

Lufkin I.S.D.



Substitute Handbook

2008 – 2009

Welcome to Lufkin I.S.D.!!



TO ALL SUBSTITUTES:

We welcome your employment as a substitute with the Lufkin Independent School District. In order to assist you in your job as a substitute, we have created this handbook to address a wide variety of subjects.

It is important that you read the complete handbook before accepting your first assignment. **If you are a returning substitute, please re-read handbook as policies may have changed.** You are responsible for the material found within the handbook.

Should you have questions or concerns at any time, please feel free to e-mail the Substitute Office at the addresses below. We will be happy to help you now and anytime throughout the year.

Belinda M. Brown, Substitute/Employee Mgmt. Systems
bmbrown@lufkinisd.org
(936)-634-6696

Substitute Office-Administration Building
101 Cotton Square
Lufkin, Texas 75902
936-634-6696
Fax: (936) 633-6214

On-Line Handbook Access: Available
www.lufkinisd.org

*Hard copies of the Substitute Handbook are available in the
Substitute Office*



Frequently Asked Questions

Please read before contacting Substitute Office!

1. How do I change my address?

- In person at the Administration Office

2. How do I change my school selection (data sheet)?

- By Fax @ 936-633-6214
- By e-mail to bmbrown@lufkinisd.org
- In person at the Administration Office

3. How do I receive my paycheck?

Paychecks are picked up at the Administration Office

4. What do I do if I believe my paycheck is incorrect?

Contact the Substitute Office immediately! The preferred method is:

- By e-mail to Belinda Brown (bmbrown@lufkinisd.org)
 - Substitutes must have their records (dates, job numbers, and job location) ready for any discussion of discrepancies. Failure to have records in order could delay any corrections due.

5. What if I am overpaid?

If a substitute is overpaid, it is their responsibility to notify the Substitute Office/Payroll Office immediately. Should a substitute not report an overpayment, upon discovery of the error by the Substitute Office, overpayment monies will be deducted from one paycheck.

6. When should I contact the Payroll Department directly?

You should contact in Payroll (e-mail: pclark@lufkinisd.org) for the following:

- Missing paycheck. *Remember, monies are not guaranteed until designated pay date!*
- Failure to receive W-2 form by last day of January
- Change in W-4 Information

NOTE: New W-4 forms are available for download at "Application for Substitute". **They may NOT be faxed or emailed.** They must be returned in person to the Substitute Office or the payroll department.

7. How do I get a new security badge if I misplace my old one?

Substitutes must come to the Administration Office located at 101 Cotton Square. This will NOT have a new photo; it will be a simple replacement.

8. What do I do if I receive a late call for a campus? Should I take the job?

If the call comes late and you decide to accept the assignment, do so and record the job number. Call the appropriate campus substitute representative and inform her that you will be late due to a late call. Failure to do this could result in the job being cancelled and the substitute not receiving payment. *Please stay in contact with campus substitute representatives. A directory of these representatives is available in your handbook.*

9. What do I do if I have to cancel an assignment the night before or the day of an assignment?

Should you want to return to and remain in good standing with that campus, the Substitute Office strongly suggests that you contact the campus substitute representative to inform them that you have cancelled. They do not need an explanation; however, they do need to know you have cancelled.

10. Can a campus cancel an assignment if I am late?

Campuses reserve the right to cancel any assignment if the substitute is late without notifying the campus. Classes **must** have coverage and our students are the first priority. And, should a substitute be late with no explanation, the campus is **NOT** obligated to pay the substitute.

11. Can a campus cancel an assignment if I am late?

Yes, campuses reserve the right to move substitutes to any position of greatest need. If a substitute refuses to follow the campus directives, they are subject to removal and not being paid for the day's assignment.

12. Do substitutes have a conference period?

Substitutes in regular day-by-day substitute work are **NOT** guaranteed a conference period. Substitutes are guaranteed a 30 minute duty free lunch; however, the time of this duty free lunch period is **NOT** at the discretion of the substitute, it is designated by the campus.

13. What if I need references for another job?

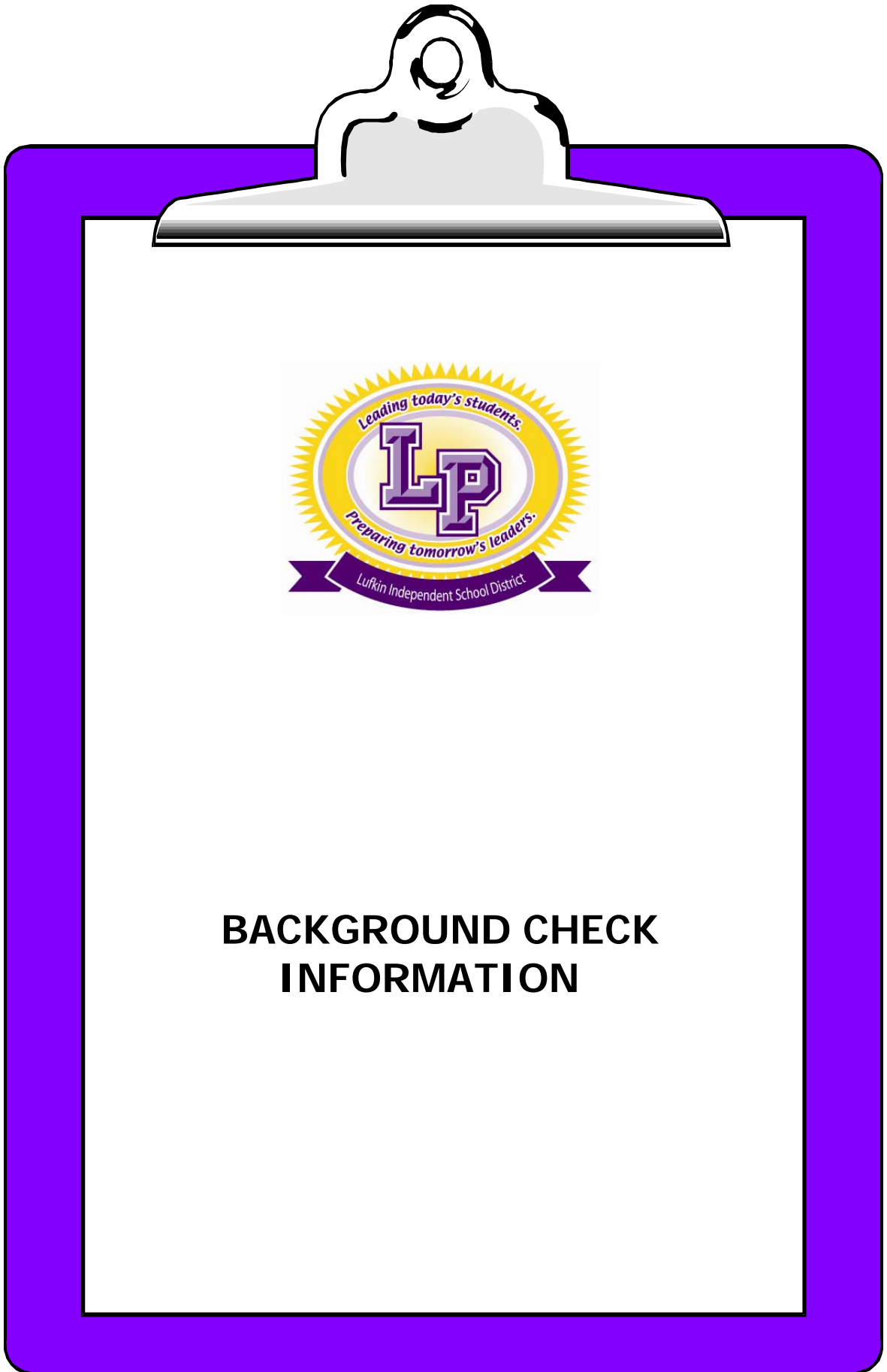
The Substitute Office cannot provide references to other school districts or employers, as we do not observe a substitute in the performance of his/her duty on each campus. If contacted, we can only:

- a. Verify the total number of days worked
- b. Beginning and/or ending date(s) of employment

14. Is the Substitute Office considered "My Place of Employment"?

YES, if you need verification of employment for such things as obtaining an apartment, obtaining other types of discounts, and if the information required is that which is outlined in FAQ #14 (see above).

NO, for bill collectors and other similar agencies. We do not acknowledge your employment for these type of calls as you are **NOT** physically present in the Substitute Office.



**BACKGROUND CHECK
INFORMATION**

BACKGROUND CHECK INFORMATION

Upon initial hiring, all substitute applicants will be required to have a background check.

Please read the following information carefully:

Texas school districts are authorized to obtain criminal history information relating to an applicant for employment (TEC.22.083) and (TEC.22.084). Board Policy includes the following:

Obligation to Report

All employees of the District have an ongoing duty to report to his or her immediate supervisor when and if the employee is convicted of any crime other than a minor traffic offense.

Consequence of Failure To Report

Any employee who fails to report the conviction of a crime, as required under this policy, will be subject to disciplinary action up to and including termination.

Consideration by District

Conviction of a crime is not an automatic basis for termination. The District will consider the following factors in determining what action, if any, should be taken against the employee who is convicted of a crime during employment with the District: (1) the nature of the offense, (2) the date of the offense, (3) the relationship between the offense and the position to which the employee is assigned.



**SUBSTITUTE
PAYROLL
INFORMATION**

METHOD OF PAYMENT

Substitutes are paid once a month, with paychecks covering days worked for the previous month. *Substitutes will pick up their monthly checks at the Administration Office. (Refer to schedule below for pay dates).*

Please Note: Monies are guaranteed by the official pay date. Should a substitute NOT receive their paycheck, they need to contact Pam Clark in Payroll immediately at 936-630-4321.

LUFKIN INDEPENDENT SCHOOL DISTRICT MONTHLY PAYROLL SCHEDULE 2008-2009

MONTH	PAYROLL CUTOFF DAY	PAYDATE
SEPTEMBER	5	19
OCTOBER	3	20
NOVEMBER	7	20
DECEMBER	5	19
JANUARY	2	20
FEBRUARY	6	20
MARCH	6	20
APRIL	3	20
MAY	1	20
JUNE	5	19
JULY	3	20
AUGUST	7	20

Regular campus payroll checks will be picked up at the Administration Building by the principal or campus secretary August through May.

Summer checks may be picked up at the Administration Building, or self-addressed stamped envelopes may be left with the payroll dept. All envelopes should have P.O. Box 1407 Lufkin, Texas 75902 as the return address.

Substitute checks will be picked up at the Administration Building unless notified to handle differently by the substitute.

SECURITY BADGE INFORMATION

All substitutes must wear an official LISD security badge when on a campus as a substitute teacher, paraprofessional, tester, counselor or administrator. Failure to wear this badge could result in the substitute being asked to leave that campus without payment for a job.

New Hire Substitutes:

All new hire substitutes must complete their hiring paperwork and have a complete background check prior to receiving their security badge. At the Sub Orientation, substitute candidates will have the opportunity to acquire their badge

To Obtain a Badge – New Hires:

1. Substitute must appear in person to obtain a badge.
2. Substitute must wear this badge at all times when performing any duties as a substitute.

Returning Substitutes:

All returning substitutes must have their badge renewed before returning to work at the beginning of each school year. *Please read the following carefully:*

1. In order to receive a renewal badge, returning substitutes **must** take their old badge with them when they go to the Administration Office. (If you do not have your old badge, see "Other Important Security Badge Information" below).

OTHER IMPORTANT SECURITY BADGE INFORMATION

Lost Badges/Name Changes:

1. Substitute must come to the Administration Office for LISD, located at 101 Cotton Square.
2. If the reason for replacement is a name change, you must first change your name in person with the Payroll Office.

IMPORTANT: New badges with new photos will not be issued! Replacement or renewal badges are simply re-issued with existing photo and your name.

**Please do NOT contact Administrators concerning badge issues!
Contact the Substitute Office first for instructions or answers to
your questions.**

PARKING PERMITS



Parking Permit Policies

Parking permits are required on the high school campus. This permit must be displayed appropriately and be easily seen by Lufkin ISD parking attendants. Failure to display an official parking permit could result in the vehicle being towed at the owner's expense.

Please read the following information carefully!

Parking permits are issued to substitutes for the sole purpose of use by a substitute in the performance of their job as a substitute. **Use by any other person or persons for any other reason will result in the substitute losing their parking privileges on the high school campus.**

Should a permit be used by a student on a high school campus, the student could be subject to disciplinary action by the campus and the vehicle could be towed at the owner's expense.

Should a parking permit be lost or stolen, the substitute must notify the Substitute Office immediately.



READ CAREFULLY!

Professionalism Expectations:

- Dress professionally – jeans are acceptable only on Fridays.

EMPLOYEE DRESS CODE

District employees shall dress in a clean, neat, professional manner appropriate to their assignments in the district.

District employees should use good judgment in the selection of their clothes and hairstyles in order to present a neat, clean, and professional appearance. No apparel or grooming that has or may have an adverse impact on the educational process will be permitted.

Women will be expected to wear dress shoes, hose, dresses or dress slacks that are professionally appropriate to the instruction setting and type of instruction. Clothes that are too tight, short or low cut are not appropriate for a school setting.

Men will be expected to wear shirts with ties or shirts with sport coats and dress slacks that are professionally appropriate to the instructional setting and type of instruction. Men will generally be expected to exhibit professionally appropriate grooming insofar as hair length is concerned. Mustaches and beards are acceptable if neatly trimmed and moderate in style. All facial hair, however, must be fully established by the start of the school year.

- Wear security badge at all times. Failure to wear badge can possibly result in substitute being sent home without pay.
- Arrive 20 minutes **before** start of school. Consistent and unexplained tardiness will result in a removal from a campus. A substitute can possibly also be sent home without payment if they are late and have NOT contacted the campus.
- Call the campus if you are running late. (Use Campus Substitute Representative Directory List in "Resources for Current Substitutes").
- If you must cancel an assignment on the day of the assignment, you are expected to contact the campus to inform them.
- High school campuses require parking permits; violators may be towed at the owner's expense.
- Substitutes may not eat in class or leave class to eat.
- Substitutes are **not** guaranteed a conference period unless serving in a long-term position.
- Personal reading material brought onto a campus should be appropriate for a public school setting and may only be read during substitute's duty free lunch.
- Follow lesson plans as left by the teacher. Seek help if more activities are needed.
- Perform duties as assigned by administration. Elementary substitutes are required to perform bus duty after the end of school, unless relieved by an administrator.
- Leave professional detailed notes for returning employee.

- Leave room neat and organized.
- Check out with campus substitute representative at end of assignment.
- If you are working on a campus where your child is a student, ***do not*** engage staff in discussions about your child's grades, etc. Please arrange for a parent/teacher conference at another time.
- Do not solicit or advertise personal businesses, charity events, or fundraisers while on campus as a substitute.
- Under no circumstances is a substitute to share their personal email address with students for ANY reason!
- Avoid critical comments (verbal or written) about students, staff members or campus.
- *Do not, under any circumstances, comment on or question a student's abilities/disabilities. This is **CONFIDENTIAL** information!*
- *Do not, under any circumstances, comment on a student's gender, ethnicity/race, religion, sexual orientation, or physical appearance.*
- *Do not offer advice to students on a particular situation, i.e., weight loss, pregnancy, etc. Remain professionally distant on any of these issues.*

Classroom Management Expectations:

- Wear your official security badge at all times.
- Write your name on board/overhead.
- Introduce yourself to staff and students. *A substitute is expected to be easily understood by students and staff.*
- Set out clear expectations for student behavior.
- Maintain a calm demeanor and a professional tone of voice in volume, attitude and age appropriateness with students at all grade levels. Do not demean students with sarcasm.
- Be actively engaged in classroom activities. *Talking on your cell phone, reading personal materials, or working on a computer is unacceptable.*
- Use proximity – walking around classroom. *Do not sit behind the desk!*
- Use age appropriate "attention getters". *"Shut up!" is **never** acceptable!*
- ***Do not in jest, in frustration, retaliation, etc. throw any object at a student. There is never a reason for doing so.***
- Substitutes are responsible for all materials used during a lesson. If materials or equipment go missing, the substitute must report this to the campus substitute representative immediately.

- Remain in the classroom with students. If a situation arises where a full-time employee dismisses you from class, i.e., co-teach situation, report to the campus substitute representative immediately.
- Handle minor disciplinary issues. Ask for assistance for major and/or repetitive disruptive behaviors.
- Be aware of such disciplinary tactics as “time out”, “offices” or “centers” when working on an elementary campus. Substitutes **must** ask questions on when, if, or how they should implement these procedures.
- Before sending a student out of class alone, be very aware of the age of the student. For example, there is no reason for a kindergarten student to be sent unescorted away from the class room to the parking lot or other areas not contiguous to their classroom.
- Do not call out grades or allow students access to other students’ grades. This is **CONFIDENTIAL** information!
- Avoid going through an employee’s desk or materials without permission. Do not allow students to do so without specific permission.
- Do not attempt to access or request access to district computers without formal campus authorization.
- Do not work on personal laptops computers when in direct contact with students. Substitutes are to be actively engaged in monitoring student behavior and lesson implementation.
- Do not talk on your cell phone during class time.
- Do not listen to your iPod during class time.
- Do not attempt to take away a student’s cell phone, iPod, etc. Ask them to put the item away. Should they refuse, make a note for the teacher about the incident.
- Do not discuss or solicit students’ personal information, including email addresses or information located on websites such as “My Space” or “Facebook” or other similar sites.
- Do not allow class discussion to gravitate toward anything of a personal or sexual nature.
- Do not photograph students for any reason and do not ask for a photo of any student.
- Do not give students food products of any kind!
- Do not distribute any materials to students without permission from campus administration.

- Substitutes are to remain in the classroom at all times. Do not leave a classroom unattended for any reason. If you have an emergency, you must seek assistance in covering your class

Substitute Teachers and Physical Contact:

- Maintain a professional distance when assisting students. Do ***NOT*** assume that a touch, a pat, a hand on a student's shoulder is acceptable for a substitute.
- Do ***NOT*** be in a room alone with a student.
- Do ***NOT*** react in frustration or anger by pushing, shoving or physically moving a student from one location to another.
- Do ***NOT*** attempt to break up a fight between students! Immediately seek assistance from campus staff.
- Inappropriate or overly aggressive physical contact can be grounds for immediate dismissal. If a substitute, for any reason, has physical contact with a student beyond normal expectations, i.e., a hug from a kindergarten student, the substitute should report said incident to the campus substitute representative immediately.
- **Note:** Small children will take your hand or try to hug "their teacher". Be respectful, cautious, and kind with these actions. *All other type of physical contact is absolutely unacceptable.*

Writing Discipline Reports:

- Ask about discipline procedures (in case of emergencies).
- Some campuses have call buttons for emergencies.
- Should it become necessary to involve an Assistant Principal, be prepared to provide details regarding your attempt to handle the situation.
- Be **specific** when writing discipline reports. Do not use vague or general language.
- If you send a student to the Principal, always leave a note for the teacher. Students may be sent back to class for certain infractions. If this happens, do **not** assume you are not being supported. Serious infractions will be handled by the Principal's office in an appropriate manner.

The Substitute and Accidents:

Accident Involving a Student:

- Send for assistance from the clinic or have another student escort the injured student to the clinic. Do not assume an injury is minor!
- As soon as you can, report to the campus administrative offices and complete an accident report. **This is required!**

Accident Involving a Substitute:

- Report to the clinic for an assessment.
- If you are injured while at work as a substitute, you must fill out an accident report immediately. (Demetra Bradley or Pam Clark)

Lufkin ISD employees, students, and volunteers may not duplicate any licensed software or related documentation for use either on Lufkin ISD premises or elsewhere unless Technology Services is expressly authorized to do so by agreement with the licensor. Unauthorized duplication of software may subject the employee and/or the school district to both civil and criminal penalties under the United States Copyright Act.

Employees, students, and volunteers may not give software to any third party including relatives, clients, contractors, etc. Lufkin ISD employees, students, and volunteers may use software on local area networks or on multiple machines only in accordance with applicable license agreements.

All computer software installed on Lufkin ISD equipment, must be purchased, reported to and installed by Technology Services (or its designee). Software acquisition channels are restricted to ensure that the school district has a complete record of all software that has been purchased for Lufkin ISD computers and can register, support, and upgrade such software accordingly. Software on district computers, used for instructional and/or administrative purposes, must be approved by a district curriculum coordinator and Technology Services.

DISCLAIMER

These guidelines apply to stand-alone computers as well as computers connected to the Network/Internet. LISD makes no warranties of any kind, whether expressed or implied, for the services it is providing and is not responsible for any damages suffered by users. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its negligence or user errors or omissions. LISD is not responsible for phone/credit card bills or any other charges incurred by users. Use of any information obtained via the Network/Internet is at the user's own risk. LISD specifically denies any responsibility for the accuracy or quality of information obtained through its services. Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third party individuals in the system are those of the providers and not the district. LISD will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the district's electronic communications system.

ELECTRONIC COMMUNICATION & DATA MANAGEMENT

The superintendent or designee shall implement, monitor, and evaluate electronic media resources for instructional and administrative purposes.

Availability of Access - Limited Personal Use

Access to the district's electronic communication system, including the Internet, shall be made available to students and employees primarily for instructional and administrative purposes and in accordance with administrative regulations. Limited personal use of the system shall be permitted if the use:

1. imposes no tangible cost to the district;
2. does not unduly burden the district's computer or network resources; and,
3. has no adverse effect on an employee's job performance or on a student's academic performance.

Acceptable Use

The superintendent or designee shall develop and implement administrative regulations, guidelines, and user agreements, consistent with the purposes and mission of the district and with law and policy governing copyright. (See EFE). Access to the district's electronic communications system is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system and shall agree in writing to comply with such regulations and guidelines. Noncompliance with applicable regulations may result in suspension or access or termination of privileges and other disciplinary action consistent with district policies. (See DH, FN series, FO series, and the Student Code of Conduct). Violations of law may result in criminal prosecution as well as disciplinary action by the district.

Internet Safety

The superintendent or designee shall develop and implement an Internet safety plan to:

1. control students' access to inappropriate materials, as well as to materials that are harmful to minors;
2. ensure student safety and security when using electronic communications;
3. prevent unauthorized access, including hacking and other unlawful activities; and,
4. restrict unauthorized disclosure, use, and dissemination of personally identifiable information regarding students.

Filtering

Each district computer with Internet access shall have a filtering device or software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act and as determined by the superintendent or designee.

The superintendent or designee shall enforce the use of such filtering devices. Upon approval from the superintendent or designee, an administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose.

Monitored Use

Electronic mail transmissions and other use of electronic communications system by students and employees shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use for educational or administrative purposes.

Intellectual Property Rights

Students shall retain all rights to work they create using the district's electronic communications system with the exception of work created for district-related purposes.

As agents of the district, employees shall have limited rights to work they create using the district's electronic communications system. The district shall retain the right to use any product created in the scope of a person's employment even with the author is no longer an employee of the district.

Disclaimer of Liability

The district shall not be liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The district shall not be responsible for ensuring the accuracy or usability of any information found on the Internet.

EMPLOYEE STANDARDS OF CONDUCT

Lufkin ISD is committed to high standards in the workplace requiring the focus of all employees on contributing positively to the education of students.

Alcohol and Drugs

The District prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, or alcohol, as that term is defined in state and federal law, in the workplace or at any school-related event.

Tobacco/Smoking

Employee use of tobacco products in any form is prohibited on all school district property and in district vehicles. Each building shall be equipped with facilities for extinguishing smoking materials.

Firearms

Legislation enacted by the 74th Regular Session of the Texas Legislature regarding the bearing of firearms provided employers with the right to prohibit firearms from the workplace. Firearms are prohibited from any and all property of the Lufkin Independent School District with the exception of licensed peace officers who are serving in their official capacity. This prohibition includes vehicles on any school property.

Pagers, Phones in the Workplace

The use of electronic communication devices (pagers, cellular phones, etc.) is not allowed during the designated workday of employees without prior approval of the supervisor responsible for their evaluation.

Private Business

No employee shall engage in the sale or transmittal of private business enterprises on school premises during school hours. This policy does not restrict participation in fundraising projects for school-sponsored activities.

SEXUAL HARASSMENT

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other sexual conduct, either verbal or physical, or any conduct or other offensive unequal treatment of an employee or group of employees that would not occur but for the sex of the employee or employees, when:

1. the advances, requests, or conduct have the effect of interfering with performance of duties or creating an intimidating, hostile or otherwise offensive work environment; or

2. submission to such advances, requests, or conduct is explicitly or implicitly a term or condition of employment; or
3. submission to or rejection of such advances, requests or conduct is used as a basis for employment decisions.

Employees shall not engage in conduct constituting sexual harassment. Sexual harassment is against district policy and is a violation of law. The district shall investigate all allegations of such harassment and shall take appropriate disciplinary action against employees found to engage in such harassment, up to and including termination.

The district forbids retaliation against complainants and will take disciplinary action against anyone who retaliates against complainants, up to and including termination.

An employee who believes he or she has been or is being subjected to any form of sexual harassment as defined above shall bring the matter to the attention of the principal or immediate supervisor, in accordance with the district's sexual harassment complaint procedure [see DHC (L)] in the board policy book. However, no procedure or step in that policy shall have the effect of requiring the employee alleging such harassment to present the matter to a person who is the subject of the complaint.

REPORTING CASES OF CHILD ABUSE/NEGLECT

All substitutes are reminded that under the Texas Family Code 261.101, a certified employee, including a teacher, counselor, nurse or administrator, is required to report suspected child abuse or neglect to Child Protective Services. If, during the course of your substituting, you identify any student that you suspect has been abused or neglected, you should immediately notify the principal's office.

SUBSTITUTE EVALUATIONS AND REMOVALS

There are two forms used for identifying the quality of substitute services. One is the "Substitute Evaluation Form", which is completed at the campus level by a teacher or administrator on the performance of a substitute teacher or paraprofessional. The second form is the "Substitute Removal Form", which is completed by the campus principal. A copy of each of these forms stays at the campus, a copy goes to the Substitute Office and a copy will be mailed to the substitute.

If a substitute receives three (3) negative Substitute Evaluation Forms from one (1) campus, the substitute will be removed from the calling list for that campus. Campus initiated Substitute Evaluation Forms are to be reviewed by the principal or designee prior to submission to the Substitute Office.

The Substitute Removal Form will be completed when an incident occurs that is considered grounds for immediate removal. If the incident is considered serious enough, the principal may recommend that the substitute be removed from the District substitute list.

Upon receipt of a Substitute Evaluation or Removal Form, the substitute may not contact the campus administrator, substitute representative or any staff member of that campus. If a substitute wishes to file a written rebuttal with the Substitute Office, they may do so and the rebuttal will be placed in their file. If a substitute wishes to discuss this evaluation or removal, they must schedule an appointment with Johnny F. Giles, Asst. Supt for Personnel of the Administration Office. This appointment may be scheduled by calling 936-630-4342 or 936-630-4351.

Should an incident allege physical or mental harm to a student, the Administration Office will immediately suspend the substitute involved. The substitute will be informed via letter of suspension, which will include the appropriate steps to follow regarding possible re-instatement.

LUFKIN SUBSTITUTE EVALUATION

Substitute Name _____

Job Number/Date _____

Absent Employee _____

Grade _____ Subject _____

Clearly Outstanding Acceptable Needs Improvement

Classroom Procedures

Lesson Plans Implemented _____

Demonstrated Age Appropriate Classroom Management _____

Actively Involved in Classroom Supervision _____

Established Good Rapport with Students and Staff _____

Took Responsibility for Attendance and Other Campus Procedures _____

Room Left in Neat and Orderly Manner _____

SAMPLE

Communication

Easily Understood by Students _____

Able to Communicate Effectively with Campus Staff _____

Left Clear Communications for Absent Staff Member _____

General

Arrived on Campus Minimum of 15-20 Minutes Before Start of School _____

Notified Campus Sub Rep of Late Arrival or Other Issues _____

Performed Duties as Assigned by Campus _____

Dressed Professionally and Appropriately _____

I would recommend this substitute: _____ Yes _____ No _____ Needs More Experience

COMMENTS: _____

Form Completed by: _____ Campus: _____
(PLEASE PRINT)

Principal/Principal's Designee Signature: _____

White – Substitute Office

Yellow – Substitute

Pink – Campus

LONG-TERM SUBSTITUTE ASSIGNMENTS

Throughout the school year, requests are frequently made for a substitute to work in the same position for an extended number of days. A long-term assignment is defined as an assignment for an unfilled position or for a single employee for ten (10) or more days for teachers or paraprofessionals. Working for several employees at a single campus for several consecutive days is **not** a long-term assignment.

The District's goal is to fill long-term substitute teaching positions with a substitute certified in the appropriate area; however, non-certified substitutes may also be considered. The principal or their designee makes the final decision on who is selected for long-term assignments.

The long-term substitute teacher is the "**teacher of record**" for the length of the long-term assignment. A substitute should consider the responsibilities and commitment he/she is making before accepting a long-term assignment. As the "teacher of record", the long-term substitute will be actively involved in:

- Implementing and/or creating lesson plans following district guidelines.
- Grading, maintaining accurate grades and submitting grades for report cards.
- Attending all faculty meetings as called by administrators.
- Participating in planning sessions with teams, departments, and other curriculum duties.
- Maintaining duty stations both during and after the school day as assigned by administrators on campus.
- Attending district wide staff development. (Long-term substitutes are not expected to attend staff development during non-school hours. Long-term substitutes will **not** be compensated for any work performed during non-school time. Do **not** assume any extra duties without contacting the substitute representative on campus or the Substitute Office).
- Long-term substitutes will **not** be paid for time equivalency days, or any days when staff and students are not in the building.

A substitute in a long-term assignment will receive additional compensation for that assignment. Substitutes working as testers are **not** eligible for long-term compensation.

Absences During a Long-Term Assignment:

Before entering a long-term assignment, a substitute should pay careful attention to their obligations before and after school. A long-term substitute fulfills all the duties of the assigned staff member, including all activities through the official end of the campus' day. Arrangements must be made for child care, etc.

Should a long-term substitute have to be absent, the campus substitute representative should be informed in advance, when possible. Each long-term situation can be different on each campus, with each position.

The Substitute Office's policy on absences is that a substitute may not have more than TWO absences during a long-term assignment. However, if there are extenuating circumstances, the substitute should talk with the substitute representative on the campus who will then contact the Substitute Office. Failure to visit in advance with the campus concerning absences over the allowed TWO could result in the long-term assignment being cancelled and the substitute not receiving full compensation. ***Any decision on the number of absences allowed above the TWO recommended by the Substitute Office will be made by the building principal or Asst. Supt. For Administration in conjunction with the Sub Office.***

TRS Board Adopts New Definition of "Substitute" for Employment after Retirement

*The TRS Board of Trustees has adopted a new definition for substitute service for retirees. That definition states that a substitute is a person who serves on a temporary basis **in the place of a current employee** and that the substitute's pay does not exceed the rate of pay for substitute work established by the employer. Based on this new definition, if a retiree is serving in a vacant position (i.e., no other person currently holds the position), the retiree is not a "substitute" for TRS return-to-work purposes.*

If a TRS retiree is serving in the place of a current employee, the retiree may serve as a substitute for an extended period. There is no limit on the number of days a service retiree can serve in that position as a substitute, although disability retirees continue to be limited to 90 days of substitute service without loss of benefits.

However, if the position is vacant, different considerations apply. If a retiree is asked to serve in a vacant position, the retiree cannot be reported to TRS as a substitute. For return to work purposes, the retiree must be reported either as a one-half time employee or as a full-time employee. If a retiree has served previously in the same school year as a substitute, the service must be limited to one-half time to avoid loss of any annuity. (Substitute service can be combined with one-half time service either in the same school year or in the same calendar month. However, this can be done only if the total amount of time worked in that calendar month does not exceed one-half time).

*Further, the pension and/or health benefit surcharge may also apply. To determine if a surcharge must be paid by the employer in connection with the employment of a TRS retiree, the employer must determine whether the retiree is serving in a TRS eligible position. If the position is eligible for TRS membership, the employer must pay TRS the applicable surcharge. To avoid **both** the employer surcharges **and** the retiree loss of annuities, the employment must be less than one-half time.*

TRS RETIREES

Lufkin ISD reports to TRS those not working in a substitute position, as defined by TRS, as a part-time worker (less than half-time). Should a TRS retiree have any questions or concerns in regards to returning to work as a substitute or part-time worker (less than half-time), ***the retiree should contact TRS directly.***

Definition of a Substitute:

This is a retiree who works for an **absent employee**, who is expected to return to their position. This type of substitute work is unlimited each month as long as a retiree works only in this capacity for the particular month. All aspects of this absence must be attached to the absent employee including any days allotted for observation.

Definition of a Part-Time/Half-Time Substitute/Employee:

This is a retiree who chooses work in a **vacancy position**. This indicates that there is no employee assigned to this position. This type of assignment can also be coded as "additional assistance." This type of substitute work by a TRS retiree is **LIMITED**. To figure the number of days one can work in a vacancy/additional assistance position:

1. Count the number of days that students are in class for that particular month.
2. Divide this number by two (2).
3. TRS retiree substitutes are responsible for knowing the number of days they can substitute in this type of position. It is NOT the responsibility of the Substitute Office or an individual campus to know or be accountable for this information.
4. Each month stands alone for accountability purposes. However, there can be no "mix or match" during the month without the limitations coming into play.

If a retiree chooses to work in both types of positions, they must be aware that their days are under the part-time/half-time restrictions.



**NON-TRS
PENSION PLAN
FOR SUBSTITUTES**

LUFKIN INDEPENDENT SCHOOL DISTRICT PENSION PLAN FOR QUALIFIED EMPLOYEES

The Texas Teachers Retirement Plan does not provide a benefit for certain employees of school districts. This includes substitute teachers and other non-contract professionals or paraprofessionals who may be used as part-time support staff. Because these employees are not covered by a state plan, districts are required by federal law to either provide a plan, or collect and pay Social Security taxes for the entire class of covered employees.

Lufkin Independent School District provides a plan as a benefit to all qualified employees. The plan is funded entirely by the District and provides the cash equivalent of a traditional monthly stipend to each qualified employee at normal retirement age after a three (3) year vesting period. **Each employee in the class of covered employees is a member of the plan without exception** and, as in any pension plan, will have an individual account. Annual vesting in that account of an actuarially calculated sum of total annual earnings will equal an average of two percent (2%) of that years' pay.

A plan summary is provided to each part-time employee and the official plan documents are available for review in the office of the plan administrator. Since the plan is a defined benefit pension plan (requiring no contributions from participants) as defined in Section 401 (a) of the Internal Revenue Service code, **members are not qualified to participate in an individual retirement account. Check with your tax advisor if this is a concern to you.**

Questions may be directed to the Lufkin Independent School District Benefits Department at (936) 630-4321.



**UNAVAILABILITY
AND
RESIGNATION**

UNAVAILABILITY AND RESIGNATIONS

Definitions:

- **Active Substitute** - one who is available to be called by the automated system and accept jobs
- **Inactive Substitute** - one who has been blocked by the Substitute Office and cannot listen to or accept jobs
- **Unavailable Substitute** - one who has blocked a period of time or days of the week so that the automated system will not offer jobs during that time

Unavailability:

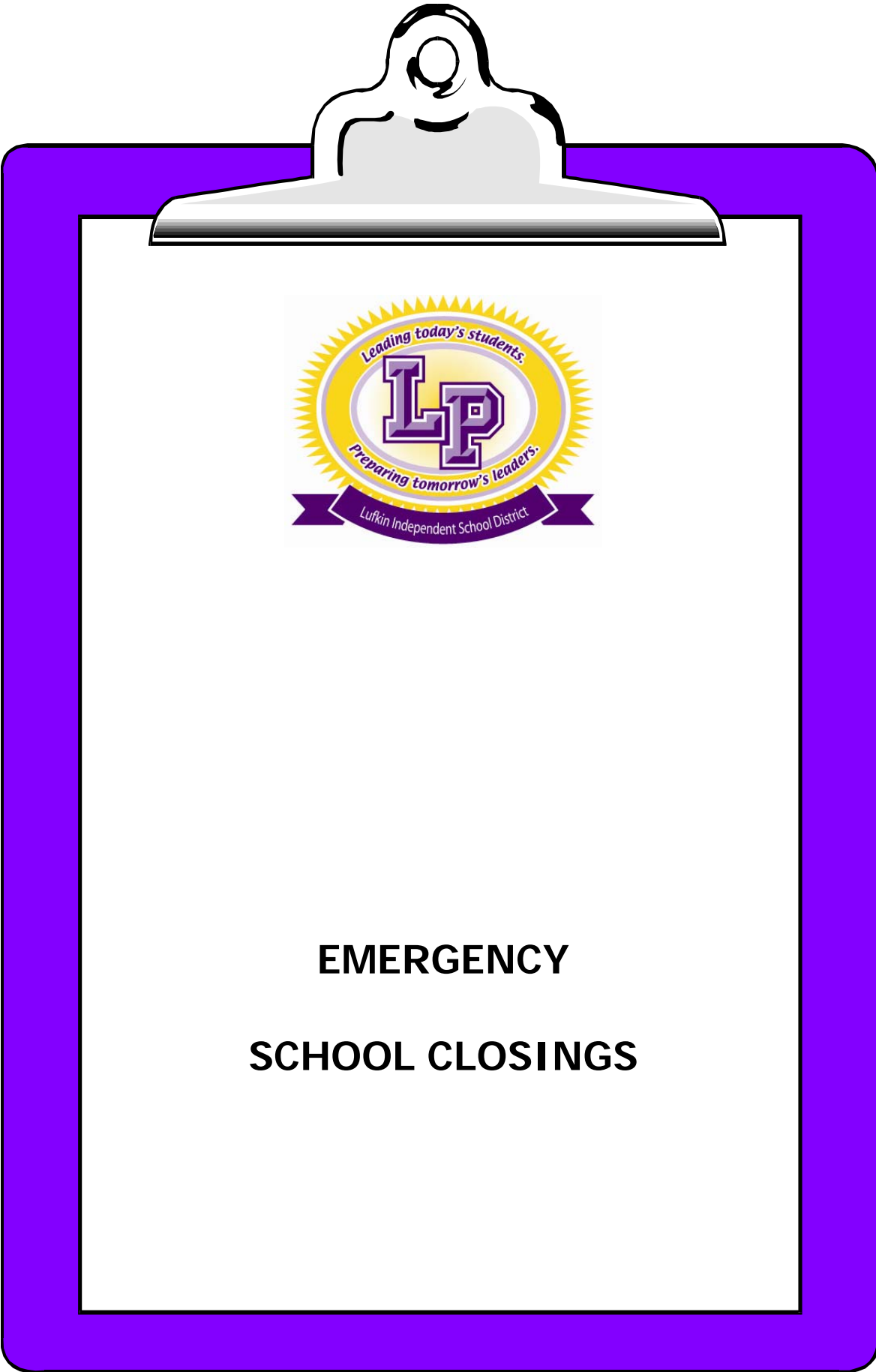
The system allows a substitute to make themselves unavailable for jobs without contacting the Substitute Office. However, it is **required** that the Substitute Office be notified if a substitute makes themselves unavailable for a period of time that lasts longer than a month. This can be done by calling the office or via e-mail. (bmbrown@lufkinisd.org)

Throughout the year, the Substitute Office will review all substitute files. **If an active substitute has declined thirty (30) jobs or has not accepted an assignment for two (2) months without contacting the Substitute Office, the substitute will be made inactive.** Leaving these names on the active list causes the computer to spend an excessive amount of time calling people who do not work.

In addition, a substitute who has not registered for a substitute PIN within two (2) months of applying or attending training will be made inactive.

Resignations:

Please contact the Substitute Office via email (bmbrown@lufkinisd.org) or phone if you wish to resign from the substitute list. Your name will be blocked in the automated system from receiving phone calls. You may follow up on the phone call with a written letter of resignation if you wish; however, it is not necessary.



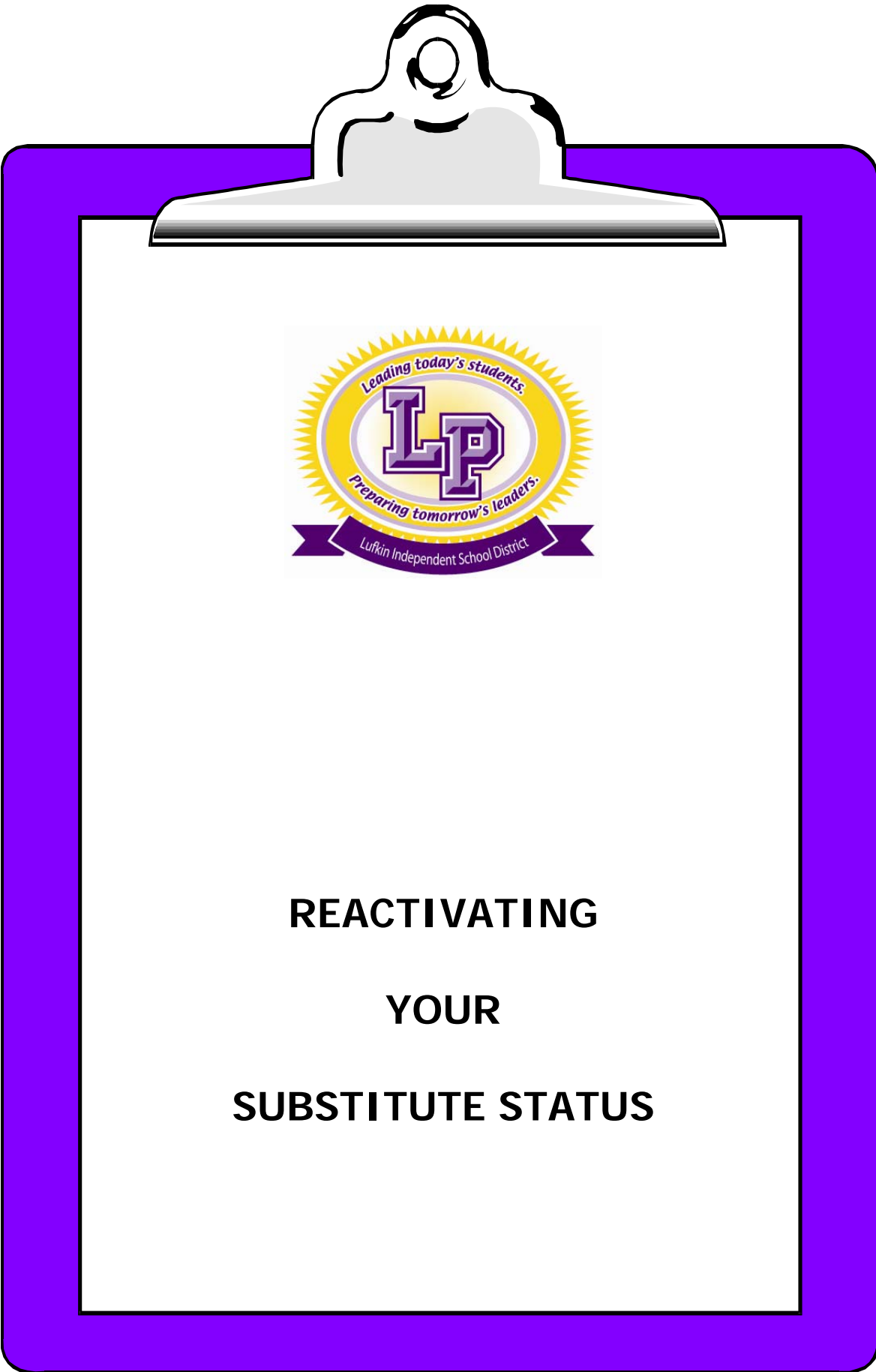
EMERGENCY SCHOOL CLOSINGS
Due to Inclement Weather or Emergency Conditions

When a determination is made to close schools due to inclement weather or other emergency conditions, the Substitute Office will place a message on the main switchboard. Substitutes who have previously scheduled jobs, or who receive calls from the system on days when there are weather and/or other emergency alerts, should follow the guidelines below.

- If a substitute has previously scheduled jobs, they should check with the district office listed below to see if they are required to work that day.
- If a substitute receives a call from the system that contains job information, they should check with the television and/or radio stations listed below to see if they are required to work that day. The substitute may also contact 936-634-6696 at and verify school closings.
- If a substitute receives a call from the system that contains the school closure announcement and no job information, this indicates that an absence was called in prior to the decision to close the schools. However, the job has been cancelled due to the school closure. No further action on the part of the substitute is necessary.
- If a substitute has no jobs scheduled and receives no calls, no further action on the part of the substitute is necessary.

For information regarding school closures, call the following number:

(936)-634-6696
Belinda Brown
Substitute/Employee Management System



**REACTIVATING
YOUR
SUBSTITUTE STATUS**

REACTIVATING FOR THE NEW SCHOOL YEAR

At the end of each school year, all **active** substitutes for that year will be invited to reactivate for the next school year by completing a Substitute Letter of Reasonable Assurance. There will be two general reactivation sessions held during the summer months. Substitutes wishing to reactivate **must** attend one of these two sessions. Substitutes who are unable to attend one of these sessions must call the Substitute Office to schedule an appointment to reactivate.

A postcard will be mailed to the address on file with the Payroll Department detailing annual meeting and dates, times and location of the reactivation sessions.

If a substitute does not receive a reactivation letter by the end of May and wishes to reactivate for the next school year, they will need to contact the Substitute Office immediately for further instructions.

At reactivation, substitutes will:

- Complete a new data sheet
- Receive a new handbook