Sacramento City Unified School District Substitute Resource Guide



Substitute Office

Suboffice@scusd.edu or 916-643-9493

Frontline: 1-800-942-3767

Frontline Web Address: https://www.scusd.edu/frontline-login

District Email Help: Technology Department at 916-643-9445 or

Support@scusd.edu

Employment Application: www.Edjoin.org

Edjoin Application Help: 1-888-900-8945



Welcome to Sacramento City Unified School District

You have been selected to provide an important service to the students of the Sacramento City Unified School District (SCUSD) as a member of OUR substitute work force. You will make a significant contribution to the instructional program by carrying out the duties assigned to you as a substitute. The role of a substitute is a challenging one, which brings with it rewards and the opportunity to assist in the development of SCUSD's greatest asset ... our students.

You will find many members of our staff ready and willing to give you all of the help and support they can. Please do not hesitate to ask for assistance and offer any suggestions that you believe may enable you to do an effective and satisfying job. We encourage you to share your thoughts with us using the substitute feedback form-on our website.

The New Employee Orientation is provided to explain substitute procedures and to answer any of your questions. Administrators, Principals, School Office Managers, and School Plant Operations Managers of the schools to which you are assigned will give you more detailed information about your duties and the various procedures at their specific school site/department.

The Administrators and Principals will also be asked to evaluate your work. If you are applying for full-time jobs in our district, this evaluation may be an important consideration in your selection.

Welcome,

Human Resource Department Team

Employment

Email of Approval to start Substituting

You will receive an invitation via e-mail authorizing you to work, typically no more than 1- week after attending New Employee Orientation.

If you have not received this email from Substitute Services within that timeframe, please feel free to email Suboffice@scusd.edu.

You will need to call the Frontline System at **1-800-942-3767**. You will be prompted to enter your ID number (followed by the # sign) or Logging into the Web at: http://www.aesoponline.com. Enter your ID number and PIN; then, click Login.

Resignation/Retirement

If you choose not be a substitute with our district, please submit your PSL-F008- Resignation form which is available at the district office. The district will then remove your name from the active list so that you no longer receive requests to be a substitute.

Termination/Remaining Active

In order to remain active as a substitute in the Automated Frontline System, you must routinely accept substitute jobs. If you do not accept any jobs within a **two (2)-month period**, your status as an active substitute will change.

If you have been removed and wish to be considered as a substitute again, you must reapply for consideration. SCUSD currently hires based on district needs. Substitutes that consistently accept jobs will be given priority preference.

Address/Name Changes

MyPortal is a secure digital resource for employees that provides online access to HR, Benefits and Payroll information from any internet-connected device. Use of this resource is not mandatory – it is being offered as a convenient alternative to traditional face-to-face or paper-based options that will continue to be available to employees.

Substitute Evaluation Process

The evaluation of the substitutes who serve in our schools and offices helps us in identifying effective substitutes and in assigning each substitute where he/she will serve most effectively. The items on the evaluation form are similar to those used for regular employees.

Principals and Administrators will evaluate your service and forward their reports to Human Resource Services where evaluations are placed in your personnel file.

To review your personnel file, you may submit a Request for Employee Records (PSL-F085) to Human Resource Services, Attention: Customer Service Specialist, in person, via fax (916 399-2016), or via inter-district mail (Box 770). The Customer Service Specialist will contact you when your file is available for review.

Principals and Administrators are able to send evaluations regarding your job performance to indicate both areas of outstanding noteworthy performance as well as to indicate areas of potential growth. Please note, if you have served in one school for several days, you may request that the principal submit an evaluation to Human Resource Services.

SUBSTITUTE EVALUATION PROCESS AND WARNING LETTER NOTIFICATION

Substitutes may be dismissed at any time at the discretion of the Board of Education pursuant to Education Code Section 44953. Substitutes in the Sacramento City Unified School District work on an on-call, as needed basis, and there are no guarantees or rights to permanent, regular employment within the district. All evaluations are treated as confidential information. Should a substitute be found to be unsatisfactory, he/she will receive notice from the Human Resource Services Director and may be removed from active service.

Negative evaluations, as well as "no shows" or "cancellations" to substitute assignments which you have accepted, can ultimately affect your employment status with the district.

EXPECTATIONS OF A SUBSTITUTE

- Arrive to work on time.
- Report to assignments. Avoid cancelling at the last minute.
- Be sure to communicate with Site Administrator, School Office Manager, and School Plant Operations Manager (SPOM).

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GETTING STARTED

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This new account replaces your former login credentials and allows you to collectively access all your different Frontline applications via a new, single username and password.



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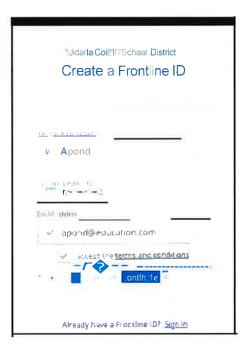
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The password must have 1 alphabet character, 1 number or s.pec:i d character, and 8 totalcharacters.

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Substitute Teacher Information Section



Substitute Teachers Salary Information

TK-12 Sites:

1st Step: \$154.34 per full day up to and including the fifth day of service.

 2^{nd} Step: \$383.83 per full day of service from the second full day of assignment.

Human Resource Services

Classroom Management/Organization, Use of Technology, Comprehensive Safe School Plan, First Aid

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Additional	Comments:			

Substitute Classified Information Section



Classified Substitutes cont.

Substitute Assignment Change

If a job was canceled or changed, you will be notified of this change through your district email address that is connected to your Frontline account. Please check your district email before leaving to your work location.

If you report to your site and there is no longer a need for your services or the job was placed in error, you may be entitled to a <u>2 hours of pay</u>. * However, the site can use you in any capacity for up to a <u>2 hours if needed</u>. If you refuse to stay and complete the assignment as requested, you forfeit your 2 hours of pay

Please note, in instances where a change is needed for your work assignment as noted above, the site may call the substitute services office to attempt to find an alternative location for you. If work is available and you refuse the assignment, you will forfeit the 2 hours of pay.

Canceling a Substitute Job in Frontline

To cancel a job, you have accepted on our Frontline System, you must call <u>12 hours before the job</u> <u>begins</u>. If it is <u>less than 12 hours</u>, you must contact the Substitute Office directly at (916) 643-9493 <u>and</u> notify the school or department.

Human Resource Services monitors substitutes who frequently cancel accepted substitute assignments; cancellations have a negative impact on the needs of our schools and departments. If you accept a substitute job, you must be committed to working. Communication is crucial expected and appreciated.

HOW QUALIFYING EMPLOYEES ACCRUE AND TAKE PAID SICK LEAVE?

A qualifying employee begins to accrue paid sick leave beginning on July 1, 2015, or if hired after that date on the first day of employment. An employee is entitled to use (take) paid sick leave beginning on **the 90th day of employment**. SCUSD provide at least three days of paid sick leave per year.

HOW DO I QUALIFY FOR PAID SICK LEAVE?

Work for the same employer, on or after January 1, 2015, for at least 30 days within a year in California, and satisfy a 90- day employment period (similar to a probationary period) before taking any sick leave.

WHAT IF I WORK LESS THAN 30 DAYS IN CALIFORNIA WITHIN A YEAR?

If you work less than 30 calendar days within a year for the same employer in California, then you are not entitled to paid sick leave under this new law.

WHAT IF I WORK MORE THAN 30 DAYS IN CALIFORNIA WITHIN A YEAR BUT LESS THAN 90 DAYS?

The 90 calendar day period works like a probationary period. If you work less than 90 days for your employer, you are not entitled to take paid sick leave.

DOES PAID SICK LEAVE APPLY TO ALL EMPLOYEES WHO WORK IN CALIFORNIA?

All employees who work at least 30 days for the same employer within a year in California, including parttime, per diem, and temporary employees, are covered by this new law with some specific exceptions.

Employees exempt from the paid sick leave law include:

- Employees covered by collective bargaining agreements with specified PROVISIONS.
- Retired annuitants working for governmental entities.

WHAT HAPPENS IF I RETURN TO WORK FOR THE SAME EMPLOYER AFTER MORE THAN ONE YEAR?

The paid sick leave law does not require that your accrued sick leave be restored to you.

HOW DOES AN EMPLOYER SATISFY THE PROVISION FOR PUTTING THE FULL AMOUNT OF LEAVE INTO MY LEAVE BANK UNDER THE ALTERNATIVE "UP-FRONT" (OR ADVANCE) METHOD FOR PROVIDING PAID SICK LEAVE?

The law states that an employer is **not required** to have an accrual or carryover policy for paid sick leave if the "full amount of leave" is provided to employees at the beginning of each year of employment, calendar year or 12-month period. The "full amount of leave" that an employer is required to provide under this provision is at least three days of paid sick leave. For initial hires, however, the employee must still meet the 90-day employment requirement prior to taking any paid sick leave.

WHAT STEP OR HOURLY RATE WILL I BE PAID OUT AS?

6-2B-2017

If you are a Substitute Teacher and have earned sick time this will be paid out as Step 2.

If you are a Classified Substitute and have earned your sick time, then you will be paid out at your lowest classified hourly of pay. Unless you provided the job # in which you have been working in a long term position (30 days or more) in (job # is required for this on Form-12b) we will then consider this higher rate of pay.

	Substitute/Per Diem F	mnlovec Ab	sence Rep	ort		
Employee Ful	Legal Name:					
Signature:		Last 6 digits of SSN #				
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BOX 1		Absence	½ Day	2/3 Day	Full Day	
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How to Delete iPhone (iOS Device) Outlook Exchange Account

This article explains how to quickly delete an Exchange account on your Apple iPad, iPhone or iPod Touch.

Connect to Wireless Network

- Tap Settings
- Scroll down to Mail, Contacts, Calendars. The Accounts screen will open.
- On the Accounts screen, tap the Exchange Account you want to remove.
- Scroll down and click Delete Account. A warning window will open.
- On the warning window, click Delete Account to finish.
 You have successfully deleted your Exchange account.

Androids - Download the O365 app from the Play Store and follow the directions on the app

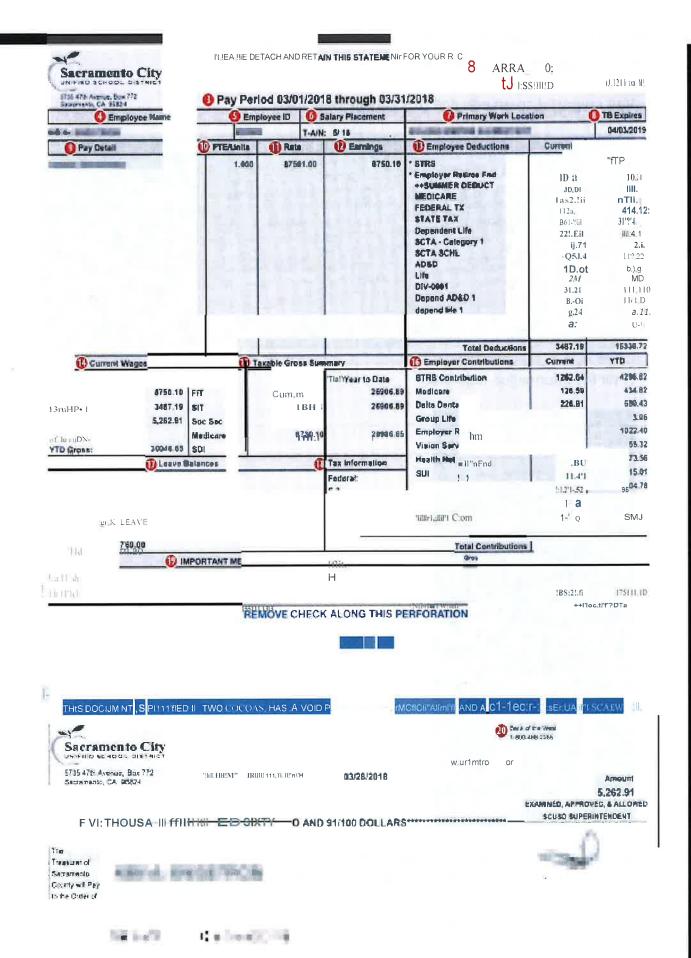
Payroll Dept. Resources



Technology Dept. Resources



- ♣ Set up a MyPortal account to instantly:
 - See your current earned leave balances
 - Check past and future pay dates
 - o Download payroll snapshots, W2 forms and other documents
 - View Health and Welfare benefits, and
 - o Update personal contact information
- > <u>Please be aware that any changes submitted online may require up to</u> 3 business days before being reflected in your employee record.





4. After you have signed up, access MyPortal at myportal.scusd.edu 24 hours a day, 7 days a week to get HR, Benefits and Payroll information at your convenience.

Information in MyPortal is secured via industry-standard technologies such as those used by international financial institutions, including SHA-2 SSL encryption and multi-factor authentication. In addition, your MyPortal login credentials are separate from your district-provided credentials and can't be accessed by anyone else.

Questions?

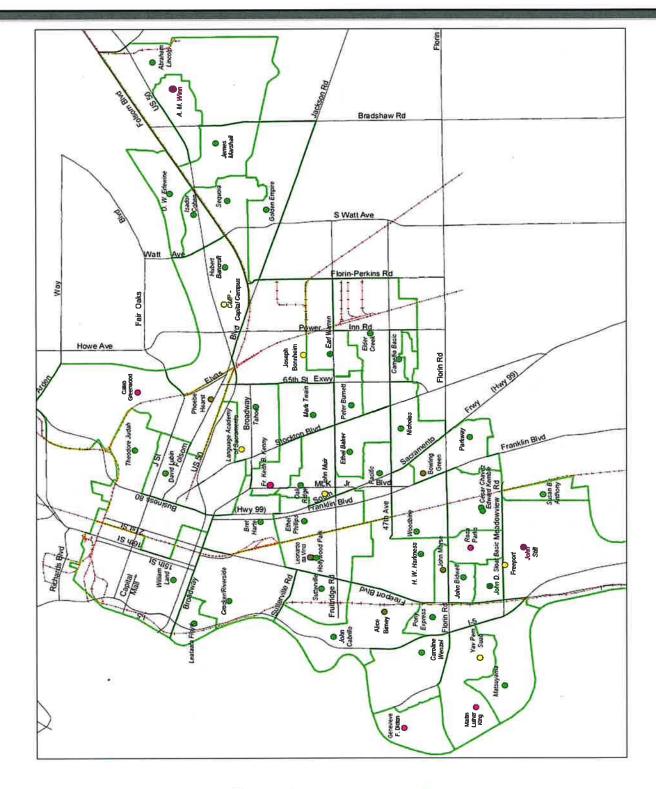
Visit the <u>District website</u> to learn more about the account creation process, and to preview the features and capabilities of <u>MyPortal</u>.

Please contact the Technology Services Support Desk at support@scusd.edu with any questions regarding MyPortal.

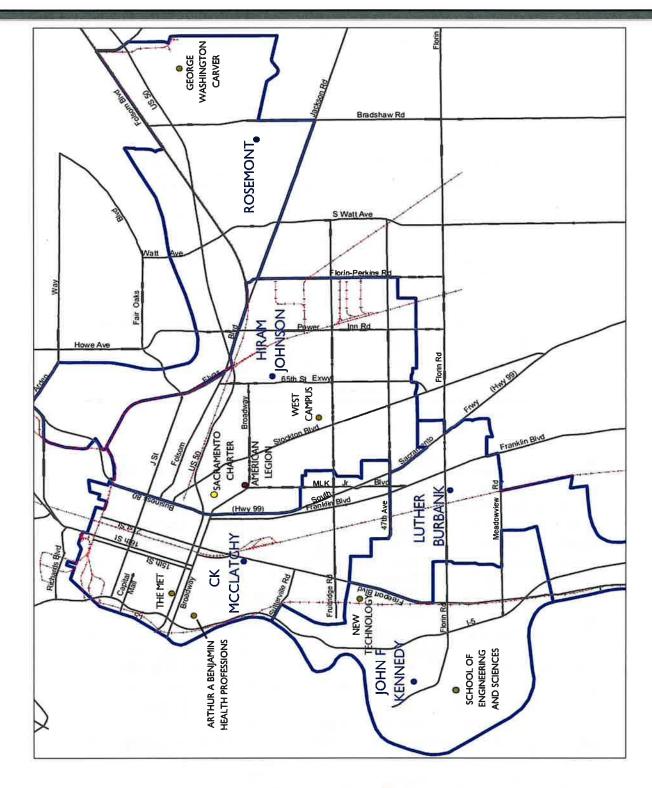
Thank you, Technology Services

Schools & Departments Map, Addresses & Phone Numbers





Elementary Schools



High Schools

Total Control of the	MATERIAL COLOR	l or	770	THE STATE OF THE S
School Site/Department Name	Street Address	City	Zp OF040	Phone (040) 077 0005
A. WARREN MCCLASKEY ADULT EDUCATION	5241 J STREET	SACRAMENTO	95819	(916) 277-6625
A.M. WINN (K-8)	335I EXPLORER DRIVE	SACRAMENTO	95827	(916) 228-5880
ABRAHAM LINCOLN ELEMENTARY (K-6)	3324 GLENMOOR DRIVE	SACRAMENTO	95827	(916) 228-5830
ACCELERATED ACADEMY (11-12)	5601 47TH AVENUE	SACRAMENTO	95824	(916) 643-2341
ALBERT EINSTEIN MIDDLE SCHOOL (7-8)	9325 MIRANDY DRIVE	SACRAMENTO	95826	(916) 395-5310
ALICE BIRNEY WALDORF-INSPIRED (K-8)	6251 13TH STREET	SACRAMENTO	95831	(916) 395-4510
AMERICAN LEGION HIGH SCHOOL (9-12)	3801 BROADWAY	SACRAMENTO	95817	(916) 277-6600
BOWLING GREEN (Chacon) ELEMENTARY K-6	6807 FRANKLIN BLVD	SACRAMENTO	95823	(916) 433-7321
BOWLING GREEN (McCoy) ELEMENTARY K-6	42II TURNBRIDGE DRIVE	SACRAMENTO	95823	(916) 433-5426
BRET HARTE ELEMENTARY (K-6)	2751 9th AVENUE	SACRAMENTO	95818	(916) 277-6261
C.K. MCCLATCHY (Duplex)	2200 11TH AVENUE	SACRAMENTO	95818	(916) 442-0222
C.K. MCCLATCHY HIGH SCHOOL (9-12)	3066 FREEPORT BOULEVARD	SACRAMENTO	95818	(916) 395-5050
CALEB GREENWOOD (K-8)	5457 CARLSON DRIVE	SACRAMENTO	95819	(916) 277-6266
CALIFORNIA MIDDLE SCHOOL (7-8)	1600 VALLEJO WAY	SACRAMENTO	95818	(916) 395-5302
CALIFORNIA MONTESSORI PROJECT (K-8)	2635 CHESSNUT HILL DRIVE	SACRAMENTO	95826	(916) 325-0910
CAMELLIA BASIC ELEMENTARY (K-6)	6600 COUGAR DRIVE	SACRAMENTO	95828	(916) 395-4520
CAPITAL CITY INDEPENDENT STUDY SCHOOL (K-12)	7222 24th Street	SACRAMENTO	95823	(916) 433-5187
CAPITOL COLLEGIATE ACADEMY (K-8)	2118 MEADOWVIEW ROAD	SACRAMENTO	95832	(916) 476-5796
CAROLINE WENZEL ELEMENTARY (K-6)	6870 GREENHAVEN DRIVE	SACRAMENTO	95831	(916) 433-5432
CESAR CHAVEZ INTERMEDIATE (K-6)	7500 32ND STREET	SACRAMENTO	95822	(916) 395-4530
CHARLES A. JONES BUSINESS EDUCATION CENTER	5451 Lemon Hill Avenue	SACRAMENTO	95817	(916) 433-2600
CHILDREN CENTER - A M WINN	3351 EXPLORER DR	SACRAMENTO	95827	(916) 228-5883
CHILDREN CENTER - ABRAHAM LINCOLN	3324 GLENMORE DRIVE	SACRAMENTO	95827	(916) 228-5867
CHILDREN CENTER - BEAR FLAG	6620 GLORIA DRIVE	SACRAMENTO	95831	(916) 433-2747
CHILDREN CENTER - BOWLING GREEN	6807 FRANKLIN BLVD	SACRAMENTO	95831	(916) 433-5598
CHILDREN CENTER - BRET HARTE	2761 9th AVENUE	SACRAMENTO	95818	(916) 277-6263
CHILDREN CENTER - CAMELIA BASIC	6600 COUGAR DRIVE	SACRAMENTO	95828	(916) 382-5602
CHILDREN CENTER - COLLIS P. HUNTINGTON	5917 26th STREET	SACRAMENTO	95822	(916) 433-5438
CHILDREN CENTER - EARL WARREN	5420 LOWELL STREET	SACRAMENTO	95820	(916) 382-6039
CHILDREN CENTER - EDWARD KEMBLE	7495 29TH STREET	SACRAMENTO	95822	(916) 433-2813
CHILDREN CENTER - ELDER CREEK	7800 LEMON HILL AVENUE	SACRAMENTO	95824	(916) 382-5979
CHILDREN CENTER - ETHEL I BAKER	5717 LAURINE WAY	SACRAMENTO	95824	(916) 433-5448
CHILDREN CENTER - ETHEL PHILLIPS	2930 21ST AVE	SACRAMENTO	95820	(916) 277-6780
CHILDREN CENTER - FATHER KEITH B. KENNY	3525 MARTIN LUTHER DRIVE	SACRAMENTO	95817	(916) 277-6512
CHILDREN CENTER - FREEPORT	2118 MEADOWVIEW ROAD	SACRAMENTO	95832	(916) 433-2777
CHILDREN CENTER - FRUITRIDGE	4625 44TH STREET	SACRAMENTO	95820	(916) 277-6288
CHILDREN CENTER - GOLDEN EMPIRE	9045 CANBERRA DR	SACRAMENTO	95826	(916) 228-5848
CHILDREN CENTER - HIRAM JOHNSON FAMILY ED CENTER	3535 65TH STREET	SACRAMENTO	95820	(916) 277-6767
CHILDREN CENTER - HW HARKNESS	2147 54TH AVE	SACRAMENTO	95822	(916) 433-5045
CHILDREN CENTER - ISADOR COHEN	9025 SALMON FALLS	SACRAMENTO	95826	(916) 228-5856
CHILDREN CENTER - JAMES MARSHALL	9525 GOETHE ROAD	SACRAMENTO	95827	(916) 228-5865
CHILDREN CENTER - JOHN BIDWELL	1730 65th AVENUE	SACRAMENTO	95822	(916) 433-5049
CHILDREN CENTER - JOHN CABRILLO	1141 SEAMAS AVE	SACRAMENTO	95822	(916) 264-3765
CHILDREN CENTER - JOHN D. SLOAT	7525 CANDLEWOOD WAY	SACRAMENTO	95822	(916) 433-5054
CHILDREN CENTER - JOHN STILL	2200 JOHN STILL DRIVE	SACRAMENTO	95832	(916) 433-2600
CHILDREN CENTER - JOHN STILL CHILDREN CENTER - LEATAATA FLOYD	401 MCCLATCHY WAY	SACRAMENTO	95818	(916) 395-4632
CHILDREN CENTER - LEONARDO DA VINCI	4701 JOAQUIN WAY	SACRAMENTO	95822	(916) 277-6708
CHILDREN CENTER - LISBON	7555 SOUTH LAND PARK DRIVE	SACRAMENTO	95831	(916) 433-5060
CHILDREN CENTER - MARIAN ANDERSON	2850 49th STREET	SACRAMENTO	95817	(916) 277-6259
CHILDREN CENTER - MARK TWAIN	4914 58th STREET	SACRAMENTO	95820	(916) 277-6670
CHILDREN CENTER - MARTIN LUTHER KING JR	480 LITTLE RIVER WAY	SACRAMENTO	95831	(916) 433-2809
STALESTICK OF STALES. IN ACTIVE CONTENTIONS		1		, ,

	ALTERNATION NO.			
School Site/Department Name	Street Address	City	Zip	Phone
NEW TECHNOLOGY HIGH SCHOOL (9-12)	1400 DICKSON STREET	SACRAMENTO	95822	(916) 395-5254
NICHOLAS ELEMENTARY (K-6)	6601 STEINER DRIVE	SACRAMENTO	95823	(916) 433-5076
NUTRITION SERVICES	3051 REDDING AVENUE	SACRAMENTO	95820	(916) 277-6716
O.W. ERLEWINE ELEMENTARY (K-6)	2441 STANSBERRY WAY	SACRAMENTO	95826	(916) 395-4660
OAK RIDGE ELEMENTARY (K-6)	450I MARTIN LUTHER KING JR. BLVD	SACRAMENTO	95820	(916) 395-4665
OPERATION SERVICES	425 FIRST AVENUE	SACRAMENTO	95814	(916) 264-4078
PACIFIC ELEMENTARY (K-6)	6201 41st STREET	SACRAMENTO	95824	(916) 433-5089
PARKWAY ELEMENTARY (K-6)	4720 FOREST PARKWAY	SACRAMENTO	95823	(916) 433-5082
SUY:U ELEMENTARY (K-6)	6032 36th AVENUE	SACRAMENTO	95824	(916) 277-6685
PHOEBE A. HEARST BASIC ELEMENTARY (K-6)	1410 60th STREET	SACRAMENTO	95819	(916) 277-6690
PONY EXPRESS ELEMENTARY (K-6)	1250 56th AVENUE	SACRAMENTO	95831	(916) 395-4690
PURCHASING SERVICES	3051 REDDING AVENUE	SACRAMENTO	95820	(916) 277-6662
ROSA PARKS (K-8)	2250 68th AVENUE	SACRAMENTO	95822	(916) 395-5327
ROSEMONT HIGH SCHOOL (9-12)	9594 KIEFER BLVD	SACRAMENTO	95827	(916) 395-5130
SACRAMENTO CHARTER (ST. HOPE)	2315 34th Street	SACRAMENTO	95817	(916) 884-5109
SAM BRANNAN MIDDLE SCHOOL (7-8)	5301 ELMER WAY	SACRAMENTO	95822	(916) 395-5360
SCHOOL OF SCIENCE AND ENGINEERING HIGH SCHOOL (9-12)	7345 GLORIA DRIVE	SACRAMENTO	95831	(916) 395-5040
SEQUOIA ELEMENTARY (K-6)	3333 ROSEMONT DRIVE	SACRAMENTO	95826	(916) 228-5850
SOL AUREUS COLLEGE PREP	6620 GLORIA DRIVE	SACRAMENTO	95831	(916) 421-0600
SPECIAL EDUCATION (LUTHER BURBANK- TRANSITION PR	3500 FLORIN ROAD	SACRAMENTO	95823	(916) 433-5100
SPECIAL EDUCATION (Sac State)	6000 J STREET	SACRAMENTO	95819	(916) 643-9188
SPECIAL EDUCATION- SHRINERS HOSPITAL	2425 STOCKTON BLVD	SACRAMENTO	95817	(916) 643-9116
SUCCESS ACADEMY (4-8)	2221 MATSON DRIVE	SACRAMENTO	95822	(916) 395-4990
SUSAN B. ANTHONY ELEMENTARY (K-6)	7864 DETROIT BOULEVARD	SACRAMENTO	95832	(916) 433-5353
MIWOK MIDDLE SCHOOL (7-8)	3150 I STREET	SACRAMENTO	95816	(916) 395-5370
SUTTERVILLE ELEMENTARY (K-6)	4967 MONTEREY WAY	SACRAMENTO	95822	(916) 277-6693
TAHOE ELEMENTARY (K-6)	3110 60th STREET	SACRAMENTO	95820	(916) 277-6360
THE MET HIGH SCHOOL (9-12)	810 V STREET #5	SACRAMENTO	95818	(916) 395-5417
THEODORE JUDAH ELEMENTARY (K-6)	3919 McKINLEY BOULEVARD	SACRAMENTO	95819	(916) 395-4790
TRANSPORTATION SERVICES	3101 REDDING AVENUE	SACRAMENTO	95824	(916) 277-6678
WASHINGTON ELEMENTARY (K-6)	520 18th STREET	SACRAMENTO	95814	(916) 264-4160
WEST CAMPUS HIGH SCHOOL (9-12)	5022 58TH STREET	SACRAMENTO	95820	(916) 277-6400
WILL C. WOOD MIDDLE SCHOOL (7-8)	6201 LEMON HILL AVENUE	SACRAMENTO	95824	(916) 395-5380
WILLIAM LAND ELEMENTARY (K-6)	2120 12th STREET	SACRAMENTO	95818	(916) 395-4890
WOODBINE ELEMENTARY (K-6)	2500 52nd AVENUE	SACRAMENTO	95822	(916) 433-5358