



**COLUMBUS  
CITY SCHOOLS**

## Substitute Handbook



### **SUBSTITUTE SERVICES**

**3700 South High Street  
Columbus, OH 43207  
614-365-5080**

**On behalf of the District, we are grateful to have you join our team. As a community, we are working to achieve Columbus City Schools' mission of ensuring that each student is highly-educated, prepared for leadership and service, and empowered for success as a citizen in a global community.**

**The mission and vision of CCS are the fundamentals that drive each of our efforts every day. As a substitute employee, your service provides continuity in the learning process when employees must be absent. You CAN make a difference by touching the minds and hearts of students and should take each assignment prepared for a true learning experience. Commitment to academic openness, fairness, honesty and objectively will enable you to have a rewarding and successful experience as a substitute employee.**

**This guide contains general information regarding our District's policies and procedures but is not intended to be all encompassing to cover every situation that may arise. It is essential for you to understand, follow and enforce all policies, procedures, practices and work rules of the District. Substitute Employees are also expected to maintain high ethical standards as an employee of Columbus City Schools.**

**Please read this guide and use it as a reference. An electronic version will be made available to you each school year.**

**Thank you in advance for being a positive influence in the education of our children.**

**The CCS Substitute Services Team**

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# CONTACT INFORMATION

## **SUBSTITUTE SERVICES**

3700 South High Street

Columbus, OH 43207

**614-365-5080**

**Business Hours: 6:30 AM - 3:00 PM**

- Calls regarding schedule discrepancies start before your start time of the assignment.
- For general questions/concerns please call substitute services after 9:30 AM.
- Red Rover is how you search for assignments. Always make sure you have a confirmation number.

## **CCS IT HELP DESK**

*(For CCS email help and account lockouts)*

**614-365-8425**

## **HR-CERTIFICATE & LICENSURE INFORMATION**

**614-365-6440**

[license@columbus.k12.oh.us](mailto:license@columbus.k12.oh.us)

## **CCS PAYROLL OFFICE**

**614-365-6400**

## **OHIO DEPARTMENT OF EDUCATION**

25 S. Front Street

Columbus, OH 43215

**877-644-6338**

[www.ode.state.oh.us](http://www.ode.state.oh.us)

**CCS IRN# 043802**

## **STATE TEACHERS RETIREMENT SYSTEM (STRS)**

275 E. Broad Street

Columbus, OH 43215

**614-227-4090**

[www.strsoh.org](http://www.strsoh.org)

## **SCHOOL EMPLOYEES RETIREMENT SYSTEM (SERS)**

300 E. Broad Street

Columbus, OH 43215

**800-878-5853**

[www.ohsers.org](http://www.ohsers.org)



# GETTING STARTED

Human Resources will confirm your employment status. If you are unsure of next steps, please refer to your “Welcome to CCS” email or contact the recruiter you’ve been in communication with. You will receive notification regarding your hire date and new employee orientation details.

## SYSTEM ACCESS

### **DISTRICT EMAIL and NETWORK**

#### **LOGIN**

*An email will be sent to your personal email with instructions on how to activate your CCS email account.*

**District email can be accessed at:**

[outlook.com/Columbus.k12.oh.us](mailto:outlook.com/Columbus.k12.oh.us)

### **RED ROVER**

#### **Substitute Placement System**

*Red Rover is used to find and track jobs. A registration email will be sent to your CCS email with your username and password.*

**Red Rover can be accessed at:**

[app.redroverk12.com/](http://app.redroverk12.com/)

### **PublicSchoolWorks (PSW)**

#### **District Online Training System**

*A registration email will be sent to your CCS email with your username and password. PSW can be accessed through Red Rover by clicking on your initials in the top right corner and clicking “Professional Development” in the drop-down menu.*

### **EMPLOYEE SELF SERVICE (ESS)**

*ESS is used to set up your direct deposit and to complete your W-4. This should be done by your first effective day.*

*Your "Username" is your employee ID number.*

*The first time you log in, your password will be the last 4 digits of your Social Security number.*

# ONLINE SYSTEMS

## EMPLOYEE SELF-SERVICE

Columbus City Schools utilizes a service called Employee Self Service (ESS). ESS gives you access to view and update important employee information (i.e., your address, pay and tax history, paycheck stubs, W-2's, etc.).

1. Go to the **Columbus City Schools** website:  
**www.ccssoh.us**
2. Select the **Staff Tab** in the top of the page.
3. Under **STAFF QUICK LINKS**,  
select **ESS - Employee Self Service**
4. LOG ON:

Your 6-digit employee ID number will serve as your log on ID. The new password you created as a new user can be used in the password box. If you have trouble logging in, after 5 attempts, your account will be disabled and you will need to contact the **Help Desk at 614-365-8425**.

Your first check (s)) will be mailed. It may take up to two full pay cycles before direct deposit is active.

\*It is your responsibility to check **Employee Self Service (ESS)** and **KRONOS** on a regular basis.

## PUBLIC SCHOOL WORKS

- All substitute employees are required to complete annual training through Public School Works.
- Staff are required to complete trainings by the assigned due dates.
- **All training modules are to be completed within 30 days of hire.**

## SUBSCHOOL

- CCS is glad to partner with SubStantial to offer SubSchool's online professional development modules designed just for building substitute teachers! Courses offered on professional development days.



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**YOU ARE REQUIRED TO COMPLETE YOUR W-4 AND  
DIRECT DEPOSIT ONLINE THROUGH EMPLOYEE SELF SERVICE.**

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# Red Rover

Columbus City Schools is utilizing **Red Rover** as our substitute placement system.

**Red Rover features three ways to be notified of and accept substitute assignments:**

1. **Text message** (*standard messaging rates may apply, employees may opt out of messaging*)
2. **Mobile app** (Available for free through the Apple App Store and Google Play Store)
3. **Website** [app.redroverk12.com](http://app.redroverk12.com)

*Please note that Red Rover does not feature an automated phone interface.*

## GETTING STARTED WITH **RED ROVER**

1. **Activate your account** -You will receive an invitation to activate your Red Rover account in your CCS email, personal emails are not accessible.
2. **Set up your availability and job preferences** - Once you are logged in, set up your availability by clicking “Manage Availability” on the left side main menu column. You can also set up schools you do and do not wish to see available assignments for by clicking “School Preferences” on the left side main menu column.
3. **Adjust your notification preferences and contact info** - If you wish to adjust your notification preferences, click on your initials in the upper right hand corner, and select “My Profile” from the drop down menu. You can also add a mobile number if one is not present. Individuals that do not utilize the mobile app may receive text messages of job assignments (*standard text messaging rates may apply*).

***If you are unsure how to access your CCS work email, please call the CCS IT Help Desk at***

**614-365-8425**

## HELP WITH **RED ROVER**

Training videos are available to help you navigate the system.

You can access these help videos and materials by clicking the question mark on the top right hand corner of the application, and selecting help from the drop down menu.

*Please utilize these self-service resources before contacting Substitute Services for assistance with **Red Rover**.*

### TIPS:

- Subs are required to work the scheduled absence assigned in Red Rover. Changes need to be approved by Substitute Services and the administrator.
- Building subs will be moved to a school with a greater need if there are no teacher absences at their assigned locations.
- Changing your contact info in Red Rover does not change your information with CCS Human Resources or payroll - this must be done through ESS.
- CCS Substitute Services and IT staff cannot assist you with modifying availability and notification preferences, such as receiving text message and mobile app push notifications. This must be done through the Red Rover site or app.
- Always check Red Rover for important messages/bulletins.
- Always check your CCS email.



# PAY RATES & DAY LENGTH

## 2022-2023 SUBSTITUTE TEACHER PAY RATES:

Classified substitute pay rates are determined by Human Resources upon hire. Please contact classified services at [classifiedservices@columbus.k12.oh.us](mailto:classifiedservices@columbus.k12.oh.us) with questions.

The hourly rate of pay for Substitute Teachers is based on license and assignment type.

Please see the chart below for the current payrates for the 2022-2023 school year:

Substitute Teacher with Substitute License (Building Sub and Day to Day Subs)	\$18.00/Hour
Substitute Teacher with Substitute License in a building sub assignment or same assignment for 60 consecutive days. Rate change is effective on the 61 <sup>st</sup> day.	\$33.40/Hour
Substitute Teacher with Teaching License (Building Sub and Day to Day Subs)	\$20.00/Hour
Substitute Teacher with Teaching License in a building sub assignment or same assignment for 60 consecutive days. Rate change is effective on the 61 <sup>st</sup> day.	\$34.00/Hour

## ASSIGNMENT LENGTHS AND LUNCH BREAKS

Always check with Substitute Services before working or attending any activities outside of your regular scheduled time. Do not assume that you will be compensated for any extended time.

Substitutes must take lunch of assigned schedule or seek authorization from Substitute Services prior to the start of assignment to change scheduled lunch.

Building Administrators are NOT to approve a substitute working beyond the normal work-day.

Instructional Assistants, Special Needs Instructional Assistants, Childcare Attendants and Intervention Aide Substitutes work only days on which students are present in school.

Special provisions/permissions may be granted for substitute teachers and substitute secretaries in long term assignments working continuous in 10 days or more

Substitute Type:	Assignment Length	Schedule	Lunch Length
Substitute Secretaries & Substitute Instructional	Full Day	8 Hours	30 minutes
	Full Day	9 Hours	60 Minutes
Substitute Teachers	Full Day	7.5 Hours	30 Minutes



# REPORTING TO A SCHOOL

Always follow the start times listed in Red Rover.

## WHEN YOU ARRIVE TO A SCHOOL!

1. Report directly to the school office for instructions.
2. Swipe in at the KRONOS station and sign-in with the building administrator.
3. Ask if the teacher left any lesson plan information (check Red Rover) the office and the name of the administrator responsible for discipline and curriculum.
4. Discuss methods used in keeping appropriate attendance records.
5. Introduce yourself to the neighboring teachers of the classroom where you are assigned.
6. Go to your assigned classroom, share your name for all students to see and begin preparation for your students.
7. Greet students as they enter the room.
8. Have a short-written activity planned for the students to keep them on task while you are taking attendance, etc.
9. COMPLETELY follow the day's schedule and lesson plans prescribed by the regular classroom teacher or employee. Fill-in activities are to be used only when the teacher's lesson plans have been completed. If the employee for whom you are covering has an assigned duty, you will need to cover that duty (such as cafeteria duty or bus duty).
  1. At the end of the day, leave feedback for the classroom teacher.
  2. Return any keys or items that were issued to you for the day.
  3. Sign-out at the school office before leaving the school campus, and be sure to swipe out at the KRONOS station. If you miss a swipe please contact the building administrator immediately to make the necessary adjustments.



## ASSIGNMENTS DETAILS

For every assignment, including long-term assignments, you will be issued a CONFIRMATION NUMBER. You must have your confirmation number before reporting to the school for your assignment.

The absent employee may also leave an attached document for you if they are entering their absence in Red Rover.

Please add your job preferences and availability in Red Rover. You can also set up FAVORITES to notify you of absences at your preferred buildings.

To maintain your substitute status, you must meet the minimum 35-day work requirement. As a substitute, you may be called for half-day, full-day or multiple-day assignments. Red Rover may offer 2, half-day jobs for the same date. If the start/end times do not overlap and they are both at least 3.5 hours in duration, you can accept both jobs as a full day assignment.

Substitute Services will notify those who fit the criteria of "prorated days given your hire date" as those who are hired at the latter part of the year will not be able to fulfill the 35 days requirement.

If the need arises, Substitute Services may call you after the normal start time of the school day to help fill additional unfilled jobs. When you receive an assignment after the designated start time of the school day, you will have 45 minutes after acceptance of the job assignment to report to the building.

Please check your Columbus City Schools (CCS) email, you will receive a registration email link to access Red Rover. Please register; this will give you the ability to view and accept assignments or enter absences.

Substitute employees are expected to work the entire duration of the assignment. Do not accept a job assignment unless you can work the entire length of the job (all dates and times specified by).

Substitute employees may be offered on days they indicate they are available and are expected to work on these days. It is the substitute's responsibility to maintain correct information in Red Rover regarding personal information and daily availability.

Employee absences are unpredictable and fluctuate greatly; therefore, it is impossible to predict how many days a substitute will work. Substitute teacher employees are encouraged to make themselves available daily and be flexible to various grades and subjects. All substitute employees are only permitted to work within their classification; do not cross classifications.

Red Rover does not permit any simultaneous assignments to multiple jobs for the same day. Substitute teachers may be asked to serve in other classrooms during the regular teacher's planning periods. Planning periods are not scheduled for substitute teachers, unless you are in a long-term assignment. If the absent teacher's schedule includes one or more planning periods, you are to report to the school office for reassignment during the planning periods. Planning periods are a part of your paid time.

Administrators may change a substitute job assignment if it is determined to be in the best interest of the school and the students. The Administrator must change the assignment in Red Rover and issue the substitute a new confirmation number. Substitute employees are expected to be flexible and accommodate the school's request when changes in assignments are necessary. However, you should not accept any reassignments that are not within your classification. In addition, you should not be reassigned under floater or random coverage or in any capacity that does not match the criteria of your job classification. When in doubt, call Substitute Services immediately.

The efforts of substitute employees is greatly appreciated. However, substitute teachers are **not participating members of the bargaining unit CEA and there is no authorization to pay for supervising additional students under these provisions**. You are responsible for the students assigned to the classroom roster for which you are covering always check with the building administrator regarding changes. Promptness is a necessity.

Administrators realize that "things happen". However, students require all employees to report within a reasonable time to begin the workday. If you cannot arrive in a timely manner, you must immediately notify the building administrator of your anticipated arrival so that your time can be adjusted accordingly.

ALL SUBSTITUTES MUST REPORT TO THE OFFICE BEFORE GOING TO THE CLASSROOM (even during multiple day assignments). **Upon arrival, you will need to identify the KRONOS time clock and swipe in and swipe out for payroll purposes. The time clock records your daily activity. Please confirm with your building if you are required to swipe in and out for lunch daily. You must swipe out at the end of your day. This process is mandatory and should not be skipped at any time for it can have an adverse effect to your payroll.**

**In addition to swiping, the employee must also sign in and sign out on the substitute log which is conveniently located in the office of each location.** You will also receive any additional instructions concerning building routines and general policies in conjunction with lesson plans left by the absent teacher. It is imperative that you keep a record of the number of days worked. If you lose or misplace your badge, you must secure one immediately. Call 614-365-5602. If you lose your key card to your building notify your school administrator immediately.

### **SCHEDULING CONFLICTS & INCONVENIENCE PAY**

In the event two employees report for the same assignment scheduled through or, if a scheduling error occurs (i.e., wrong date), Substitute Services should be immediately contacted at 614-365-5080 to determine if you can be scheduled to fill another available full day assignment or if you may be dismissed with a half day of inconvenience pay. The job confirmation number will be the deciding factor of who should fill the job. Inconvenience pay can be denied if you reject any reasonable reassignment offer, regardless of profile preferences. If Substitute Services confirms that no other assignment is available, the substitute may be dismissed with half of the day's pay for their inconvenience. For assignments at the Juvenile Detention Center there is a fee of \$5-\$10 depending on the length of the assignment.

**DO NOT ASSUME THAT INCONVENIENCE PAY IS AUTOMATIC!**

**THE SUBSTITUTE MUST REMAIN IN THE LOCATION UNTIL SUBSTITUTE SERVICES HAS BEEN CONTACTED.**

**614-365-5080.**

## MINIMUM DAY WORK REQUIREMENT

All substitute employees will be required to work a MINIMUM OF 35 DAYS\* during the school year (subject to revision). Which includes 1 Monday and 1 Friday as a day-to day substitute.

### TEMPORARY UNAVAILABILITY

Substitute employees may add their temporary unavailable dates in their profile. If your unavailability will exceed ten working days, you must call Substitute Services as soon as you are aware at 614-365-5080 or email to [Subservices@columbus.k12.oh.us](mailto:Subservices@columbus.k12.oh.us).

### JOB ASSIGNMENT AVAILABILITY AND NOTIFICATION

You will receive job assignments daily via Red Rover, based on your availability. Make sure your contact information is up to date. The online system is available 24/7 weekly for you to search for assignments and manage your profile. If you see a job assignment that is less than 3.5 hours in length, please do not accept the assignment. If you do, you will be removed from that assignment and expected to take another assignment that is 3.5 hours or greater.

### DECLINES AND CANCELLATIONS

Assignments accepted from the Red Rover system by the substitute must be cancelled by the substitute. When an emergency or illness occurs after acceptance of an assignment, it is the responsibility of the substitute to cancel through the Red Rover system as soon as possible.

You will receive a cancellation number once the job has been cancelled “successfully”.

If the start time of the assignment has begun, the system will not allow you to cancel the assignment. The system will also not allow the substitute to cancel an assignment within 1 hour of the start time. If this is a last-minute cancellation, the substitute must then contact the substitute services office at 614-365-5080 for assistance.

Substitutes are advised to review assignments on for cancellations or reassignments Red Rover daily or as often as possible.

### INCLEMENT WEATHER

In the event of inclement weather, tune to your local TV or radio stations. In addition, announcements will be posted on the district website and website. A decision will be made prior to 6:30 a.m. regarding the closing of schools. If schools are closed, do not report for assignments.

You are only entitled to calamity day pay if you are in a long term or multiple day assignment in which you work the day prior to the closing and return the day after the closing, working in the SAME assignment.



# WORK SCHEDULE

**All substitutes:** It is imperative that you do the following each day you work an assignment:

- Sign in and out at each school/building you arrive to for the day using the school/buildings sign in sheets
- Swipe in KRONOS upon arrival to your assignment. (All SUBS)
- Swipe out KRONOS when you begin your lunch period (Classified subs only)
- Swipe back in KRONOS when your lunch period is over. (Classified subs only)
- Swipe out KRONOS at the end of your assignment. (ALL SUBS)

Time Away must be approved by the building administrator and then entered into Red Rover.

Substitutes who are building substitutes/long term assignment substitutes are required to obtain prior authorization from the building assigned for time away. Sick days are an exception; we will monitor patterns of Monday/Friday abuse. Excessive abuse will be reviewed by the Supervisor of Substitute Services-which can lead to removal of building sub benefit status.

**All substitutes** are required to swipe in and swipe out of KRONOS **DAILY**-if you miss a swipe please inform the time keeper in your building.

**All substitute** are required to review their time sheets in KRONOS weekly to ensure there are no missed swipes off.

**Building Substitutes/Long-term Substitutes** are required to work every Monday and Friday, unless prior approval has been granted by the Building Administrator for TIME AWAY.

- The building substitute must go into Red Rover and make themselves unavailable.
- Enter their absence into Red Rover.
- Enter their time in KRONOS.

Please check your accrual balances in ESS. Time will either be Paid/Un-Paid Excused.

**Any substitute who has patterns of unreliability: calls off unauthorized, cancels assignment within 1 hour of the start time will be blocked from subbing at that location. Always seek school/office contact information to communicate if you will be late. Do not contact Substitute Services to communicate on your behalf.**



## **JOB TYPES**

### **CERTIFICATED SUBSTITUTE TEACHERS**

Day-to Day substitutes are employed on an on-call, as needed basis; you are paid for your time worked. You will not be paid for holidays, winter and spring break, professional development days, parent-teacher conference days, days schools are closed due to inclement weather, or other days students do not report to school. No benefits are associated with this type of assignment .

### **HOURS OF ASSIGNMENT**

The length of the day and release time varies from school to school. Your Red Rover assignment will advise you of your start and end time. Serving in an as-needed assignment requires serving the same hours as the absent employee, including planning periods and lunch periods, etc.

Before signing out for the day, check with the school office to see if any additional support is needed. During planning periods, check in to see if you are needed to support another class during that time. You are expected to remain on duty for the full length of the day's assignment and should not leave the site or children unattended. Until assignment has been completed.

### **CONTINUE EMPLOYMENT**

Before the end of the current school year, you will receive a letter of reasonable assurance to return for the following school year. It will provide detailed instructions on action items needed prior to the Board of Education approving your employment for the following school year. If you resign and wish to return, you will have to reapply and complete all applicable rehire steps.

### **LONG-TERM SUBSTITUTE ASSIGNMENTS**

Selection to long-term assignments are usually based on the subject/grade level of the absent employee and the certification/licensure of the substitute teacher. The majority of these assignments are handled by the school administrator. Some administrators may choose to interview substitute candidates prior to selection.

If you are substituting for one specific teacher for more than 60 days (ONLY DAYS IN WHICH SCHOOL IS IN SESSION ARE COUNTED), you will become eligible for increased pay and benefits (medical, dental, and vision).

If you choose to elect benefits, your benefits will begin on the first of the month following your 61st day. You will also accrue personal leave time and personal illness time to be used after the 61st day of the long term assignment. Paid holidays are also included after your 61st day and will include those District recognized paid holidays while in the long-term assignment.

**Winter Break and any Winter Holidays are NOT covered.**



**YOU MUST WORK THE DAY PRIOR TO AND THE DAY AFTER ANY OF THE DISTRICT RECOGNIZED PAID HOLIDAYS.**

## **LONG-TERM & BUILDING SUBSTITUTES**

The 60-day eligibility period cannot contain absences in excess of 3 full work days or 6 partial days. The absences do not have to be consecutive. If the allotted numbers of absences are exceeded, your 60 day eligibility period starts over.

Long-term, benefits eligible status will be active for the duration of your active service as a building substitute. If you exceed the allotted number of absences or you chose to resume duties as a day-to-day substitute, your pay rate will return back to your original rate and, if applicable, your benefits will end at the end of the month that your eligibility ends.

Long-term, benefits eligible statuses will carry over into the following school year as a building substitute. Time earned, 10.5 hours sick leave (per month), 14 hours personal leave. (per school year)

\*Personal leave hours subject to pro-rate depending on when benefits eligible status is reached.

## **CLASSIFIED SUBSTITUTES AS-NEEDED ASSIGNMENTS**

Classified substitutes are employed on an on- call, as needed basis; you are paid for your time worked. You will not be paid for holidays, breaks, or other days students do not report to school. IF you are scheduled to work the day of before and after a schools are closed due to inclement weather-you will be paid. No benefits are associated for classified substitutes. Prior approval must be requested, the building administrator must reach out to Substitute Services.

During planning periods, check in to see if you are needed to support another class during that time. You are expected to remain on duty for the full length of the day's assignment and should not leave the site until assignment has been completed.

## **SUBSTITUTE SECRETARIES**

Substitute Secretaries fill school building and administrative secretary absences. Substitute secretaries that cover absences for school buildings are heavily involved in student attendance and receive specialized training in student attendance procedures.

## **SUBSTITUTE INTERVENTION AIDES**

Substitute Intervention Aides assist teachers and building employees with teaching appropriate behavior to students with unique needs while supporting a safe learning environment. They are also authorized to work on PD days or in-service days, with the permission of building/program administrator.

## **SUBSTITUTE INSTRUCTIONAL ASSISTANTS**

Substitute Instructional Assistants work with a classroom teacher and support educational activities. This includes assisting the building with any classroom management or any administrative tasks required.

## **SUBSTITUTE INSTRUCTIONAL ASSISTANT—SPECIAL EDUCATION**

Substitute Instructional Assistants work with special needs teachers and support educational activities. This includes assisting the teacher with any classroom management or any administrative tasks required.



## **BUILDING SUBSTITUES**

Building Substitues are substitute teachers assigned to a specific building on days following the school calendar. As a Building Substitute, you are under the administrative direction of the building administrator and will fill in for any teacher absences at the direction of the administrator. Your direct report is the Supervisor of Substitute Services.

In the event the building has no teacher absences on a particular day, the administrator may utilize you to support the needs of another building who has teacher absences. Substitute Services will do the best with regards to communicating the move of locations. However; teachers can and will call off up until the last minute, so the request can be last minute.

Building substitutes are only to be utilized to teach in a classroom setting. If you are not in an actual teacher absences in Red Rover (with confirmation number) you will be moved to another location by Substitute Services. You can reach out to payroll for mileage reimbursement. If you decline to be moved you will be sent home and only be paid for the time worked. If a building substitute refuses to go to another school in need—these days will be documented and discussed with the Supervisor of Substitute Service to determine status going forward.

You will become eligible for increased pay and benefits (medical, dental, and vision). If you choose to elect benefits, your benefits will begin on the first of the month following your 61st day. You will also accrue personal leave time and personal illness time to be used after the 61st day of the long term assignment. Paid holidays are also included after your 61st day and will include those District recognized paid holidays while in the long-term assignment.

**Winter Break and any Winter Holidays are NOT covered.**

**YOU MUST WORK THE DAY PRIOR TO AND THE DAY AFTER ANY OF THE  
DISTRICT RECOGNIZED PAID HOLIDAYS.**

As a building substitute, once you reach your long-term, benefits eligible status, your rate of pay and benefits eligibility will continue as long as you remain a building substitute.

Absences during long-term assignments must be reported to the building administrator AND to the Substitute Services Office, as well as entered in KRONOS. Contact the principal several hours prior to the end of the school day regarding their intent to return to work for the next day.

Please check the accrual balance on your check stub prior to scheduling an absence to ensure you have the time to cover your absence. \*Please note that any absences prior to becoming benefits eligible will be unpaid and will not count toward your 61st day.

As a long-term substitute, you MUST complete an absence form indicating the number of days of the absence and reason and submit to payroll.

This form is located under your Employee Self Service Account. Please check the accrual balance on your check stub prior to scheduling an absence to ensure you have the time to cover your absence.

Refer to the calendar . Indicate exact number of sick and personal leave. 1.5 days per month sick leave and 2 days once a year in August personal. \*Personal days are subject to pro-rate depending on when eligibility status is reached.

*\*Please note that any absences prior to becoming benefits eligible will be unpaid and will not count toward your 61st day. If there is no time available. Enter the time as "Excused – Unpaid."*

Long-term, benefits eligible status will be active for the duration of your active service in a long-term assignment. If you exceed the allotted number of absences (*see links page*) or you chose to resume duties as a day-to-day substitute, your pay rate will return back to your original rate and, if applicable, your benefits will end at the end of the month that your eligibility ends.

Long-term, benefits eligible statuses do not carry over into the following school year. Long-term, benefits eligible status will be active for the duration of your active service in a long-term assignment. If you exceed the allotted number of absences (on page 15) or you chose to resume duties as a day-to-day substitute, your pay rate will return back to your original rate and, if applicable, your benefits will end at the end of the month that your eligibility ends. Long-term, benefits eligible statuses do not carry over into the following school year.

## Absences

Building substitutes and substitutes in long term absences are eligible to take time away with prior authorization from their building administrator and time off is scheduled in Red Rover. Emergencies are treated as unforeseen circumstances.

Building substitutes and long-term substitutes who have been found to have habitual call offs (calling off or scheduling off on Mondays/Fridays) or tardiness will be evaluated to determine if the building substitute should continue in their status by the Supervisor of Substitute Services and the building administrator. Excessive abuse of tardiness/unscheduled absences will result in loss of all benefits and returned to Day-to-Day status.



All CCS staff is responsible for checking their sick/personal leave balances. All CCS staff is responsible for reviewing their time cards weekly prior to the end of the pay period .

## **EVALUATION PROCESS/RELEASE FROM SERVICE**

At CCS, substitutes are evaluated to ensure satisfactory job performance. Satisfactory performance on the evaluation generally assures continued active status allowing you to accept assignments/placement.

Unsatisfactory evaluations will result in administrative action ranging from written documentation, the loss of benefits status, returned to day-to-day status or immediate termination. The discussion will be held with the Principal, Supervisor of Substitute Services and Employee Relations (based upon the alleged allegations).

Based upon the incident, Employee Relation can terminate any substitute immediately.

**Substitute Services reserves the right to release a substitute  
from their service at any time .**

## **WORK ATTIRE**

All substitutes are required and expected to dress in a professional manner that is appropriate and consistent with the job assignment.

If your assignment is in an administrative setting (EX-front desk receptionist) you are the face of the office and expected to look and conduct yourself in a professional business manner.

If you are placed in a school setting covering a gym class, you are required to adhere to the schools dress code policy.

All Substitutes are prohibited to wear clothing or accessories which create a safety hazard or is excessive revealing or provocative. Substitute employees should not wear clothing that displays words, pictures, slogans or designs that are vulgar, profane, or otherwise inappropriate for any CCS workspace.

The following examples will lead to a sub being sent home (you will clock out) to change/removal of assignment: Halter tops, see through clothing, spandex, short shorts/jeans with holes, mini skirts, flip flops, spaghetti strap tank tops/dresses, sweat suits, hair bonnets, or sagging pants.

Jeans are allowed, CCS/School spirit shirts are allowed. Always confirm dress down policy within school or administrative offices.

# EXPECTATIONS

## HOURS OF ASSIGNMENT

The length of the day and release time varies from school to school. Your assignment will advise you of your start and end time.

Serving in an as-needed assignment requires serving the same hours as the absent employee, including planning periods, etc.

Always sign in/out for the day, check with the school office to see if any additional support is needed.

Always swipe in/out of the KRONOS

## QUICK TIPS

- ◆ Arrive early
- ◆ Be flexible
- ◆ Partner with colleagues
- ◆ Maintain control of the classroom/follow teacher instructions
- ◆ If you have issues reach out to a neighboring teacher/building administrator
- ◆ Connect with the students-ask for their help
- ◆ Be prepared
- ◆ Reward good behavior
- ◆ Keep it safe/Make it fun

## CONTINUED EMPLOYMENT

Before the end of the current school year, you will receive a letter of reasonable assurance to return for the following school year. It will provide detailed instructions on action items needed prior to the Board of Education approving your employment for the following school year. If you resign and wish to return, you will have to reapply and complete all applicable re-hire steps.

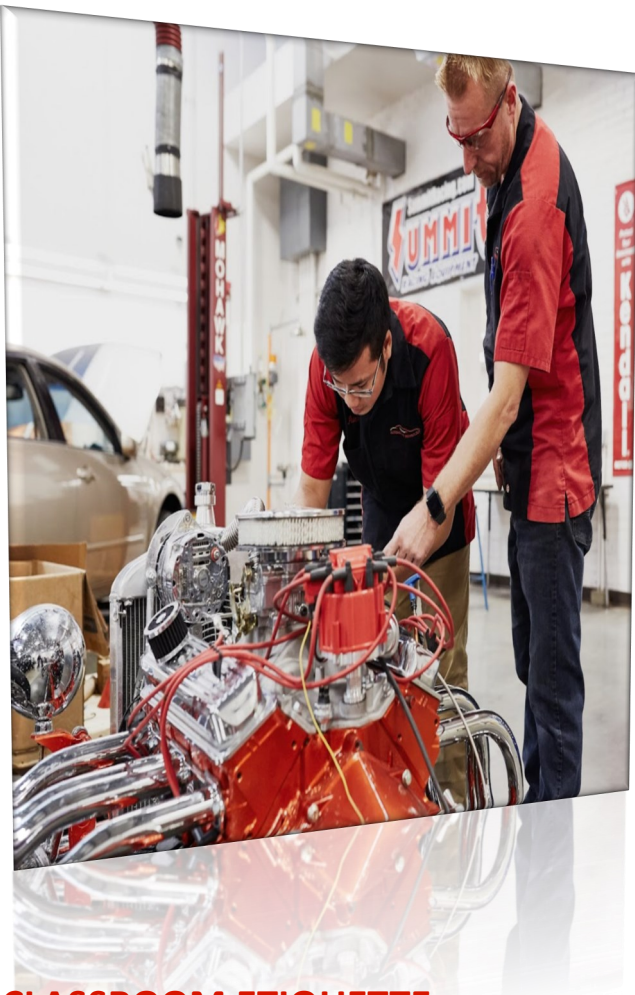
## ATTENDANCE

Arrive early on your first day, especially when you are substituting at a school you have not been to before. Arriving early, gives you time to meet with school administrators who can direct you to the classroom, show you where the lesson plans are located and make you aware of schedule changes and other processes.

Arriving early also gives you an opportunity to become familiar with the school, introduce yourself to the teachers in neighboring classrooms and review the lesson plans left by the teacher you are filling in for.

You are expected to be on duty the entire school day and perform all duties and responsibilities of the absent employee. Duties during the scheduled workday may include clubs, study halls, lunchroom and playground duty, bus duty, or other special duties performed by the regular employee.

**The schedules of the regular employee must be followed.**



Substitute employees are NOT authorized to arrive late because the teacher has an early planning period, leave during the regular teacher's planning

periods, or leave campus before the end time of the assignment. Substitute employees are required to remain on duty as long as required by the Administrator.

**You may not bring your child with you while you are fulfilling a substitute job assignment.**

Individual school policies may prohibit substitute teaching at the school where your child attends or substitute teaching in the school or classroom of a relative - please check with your child's building prior to accepting an assignment there.

## **CLASSROOM ETIQUETTE**

You are expected to remain near students and to continually move about the classroom. Refrain from sitting behind the desk for the entire duration of your assignment.

You are a guest teacher and should refrain from making any comments or remarks which could be construed as derogatory concerning the absent employee, work location, or students. Address concerns in writing to the building administrator, if necessary. Also, certain subjects should not be discussed with staff members or students at anytime.

These subjects include, but are not limited to race, religion, politics, sex and sexual preferences, personal viewpoints and habits like gambling, etc.

You are expected to leave the room well organized. Papers, books, and supplies should be arranged in their proper place. During short term or day to day assignments, always leave the room as you found it.

Don't concern yourself with re-arrangement of seating plans, bulletin boards, or other parts of the room organization. Use supplies as needed but not in excess. Leaving a note for the absent employee, indicating accomplishments and problems during your stay, may be helpful.

This section may not apply when serving in long-term assignments.



Lesson plans of the absent employee should be followed. Substitutes are advised to be flexible and use creative plans that fit into any situation when lesson plans are not available.

If it is necessary to collect funds of any type from students, list the names of those students and the amounts received. Leave the list and money with the money with the school secretary at the end of the day, unless you are instructed to release it earlier in the day. In either situation, documentation is necessary.

If you are issued keys, be sure to return all keys to the office prior to leaving.

## **RECORDING STUDENT ATTENDANCE**

Substitute teachers are responsible for the accurate accounting of each student's attendance throughout the day. Substitute teachers in elementary schools must take student attendance for their classes as directed by the principal or designee in accordance with district and state regulations.

Secondary schools maintain a system which accounts for students for each period of the day. Long-term substitutes may be asked to log/enter grades-ask for access as well as assistance to understand what is being asked of you.

**Students on field trips, under observation in school clinics, etc., are not counted absent as they are under the supervision of school staff members.**



## **ONSITE CONCERNS**

Administrators who have concerns related to a substitute employee's performance must conference with the substitute in person, by telephone or written communication. If a problem occurs, you are encouraged to work with the school administration in resolving the matter. If the problem is not resolved at the local school level, administrative setting both parties may refer the problem to Substitute Services after the conference has been held.

If you experience an issue with a child or witness bad behavior, report the child(s) to the office/principal. Do not take matters into your own hands. ALWAYS ask the principal or building administrator for best practices. Never put yourself in harms way.

Performance infractions or placement issues can lead a substitute to be placed on the "DO NOT USE" lists. Infractions can also result in termination.

**Substitutes do not have union representation.**

## **STUDENT DISCIPLINE**

You are expected to comply with the District discipline policies as approved by the Board of Education and the school site discipline plan for student behavior. It is important to realize that classroom management is a first concern. Please ask for assistance when needed.

If a student becomes unruly, follow building procedures to address behaviors. Utilize communication devices within the classroom. You may send a student to the office with a note explaining their behavior (confirm that they have gone to the office) or request an administrator to come to the classroom to assist.

\*\*It is imperative that you watch and complete the Active Shooter Portion of your Public School Works which details the lock down protocol and procedures. \*\*

**Under no circumstances should a classroom be left unsupervised!**

Ask for the school's discipline policy and the discipline plan of the absent teacher. When in doubt, seek help from other teachers at the same grade level (elementary) or subject area (secondary). Don't be afraid to ask for advice and support! Building good relationships with other staff members is crucial to your success. Together you can create a positive learning environment for students.

It is important to remember that the primary concern of all Columbus City School employees is the safety of our students. Familiarize yourself with the locations of fire extinguishers, emergency exit routes, emergency call buttons, walkie talkies etc. These are generally located by the classroom door. When in an emergency, please follow the direction of the school principal and his/her designee during the school day.



## **REPORTING CHILD ABUSE OR NEGLECT**

In compliance with Local, State and Federal laws, you must report child abuse or neglect to the school administrator if you have cause to believe abuse or neglect has occurred. Persons making reports of alleged child abuse or neglect in good faith are immune from civil or criminal liability.

If you suspect abuse and neglect, you are to immediately report your suspicions to the Principal, Assistant Principal, Counselor, Nurse, or School Social Worker as soon as it comes to your attention. You do not have to have proof that abuse has occurred. Suspicion or a report from another student is all that is needed, Please do not wait until the end of the school day to make your report. Do not question children if they disclose an issue to you and do not contact parent concerning the student report.

## **PROHIBITED PRACTICES**

The following behaviors are prohibited as an employee of Columbus City Schools. Engaging in any of the actions described in this section will result in disciplinary action, up to and including termination of employment.

### **PHYSICAL AND VERBAL PUNISHMENT**

Hitting, pushing, grabbing, pinching, shoving, throwing objects, pulling hair, scratching or using any other physical force. Refrain from touching students except in defense of yourself or other students. Contact the building administrator to remove students who are seriously disruptive.

### **DO NOT LEAVE STUDENTS UNATTENDED!**

Allegations of student abuse will be referred to Employee Relations and the supervisor for further action.

### **INAPPROPRIATE LANGUAGE**

The use of profanity, slang, street language, sarcasm, and inappropriate remarks or comments.

### **VIOLATION OF CIVIL RIGHTS**

Racial, sexual, ethnic or other types of slurs, insults, intimidation, harassment or other conduct directed toward another person's race, national origin, religion, age, gender, or handicap.

## **SEXUAL HARRASSMENT**

Sexual harassment is a type of harassment involving the use of explicit or implicit sexual overtones, including the unwelcome and inappropriate promise of rewards in exchange for sexual favors. Sexual harassment includes a range of actions from verbal transgressions to sexual abuse or assault.

Do not provide special favors of any kind or befriend students/ staff on social media accounts. You should not display physical affection to include but not limited to hugging, patting or rubbing on the back, etc.

## **VIOLATIONS OF STUDENTS RIGHTS**

It is your responsibility to see that student rights are not violated:

- No person, including law enforcement officers and parents, are allowed to question or interview students unless a school administrator is present.
- No person, including parents, are allowed to visit a classroom without approval from a school administrator.
- Students must have permission from the school office to leave campus.
- Students cannot be kept after school without a school administrator's permission.
- Notes and other communication must not be sent home to parents without permission from a school administrator.

## **INSUBORDINATION**

Refusal to comply with all reasonable requests or directive of the superintendent, designee, building administrators, or supervisor; the use of threatening language to supervisors.

## **NEGLECT OF DUTIES**

- Sleeping during working hours and/or in a classroom
- Not following the classroom directives outlined by the absent teacher
- Reading non-instructional and/or inappropriate materials during working hours.
- Leaving classroom, building and/or campus without notifying administration
- Leaving students unsupervised

## **DRUGS AND ALCOHOL**

Distributing, dispensing, possessing, selling or using any illegal drugs, alcoholic beverages, or other intoxicants during working hours or on school premises: reporting to work under the influence of any of the above.

## **CELL PHONES**

DO NOT use your cell phone during instructional time or in the presence of students. Place cell phone on vibrate or on silent while in the classroom.

## **INTERNET USAGE**

DO NOT view or search any inappropriate web sites. Many are filtered to SPAM or are blocked by the District. However, some sites still pose a risk if used.

## **MISCONDUCT**

Misconduct, physical or verbal abuse, fighting or causing harm to a student or employee during working hours or while on school property, or personal disruptive conduct brought to the workplace. This includes statements or actions that are not in the best interest of the school system.

## **INTERPERSONAL RELATIONSHIPS**

Becoming involved with and/or starting conflicts with any CCS staff or students in any way, or causing disruption to the overall school environment and climate.

## **MEDICINE**

For Yourself:

If you are taking a prescribed medication that could affect your ability to perform the required duties of a substitute or keep students safe, please do not accept any assignments until you are no longer using that medication.

For Students:

All medication, including aspirin, must be administered by appropriate personnel in the clinic or school office. Students appearing to be ill should be sent directly to the principal's office or school nurse.

## **OFFERING FOOD AND DRINKS TO STUDENTS**

Unless given specific permission from school administrators, it is not permissible to eat or drink in the presence of students (except water) or to offer food or drinks to students. Due to the nature of possible student allergies, distribution of any food or drinks is prohibited. Please distribute items such as stickers, pencils, erasers, etc. if you wish to reward the students for good behavior.

## **DESTRUCTION OF PROPERTY**

Unauthorized use of school property or the property of another school employee that results in its destruction.

## **FAILURE TO REPORT FOR AN ASSIGNMENT ON TIME**

You are expected to report for assignments at the specified time in Red Rover . If an assignment is received on the morning in which the assignment begins, allow sufficient time to report before the school day begins.

## **RED ROVER**

When you receive an assignment after the designated start time of the school day, you will have 45 minutes after acceptance of the job assignment to report to the building.

## **DIVULGING CONFIDENTIAL INFORMATION**

Divulging any confidential information, including student records. All student records and information are confidential.

## **WEAPONS**

You may not possess, use or display any firearm or object that may be considered a weapon while on campus.

## **SMOKING**

Is strictly prohibited in any area of CCS property.

## **ADVANCEMENT OF RELIGION**

Federal law prohibits the advancement of religious beliefs in the classroom by praying, discussing religious beliefs with students or distributing religious materials to students.

# **PAYROLL INFORMATION**

## **GENERAL PAYROLL PROCEDURES**

Make sure you sign up for Employee Self Service (ESS and your District Email). Your pay stub statement will be available for view earlier in the week before payday Friday. New hire substitutes

will automatically be enrolled for paperless pay stub. It is imperative that you add an email address to your profile in ESS so that you will receive all necessary updates.

Substitute employees are paid on a bi-weekly (every two weeks) schedule.

All Employees are required by the District to have direct deposit.

Your initial enrollment for direct deposit or any changes with your banking information should be handled on EMPLOYEE SELF SERVICE.

**\*\*Please review your assignments and pay stub statement before calling regarding discrepancies in your pay. If you still have questions or concerns after reviewing your information, please contact Substitute Services prior to calling payroll.**

Substitute Services will take pay related questions and/or concerns after 9:30 AM at 614-365-5080.

**\*\*In most instances, your first two payroll checks may be a “live” check that will be mailed to your home address. Your check should arrive on payday Friday. Your account information may need to be verified prior to the start of your direct deposit.**

The District will hold your paycheck after two payroll processing periods if you have not set up your direct deposit. You would then need to report to payroll to establish your direct deposit account.

## **UNEMPLOYMENT ELIGIBILITY**

Substitute employees are NOT eligible to receive unemployment compensation from the end of the school year through the beginning of the next school year as well as any custom-ary vacations/recess periods during the school year.

Should you submit a claim during this time period, a copy of the District’s reasonable assurance letter, to have you return for the following school year, will be provided to substantiate your ineligibility.

## **LINKS:**

### **BENEFITS:**

[benefitquestions@columbus.k12.oh.us](mailto:benefitquestions@columbus.k12.oh.us)

### **DISTRICT CALENDARS:**

<https://www.ccsok.us/site/Default.aspx?PageID=2704>

### **EMPLOYEE SELF SERVICE**

<https://columbus.munisselfservice.com>

### **EMPLOYMENT VERIFICATIONS**

[verifications@columbus.k12.oh.us](mailto:verifications@columbus.k12.oh.us)

### **KRONOS:**

<https://secure.saashr.com/ta/6118865.login>

### **KRONOS TRAINING VIDEO**

<https://youtu.be/vlI2anKtWQ8>

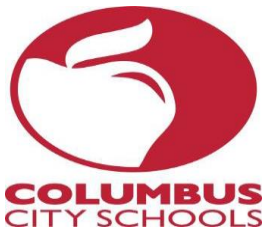
### **PAYROLL:**

[payroll@columbus.k12.oh.us](mailto:payroll@columbus.k12.oh.us)

### **RED ROVER**

<https://app.redroverk12.com>





**\*Substitute Teachers who have been processed into benefits eligibility status are eligible for holiday pay for any District Approved Holidays (based on the Teacher's Calendar) that fall after their 61<sup>st</sup> Day.**

### District Approved Holidays 2022-2023 based on the Teacher Calendar

Monday, September 5, 2022	Labor Day
Thursday, November 24, 2022	Thanksgiving
Friday, November 25, 2022	Thanksgiving
Monday, January 16, 2022	Martin Luther King Day
Friday, April 7, 2022	Spring Break
Monday, April 10, 2022	Spring Break
Tuesday, April 11, 2022	Spring Break
Wednesday, April 12, 2022	Spring Break
Thursday, April 13, 2022	Spring Break
Friday April 14, 2022	Spring Break
Monday, May 29, 2022	Memorial Day



# 2022-2023 Substitute Payroll Calendar

<b>FROM</b>	<b>Through</b>	<b>Pay Date</b>
7/23/2022	8/5/2022	8/19/2022
8/6/2022	8/19/2022	9/2/2022
8/22/2022	9/2/2022	9/16/2022
9/3/2022	9/16/2022	9/30/2022
9/17/2022	9/30/2022	10/14/2022
10/1/2022	10/14/2022	10/28/2022
10/15/2022	10/28/2022	11/11/2022
10/29/2022	11/11/2022	11/25/2022
11/12/2022	11/25/2022	12/9/2022
11/26/2022	12/9/2022	12/23/2022
12/10/2022	12/23/2022	1/6/2023
12/24/2022	1/6/2023	1/20/2023
1/7/2023	1/20/2023	2/3/2023
1/21/2023	2/3/2023	2/17/2023
2/4/2023	2/17/2023	3/3/2023
2/18/2023	3/3/2023	3/17/2023
3/4/2023	03/17/2023	3/31/2023
3/18/2023	3/31/2023	4/14/2023
4/1/2023	4/14/2023	4/28/2023
4/15/2023	4/28/2023	5/12/2023
4/29/2023	5/12/2023	5/26/2023
5/13/2023	5/26/2023	6/9/2023
5/27/2023	6/9/2023	6/23/2023
6/10/2023	6/23/2023	7/7/2023
6/24/2023	7/7/2023	7/21/2023
7/8/2023	7/21/2023	8/4/2023
7/22/2023	8/4/2023	8/18/2023

## **SUBSTITUTE SERVICES**

**3700 South High Street**

**Columbus, OH 43207**

**614-365-5080**

**[Subservices@columbus.k12.oh.us](mailto:Subservices@columbus.k12.oh.us)**