute paperwork given at the interview.
8. Must have an active telephone number and Email address in order to remain active as a substitute.

B. Rate of Pay

1. Substitute nurses are paid at the current approved rate of pay for sub nurses.

Substitute Librarians

A. Requirements

1. Complete an employment application online.
2. Be interviewed by Library Learning Resources Administrator.
3. Furnish an official transcript showing minimum of Bachelors Degree or higher from an accredited college or university attended.
4. Must become familiar with the automated functions within the district libraries by training two days (2) for elementary and secondary sites (for both the circulation and public access catalog.)
5. Must reside in the United States.
6. Must have an active telephone number and Email address in order to remain active as a substitute.

B. Rate of Pay

1. Sub librarians are paid at the current approved rate of pay for sub librarians.
2. Substitute librarians who work 10 days or more in a continuous assignment will be paid the current approved rate of pay for substitute teachers for long-term assignments retroactive to the first day of the assignment.
3. If there is more than one day of interruption, the substitute will revert back to his/her original pay until the tenth day of substituting, at which time the long-term rate will again be paid.

Prohibition of Harassment

Prohibition of Harassment - The District condemns and prohibits harassment of an individual on any basis prohibited by law, excluding, but not limited to, the individual's race, color, creed, age, sex, religion, national origin, marital status, ancestry, citizenship, military status, or mental or physical disability. This prohibition covers all District employees, including administrators, teachers, and support staff as well as all District contractors, agents and consultants.

Sexual Harassment- For provisions prohibiting sexual harassment to and by District employees, see DIA (LEGAL).

A. Behaviors that constitute harassment

Harassment includes, but is not limited to:

1. Verbal harassment such as name-calling, derogatory comments, or slurs;
2. Physical harassment such as assault, impeding or blocking movement, or any physical interference with normal work or movement directed at an individual;
3. Visual forms of harassment such as derogatory drawings, cartoons, or posters;
4. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature such as name-calling, suggestive comments, and lewd talk/jokes.
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning the individual's employment in the District:
 - a. If submission to such conduct is made a term or condition of employment;
 - b. If submission to, or rejection of, such conduct is the basis for employment decisions;
 - c. If such conduct interferes, with the individual's work performance or has the purpose or effect of creating an intimidating, hostile, or offensive work environment.

B. Reporting procedures

1. If any employee believes that he/she is the victim of harassment by other employees, supervisors, clients, customers, vendors or visitors, that employee should immediately report the incident to his/her immediate supervisor, and may file a grievance pursuant to Board Policy DGBA. If the immediate supervisor is involved in the reported conduct, or if for any reason the employee feels uncomfortable making a report to that supervisor, the report should be made to another person within the chain of command immediately, or he/she may, at his/her option, report the matter directly to the District's Compliance Officer.

C. District Action

2. The District will investigate any such report and will take whatever corrective action is deemed necessary, including disciplining or discharging any individual who is believed to have violated the prohibition against harassment. The District does not tolerate harassment of any kind and will take appropriate disciplinary action whenever such harassment is demonstrated. Any individual who engages in such conduct contrary to this policy may be personally liable in any legal action brought against him or her.

Assault Leave

Assault leave provides extended income and benefits protection to an employee who is injured as the result of a physical assault suffered during the performance of his or her job. An injury is treated as an assault if the person causing the injury could be prosecuted for assault or could not be prosecuted only because that person's age or mental capacity renders the person non-responsible for purposes of criminal liability.

An employee who is physically assaulted at work may take all the leave time medically necessary (up to two years) to recover from the physical injuries he or she sustained. At the request of an employee, the district will immediately assign the employee to assault leave.

Acceptable Use of Technology- Policy CQ (Regulation & Exhibit)

Access to the District's electronic communications including Internet, shall be made available to students, parents, VIPs, and employees exclusively for instructional and administrative purposes and in accordance with administrative regulations. Any violation of the regulations is unethical and may constitute a criminal offense. Furthermore, any violation may lead to revocation of access, disciplinary action and/or appropriate legal action may be taken. An employee must fill out the "Nonstudent Acceptable Use Agreement for Internet Access" and return to Human Resources.

Policies:

[TECHNOLOGY RESOURCES CQ\(REGULATION\)](#)

[EMPLOYEE STANDARDS OF CONDUCT DH\(LOCAL\)](#)

[EMPLOYEE STANDARDS OF CONDUCT DH\(LLEGAL\)](#)

[EMPLOYEE STANDARDS OF CONDUCT DH\(REGULATION\)](#)

[EMPLOYEE STANDARDS OF CONDUCT DH\(EXHIBIT\)](#)

[EMPLOYEE WELFARE](#)

[FREEDOM FROM DISCRIMINATION, HARASMENT, AND RETALIATION DIA\(LLEGAL\)](#)