



Division of Personnel Services

Substitute Handbook



Revised August 2021

Table of Contents

| | |
|--|-------|
| Introduction | 3 |
| Welcome..... | 3 |
| Overview | 3 |
| Orientation | 3 |
| | |
| RCOE Commitment to <i>Extraordinary Service</i> | 4-5 |
| Pledge..... | 4 |
| Mission | 4 |
| Vision..... | 4 |
| Core Values..... | 4 |
| Commitments to <i>Extraordinary Service</i> | 4 |
| Indicators of Student Success..... | 5 |
| | |
| RCOE Services | 6 |
| | |
| Substitute Employment Information | 7-15 |
| Definition of a Substitute Employee..... | 7 |
| Employment Status | 7 |
| Your Role as a Substitute | 7 |
| Minimum Requirements..... | 7 |
| Required Certification/License, Clearances, and Credentials | 8-9 |
| Assignments | 9-10 |
| Programs | 11-13 |
| Work Attire | 14 |
| Evaluation Process/Release from Service..... | 14 |
| Wages and Payroll Cycles | 15 |
| Resignation..... | 15 |
| | |
| Absence Management System | 16-17 |
| What is the Absence Management System? | 16 |
| How do I use the Absence Management System? | 16 |
| What do I need to know when the Absence Management System calls me? | 17 |
| What if I need assistance with the Absence Management System or I have questions regarding my assignment? | 17 |

Table of Contents

| | |
|---|-------|
| Expectations | 18-22 |
| Classroom Management (Certificated Substitutes)..... | 20-22 |
| Meeting Expectations..... | 22 |
| Safety and Security | 23 |
| Health and Safety | 23 |
| Security Responsibilities..... | 23 |
| Attaining a Permanent Position | 24 |
| Employment Policies | 25-28 |
| Tuberculosis Examination | 25 |
| SB792..... | 25 |
| Healthy Workplace and Healthy Families Act (AB1522) | 26 |
| Nondiscrimination in Employment..... | 26 |
| Other Remedies..... | 27 |
| Title IX: Prohibiting Sex-Based Discrimination..... | 27-28 |
| Appendices | 29-44 |
| Appendix A: How to Report Child Abuse | 29-30 |
| Appendix B: Drug and Alcohol-Free Workplace | 31-33 |
| Appendix C: Healthy Workplace and Healthy Families Act (AB 1522) | 34-36 |
| Appendix D: Employee Use of Technology | 37-39 |
| Appendix E: Sexual Harassment | 40-42 |
| Appendix F: Absence Management System Substitute QuickStart Guide..... | 43-44 |

Introduction

Welcome to the Riverside County Office of Education (RCOE). Substitutes play a vital role in the county's overall education program. You will have many opportunities to contribute in the classroom as a teacher or instructional assistant and in the offices that support our programs.

Overview

In order to assist you with your role as a substitute, this handbook has been created to address a wide variety of subjects. The handbook will answer many commonly asked questions as you assume your various assigned tasks. Not all RCOE policies and procedures are included. Those that are have been summarized and provided as a brief explanation of RCOE's policies and procedures. RCOE policies and procedures can change at any time and these changes shall supersede any handbook provisions that are not compatible with the change.

It is important that you read this entire handbook before accepting your first assignment. We are confident in your ability to fulfill the required duties and to exhibit the level of professionalism expected of all educators and support staff.

The valuable service that you provide to our community is greatly appreciated. We wish each of you a rewarding experience as a substitute with RCOE.

Orientation

Before beginning substitute duties, all substitute employees new to RCOE must attend an orientation session provided by the Division of Personnel Services. The orientation provides information on the Absence Management System, basic information on the role of the substitute, policies and procedures and answers to the most frequently asked questions about substitute work.



RCOE Commitment to *Extraordinary Service*

Pledge

Every student in Riverside County will graduate from high school academically and socially prepared for college, the workforce, and civic responsibility.

Mission

The mission of RCOE is to ensure the success of all students through *extraordinary service*, support, and partnerships.

Vision

RCOE will be a collaborative organization characterized by the highest quality employees providing leadership, programs and services to school districts, schools, and students countywide.

Core Values

- Engage in Open and Honest Communication
- Build Relationships and Promote Trust
- Focus on Students/Children

Commitments to Extraordinary Service

1. I am prompt, courteous, honest, and accurate in anticipating and responding to the needs of those we serve.
2. I create an environment of teamwork and collaboration.
3. I model professional appearance, language, and behavior.
4. I build strong and lasting relationships at all levels.
5. I continuously seek opportunities to innovate, improve, and expand support services.
6. I am trustworthy and respectful in my daily interactions.
7. I recognize and praise the efforts and successes of my colleagues.
8. I understand my role in actively contributing to student success.
9. I celebrate the success of all students.
10. I commit to the Mission, Vision, and Core Values of the Riverside County Office of Education.



Indicators of Student Success *Successful students will...*

1. Strive to develop their full potential.
2. Enjoy a positive self-concept.
3. Demonstrate the ability to build positive relationships and work effectively with others.
4. Be a responsible citizen.
5. Respect diversity.
6. Exhibit sound decision-making skills.
7. Attain basic educational goals, including completing high school with a certificate of diploma.
8. Be prepared to pursue a variety of postsecondary opportunities, including higher education and/or technical training.
9. Be productive in the workforce.
10. Be a lifelong learner.



RCOE Services

The Riverside County Office of Education is comprised of three components: the elected County Superintendent of Schools, who serves a four year term of office; the seven elected members of the County Board of Education, who also serve four year terms of office; and the entire body of employees in the organization—all of whom are employed directly by the County Superintendent.

RCOE, as we are often referred to, has been serving students throughout Riverside County for more than 115 years. With well over 430,000 students and growing every day, we're California's fourth largest county office of education.

RCOE has a long-standing tradition of excellence and a reputation for extraordinary service that ranges far and wide in our field. The destiny of this office is to become a world-class leader in support of public education, ensuring the success of all students in our county. Every employee plays a vital role in the realization of this vision through the work they do here.

There are 23 school districts in Riverside County. These districts vary in size from Desert Center, which serves just over a handful of students to Corona-Norco, with more than 50,000 students.

County offices serve three legally mandated functions. The first is to meet the needs of those students who are outside of the educational programs and services of their local school districts. The second is to work with the local school districts to ensure they are providing students with the best educational programs and services possible and remaining financially solvent in the process. And third is the role of the Board of Education, which is primarily a policy and appellate role. Two other significant roles played by county offices are recognizing student achievement and educator excellence, and providing countywide educational events that promote a focus on the success of all students.

At RCOE, our approximately 1,700 employees work in one of seven service divisions and the Office of the Superintendent. The seven divisions are: the Division of Administration and Business Services, the Division of Early Learning Services, the Division of Educational Services, the Division of Governmental Relations, the Division of Information Technology Services, the Division of Personnel Services, and the Division of Student Programs and Services. Because the county is so extensive, both of our regional offices (located in Murrieta and Indio) are staffed with employees from a number of these divisions.

Substitute Employment Information

Definition of a Substitute Employee

Substitute employees are those persons employed on a daily basis to perform the duties of permanent employees during their absence from duty.

Employment Status

Your status as a substitute is considered “at-will”, meaning your employment may be ended with or without cause by the employer at any time. If you are on our substitute list and you do not work in any type of position within a 6-month period, you will receive a letter of no earnings and be removed from the substitute list. No earnings letters are sent twice a year.



Your Role as a Substitute

In your role as a substitute, you will have the opportunity to work with students, parents, and/or RCOE staff. This will provide you with the unique opportunity to be a positive influence on the students, parents, and school districts in Riverside County. We ask that you keep this in mind when you report to work. We also ask that you make every effort to promote RCOE’s Mission, Vision, Core Values, and Indicators of Student Success in your daily interactions. Your service is valued and integral to the success of RCOE.



Minimum Requirements

In your role as a substitute, you may have the opportunity to work in one or more areas. These areas include positions that are both certificated and classified. In order to substitute in a position, you will need to meet the minimum qualifications for that position. Since there are many classifications, please check with Personnel Services should you have specific questions regarding the requirements.

Substitute Employment Information (continued)

Required Certification/License, Clearances, and Credentials



Substitute positions sometimes require specific certifications/licenses, clearances, and/or credentials in order for the employee to perform the assignment. This section will describe some of the requirements of a substitute. This is not a complete list but rather a sample for you to review. In all cases, it is the substitute employee's responsibility to ensure any certification/license, clearance, or credential is valid and current. Allowing a required certification/license, clearance or credential to expire may result in release from service.

Certification/License:

Substitute positions may require a certification such as first aid, a credential/permit, a driver's license, etc. Personnel staff will identify and inform you if the position you are substituting in has a requirement(s).

Clearances:

1. LiveScan - Per the Education Code, all prospective employees must submit to a criminal background check before they can begin work for a school district or county office of education. If hired, the Department of Justice (DOJ) shall determine whether the applicant or employee has been arrested or convicted of any crime. The DOJ will forward the information to the agency submitting the applicant's or employee's fingerprints and shall forward information on arrests pending adjudication (E.C. 45125).
2. Tuberculosis (TB) Test - TB tests with negative results are required for all new hires under the provisions of the Education Code. Per the Education Code, all employees must be retested and receive a negative result for TB or if approved by a physician, pass the TB Risk Assessment every four years.
3. SB792 - Under the law, SB792, effective September 1, 2016, employees working in day care centers, preschools, and home day cares, are required to be immunized against pertussis and measles. Employees are required to receive the influenza vaccine or attest that they are medically exempt or declining the influenza vaccine.

Substitute Employment Information (continued)

Credentials:

All substitute teaching assignments require a valid California teaching credential appropriate for the assignment. Personnel staff will verify your qualifications and inform you of the positions in which you are eligible to perform substitute work.

For more information on California teaching credentials, you can visit the Commission on Teacher Credentialing Website at: <http://www.ctc.ca.gov/>

Assignments

Substitute employees are “on-call”; therefore, there is no guarantee of work. In most cases you will be added to our Absence Management System (AMS). If you are entered into the AMS, you can expect the automated calling system to start calling you as early as 5:30 a.m., and as late as 10:00 p.m. To view more detailed information regarding the AMS, please see the AMS section of this handbook.

The length of time that your assignment lasts can vary from a *one-day assignment* to a *long-term assignment*. However, the AMS does not usually call out long-term assignments. If the site agrees that you are successful in a particular classroom, if available, the Substitute Unit may offer you a substitute position for an extended period of time, and the information will then be added to the AMS. The Substitute Unit will monitor the day count for *long-term assignments* and may remove a substitute from an assignment to manage fiscal compliance.



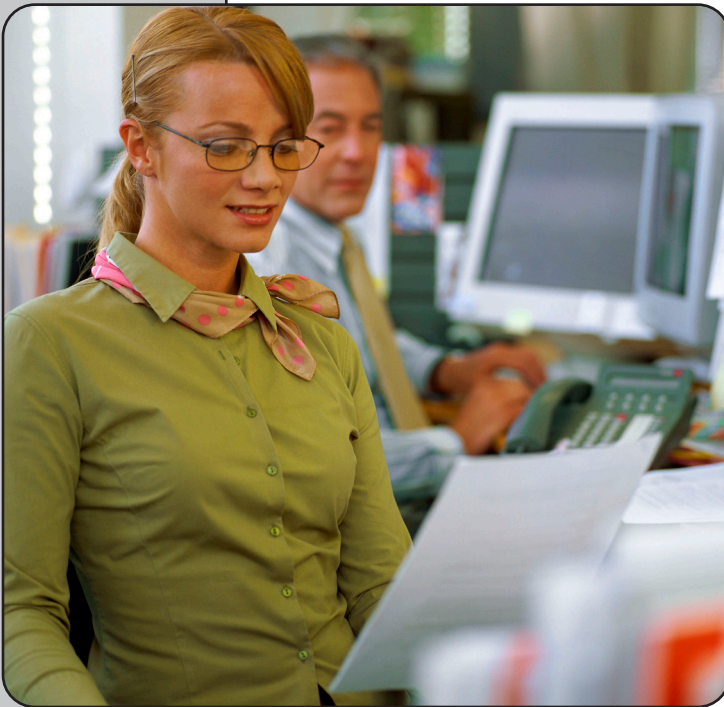
Substitute Employment Information (continued)

Substitute Teachers:

A substitute teacher may only substitute in a particular position for a specific time limit depending on the credential that is held. Unless you are a credentialed teacher, you may only substitute in a specific position for up to 30 days per fiscal year. The exception to the 30 days is the Special Education program, in which you may only substitute for 20 days per position, per fiscal year. When your 30/20-days are exhausted, you may go back to day-to-day subbing or you may find another 30/20 day position if available.

Substitute Instructional Assistants:

A substitute instructional assistant may substitute in a vacant position up to 60 days during a 60-calendar-day window per fiscal year. A substitute instructional assistant may substitute in a temporary additional help position for up to 195 work days per fiscal year depending on the expiration date of the temporary additional help assignment.



Clerical and Custodial Substitutes:

Clerical and custodial substitutes can be called by the automated system or called by a staff member in Personnel Services. If you have substitute questions, please call Personnel Services at (951) 826-6666, or call the Personnel Technician at (951) 826-6357.

Substitute Employment Information (continued)

Programs

As a substitute, you have the opportunity to work in several different programs. The following is a brief description of the current programs at RCOE:

Division of Student Programs & Services

- **Alternative Education**

Court Schools:

The court school educational programs are designed to increase students' basic skill level in reading, writing, and mathematics to provide opportunities to complete high school graduation or General Education Development (GED) test requirements and to compete effectively for jobs or to seek higher education.

Community Schools:

Students in community schools are placed by the probation department, by the student's local school district, or by parent request under special placement factors.

Community school placement factors could include:

credit deficiency; multiple suspensions or signs of difficulty in school; concern on the part of the parent that their son/daughter is not succeeding; and/or other

factors identified by school personnel, probation department, or family.

Juvenile Hall:

Through personalized and self-paced instruction, the program encourages students to work toward completing a high school education, GED test or California High School Proficiency Examination and become successful citizens in society. Students are placed in court schools by the juvenile justice system.



Substitute Employment Information (continued)



Come Back Kids (CBK)

Come Back Kids (CBK) is an independent study program for students age 13 (9th grade) and up who wish to re-enroll in a high school educational program.

Teen Parent Program:

This program serves pregnant and parenting students, including parenting young men, who have not completed high school. Students receive an appropriate academic program, as well as preparation for childbirth and parenting, career information and/or career technical education, agency referrals for health and social services, and a supportive atmosphere and networking system to meet the students' individual needs. Child care is available for infants and toddlers of students who are enrolled in the program.

Note: As a substitute instructional assistant in this program, you will be working with the children in the Infant/Toddler classroom.

- **Special Education**

Special Education provides programs and services for students with developmental, emotional, and physical disabilities in school districts throughout Riverside County. The students served in county programs attend classes in local schools and are provided with a quality education in the least restrictive learning environment to meet the individual needs of the children. Services provided include those necessary to meet the needs of children who are deaf or hard of hearing, as well as those with visual impairments and other disabilities.

Note: As a substitute in a special education classroom, you may be required to do lifting, feeding, and diaper changing of the students.

- **Career Technical Education/(Regional Occupation Program)**

Career Technical Education (CTE) is an accredited career/technical training program. Each year the program serves more than 22,558 high school students and adults in more than 553 class sections in 43 career areas and more than 2,000 local businesses, hospitals, offices, restaurants, day care centers and other places of employment. The CTE Unit provides, promotes, and coordinates CTE programs throughout Riverside County in support of RCOE's Mission to "ensure success for all students."

Substitute Employment Information (continued)

Division of Early Learning Services

- **Head Start and Early Head Start Programs**

Head Start (HS) and Early Head Start Programs (EHSP) are child development programs serving children and their families in Riverside County. The programs are funded through a Department of Health and Human Services Head Start Office federal grant. Both programs promote school readiness by enhancing the social and cognitive development of children in low-income families through the provision of health, education, transportation, nutrition, social, and other services based on family needs assessments. Recruitment and enrollment of children with disabilities is a major priority of these two programs.



- **Migrant Head Start**

Migrant Head Start is a child development program serving farmworkers' children and their families in the Coachella and Imperial valleys (Riverside and Imperial counties) through family day care homes and center based services. The program is funded through a Department of Health and Human Services' Head Start Office

federal grant and supplemented with Imperial County Children and Families First Commission funding. Migrant Head Start promotes school readiness by enhancing the social and cognitive development of children of low-income families through the provision of health, education, transportation, nutrition, social and other services based on family needs assessments.



- **Early Care and Education**

The Early Care and Education Unit (ECE) provides child care and development services for Riverside County families. Programs are available through ECE to assist families in obtaining quality child care and to assist programs in providing that care.

Substitute Employment Information (continued)

Work Attire

Employees are expected to dress in a manner that is appropriate and consistent with the job assignment. If your assignment is at another facility such as the juvenile hall, you are required to adhere to their dress code requirements as well.

Employees should not wear clothing or accessories which create a safety hazard or is excessively revealing or provocative.

Employees should not wear clothing that displays words, pictures, slogans, or designs that are vulgar, profane, or otherwise inappropriate for the workplace.

Flip flops, shorts, spaghetti strap tank tops or sweat suits are not appropriate work attire. Blue jeans should not be worn in an office environment, but may be appropriate for assignments located at school sites.

Evaluation Process/Release from Service

At RCOE, substitutes are evaluated to ensure satisfactory or unsatisfactory job performance. Satisfactory performance on the evaluations generally assures continued active status allowing you to accept assignments. Unsatisfactory evaluations may result in administrative action ranging from a discussion about the evaluation, to dismissal of the substitute. When satisfactory evaluations are received they require no action. RCOE reserves the right to release a substitute from service at any time under their “at-will” status.

Substitute Employment Information (continued)

Wages and Payroll Cycles

Classified Substitute:

If you are a classified substitute, you will generally be placed at Step 1 of the position in which you are substituting. Any changes in salary will require division head approval.

Certificated Substitute:

If you are a certificated substitute, your wages will be:

- Substitute Teacher, Special Education/Alternative Education (\$175.00/day)
- Substitute Teacher, Career Technical Education (\$18.75/hour)
- Substitute Permit Teacher (\$150.00/day)

Occasionally you may qualify for long-term substitute teacher pay rates. The rate for long-term substitute teacher pay goes into effect after a substitute teacher has worked 20 consecutive days in the same assignment. The long-term substitute teacher rate is:

- Substitute Teacher, Special Education/Alternative Education (\$267.83/day)
- Substitute Teacher, Career Technical Education (\$33.48/hour)
- Substitute Permit Teacher (\$191.90/day)

Payroll Cycles:

All substitute employees are paid on a monthly basis. Copies of the Monthly Attendance Reporting & Issue Dates are available in Personnel Services or the Payroll department.

Resignation

Resignations should be submitted in writing to the Division of Personnel Services. This will assist the Substitute Unit in maintaining an up-to-date and accurate substitute list and remove the profile from the AMS system in a timely manner to avoid calls being placed during the early and late hours of the day. Letters of resignation should be submitted to:

***Division of Personnel Services
Attn: Substitute Unit
P.O. Box 868
Riverside, CA 92502-0868
Fax: [951] 826-6929***

Absence Management System (AMS)

What is the Absence Management System (AMS)?

The AMS is an automated placement system that will allow substitutes to search for jobs 24 hours a day, 7 days a week via the internet or phone. Substitutes will also receive calls from the AMS when jobs are available. Through the AMS, substitutes will be able to view their schedule, create non-work days, personalize available call times, and set preferences for the sites and locations they choose to work at (some of these are optional features). Substitutes may also view videos and additional training materials online.



How do I use the AMS?

To log on to the AMS, visit the Riverside County Office of Education website at www.rcoe.us and click on Absence Management System under Quick Reference toward the lower section of the page, or by typing <https://app.frontlineeducation.com> into your web browser's address bar.

You will receive a personal invitation email with the Subject Line: **RCOE invites you to Absence Management**. If you have an existing Frontline ID account click, "Sign in with your Frontline ID." Otherwise, click "Create a Frontline ID." Create a username, password, email address, and click "I accept the terms and conditions." Then click "Create Frontline ID" and you are in!

You may also access the AMS from the telephone by dialing 1-800-942-3767. The AMS will prompt you to enter your ID number (your ten-digit phone number) followed by the # sign, then your PIN, followed by the # sign.

If an available job has not been filled by another substitute two days before the absence is scheduled to start, the AMS will automatically start calling substitutes, trying to fill the assignment. Keep in mind, when the AMS calls you, it will only call for one assignment at a time, even if you are qualified for other assignments. You may call the AMS to hear a list of available assignments.



What do I need to know when the AMS calls me?

The AMS has two calling periods. The morning calling period is 5:30 a.m. – 11:00 a.m. This calling period is usually for same-day assignments. The next calling period is 3:00 p.m. – 10:00 p.m. This calling period is for next day or future assignments.

If the AMS calls you for a same day assignment and it is past the start time, please feel free to accept that assignment if you can make it to that site within an hour. If you pick up a late assignment, let the site know that you picked up the position after the start time. The AMS has the ability to track the exact time that you accepted the assignment.

When accepting an assignment, it is required that you arrive at the stated start time (the only exception is late-start assignments). If you are not able to arrive on or before the start time, do not accept the assignment. If you are unavoidably delayed after accepting an assignment, please call the site and let them know what time you are expected to arrive.

If you cancel an assignment and it is too late to do it through the AMS, your first responsibility is to call the Personnel Technician at (951) 826- 6357, so immediate action can be taken to fill that position. After that has been done, please place a courtesy call to the site so that they can take the necessary steps to cover that position until another substitute arrives.

What if I need assistance with the AMS or have questions regarding my assignments?

Please feel free to contact the Personnel Technician between the hours of 6:30 a.m. and 3:30 p.m. at (951) 826-6357. The Personnel Technician will be more than happy to assist you with any questions or concerns. If you get the AMS voicemail, please leave a message, and your call will be returned as quickly as possible.

Expectations

Expectations

At RCOE, our goal is to have every division, every department, every unit and every employee working diligently to ensure the success of all students in the county.



1. Professionalism – You are expected to maintain a professional demeanor at all times.
2. Attendance and punctuality – You are expected to arrive to work on time or as soon as possible if you receive a late call to report to an assignment.
3. Assignments – You are expected to show up to your assignment after you have accepted the assignment. Please remember that failure to show adversely impacts student achievement. You must be willing, able and ready to accept assignments as they are offered to you by telephone or the automated AMS system.
4. Portable communication devices – Cell phones should be set to silent while you are working your assignment. Cell phones should not be used in the presence of students. During Head Start assignments, cell phones should be locked away. Cell phones should only be used when an emergency situation arises or when on breaks/lunches. Note: Cell phones or newspapers are not allowed in juvenile hall facilities.
5. Pictures of students – Many cell phones today have cameras built into them. Please remember that you are not permitted to take a student’s photo without a written release from the student’s parents.
6. District technology – You are expected to adhere to RCOE’s technology policies. For your convenience, a copy of RCOE’s technology policies is included in Appendix D of this handbook.
7. Mandated child abuse reporter – Remember that you are a mandated reporter obligated by law to report all known or suspected incidents of elder or dependent adult and/or child abuse and neglect. Mandated reporters shall not investigate any suspected incidents but rather shall cooperate with agencies responsible for investigating and prosecuting cases of elder or dependent adult and/or child abuse and neglect. Please refer to Appendix A of the handbook for additional information regarding this topic.

Expectations (continued)

8. Student safety – Student safety is the responsibility of all RCOE employees. It is critical to remain aware and vigilant at all times during an assignment.
9. Falling asleep – Falling asleep in a classroom is not permitted. Falling asleep in a classroom may result in dismissal.

In addition to the previously stated expectations, assignments in the classroom should adhere to the following:

1. You should report to your assigned site at the requested time and remain until the end of the work shift. On student early release days, substitute teachers are to fulfill the assigned work schedule for that day by remaining until the assigned substitute hours are completed. You may also check in with Site Staff to see if other appropriate duties and/or tasks are available for you to do.
2. Check in at the office or with the lead teacher upon arrival, and check out at the time of departure each day. This will ensure your time is correctly reported to Payroll by the site in which you have substituted.
3. Every substitute teacher is expected not only to supervise students while in the classroom, but to assist in the general supervision of pupils during the school day, during the lunch hour, and before and after school. Substitute teachers should not leave students in the classroom or other places in the building unsupervised. This means during regular school hours, before school begins in the morning, or after school has been dismissed for the day. Student safety is our main responsibility, and it is never acceptable to leave a student unattended.
4. Please do NOT share your personal problems, issues, or life situations with the students or staff.



Expectations (continued)

Classroom Management (*Certificated Substitutes*)

Classroom Duties and Instructional Responsibilities

Substitute teachers are expected to perform all the duties of the regular teacher unless the administrator releases the substitute from a particular responsibility. Check the teacher's master planning book to see if there are any students with special needs or medical conditions of which to be aware. If the planning book is unavailable, check with the office. Substitute teachers should maintain the regular routine of the class. They should follow the daily class schedule and lesson plans provided by the regular teacher.



1. Lesson Plans

When teachers are absent from school, they will leave lesson plans for the substitute teacher to follow in order to maintain a continuity of instruction in the classroom. The lesson plans are the blueprint, the road map, and the survival guide for the substitute teacher. Substitutes are to implement the lesson plans exactly as the teacher wrote them. The substitute is expected to adhere to the scope and sequence of instruction documented in the teacher's lesson plans. Any deviation from the lesson plans must be substantiated with sound reasoning and be based on established curriculum and instruction theory and practice. Most often, teachers anticipate their absences when due to scheduled appointments or staff development requirements. However, if a teacher is absent due to an emergency, the substitute may not have lesson plans provided by the teacher. When this occurs, help is available from other teachers and support staff in the school. Teachers from the same grade level or field of study should be able to help with missing lesson plans.

2. Student Attendance

One of the many regular duties of the teacher is the taking of student attendance. Substitute teachers are expected to assist in compliance with this requirement. Attendance must be taken in every class, and this information must be provided to the school office following the procedures established at the school. Attendance-taking procedures are included in the substitute teacher's folder or are available from the office or any full-time teacher.

3. Written Work/Grading Papers

Expectations (continued)

The substitute teacher should not assign written work and leave it to be graded, except at the request of the teacher. Nor should the teacher expect the substitute to grade papers not assigned in the lesson plans. Extreme caution should be used when substitute teachers are asked to grade papers, the results of which will be made a part of the student's permanent grades.

4. Classroom Management

Substitute teachers are expected to model and reinforce the expectations of the teacher. Classroom rules are posted in most classrooms, and except for the first few days of class, all students know what the rules of behavior are and what the consequences are for not following them. Effective classroom management will lead to effective teaching.



5. Discipline

When students cause behavior problems that are disruptive to the learning environment, the substitute teacher should attempt to maintain discipline in the classroom using acceptable behavior management strategies. However, sometimes even the most effective classroom management strategies will fail, and individuals or groups of students may need to modify their behavior in order to resume effective teaching. Substitutes must never administer corporal punishment, physically discipline a student in any way, or verbally abuse the students. Shouting at students or calling them derogatory names may constitute verbal abuse and is forbidden. Sarcasm is ineffective in the classroom and should not be used with students. Some additional examples of inappropriate and ineffective discipline strategies include but are not limited to:

- Telling the students to “Shut Up!”
- Hitting, poking, flicking, or making any other physical contact with students – especially when angry.
- Screaming or yelling at all students when only one or a few need redirection.
- Denying students access to the restroom or the nurse as retribution for misbehavior.
- Slamming or throwing things down on the desk or throwing things across the classroom to get students' attention.
- Restraining students.

Use of derogatory terms or racial slurs must not be used and will not be tolerated.

Expectations (continued)

Nor should the substitute confiscate personal items belonging to the students such as telephones, MP3 players, etc. If a student's use of electronic equipment is disruptive to a class or violates classroom rules, the student can be sent to the office where the appropriate steps will be taken in dealing with the disruptive behavior. Only when all reasonable efforts to maintain order have failed should the substitute teacher refer students to school administrators with a discipline slip or note explaining the circumstances.



Meeting Expectations

In your role as a substitute, you agree to meet the expectations of RCOE. If at any point you are unable to meet these expectations, your assignment may be ended under your “at-will” status. If you have any questions regarding expectations, please feel free to contact the Substitute Unit at (951) 826-6666.



Safety and Security

Health and Safety

Substitutes shall be required to work under safe conditions or to perform tasks which do not endanger their health, safety, or wellbeing (as per federal, state, and local law). Disputes arising relating to reasonable employee safety processes should be brought to the attention of the employer. However, safety conditions which constitute an immediate hazard to health, safety, or well-being of employees should be reported immediately to Operational Support Services and to the Director of Personnel Services or the Director of Benefits and Risk Management Services.

Security Responsibilities

Substitute employees are to report all acts of vandalism, damage, or theft involving property of RCOE to the appropriate division or program director immediately by telephone, to be followed by a thorough written report. In addition, the on-site administrator must also be immediately apprised of any vandalism. Security of property and the facilities is the responsibility of all employees.



Attaining a Permanent Position

Attaining a Permanent Position

Employment as a substitute has the potential to lead to a permanent position with RCOE. How is this possible? As a substitute, you have the opportunity to work at many locations and meet staff. Therefore, if you put forth your best effort, it may assist you if you choose to pursue a permanent position with RCOE.

Tips for achieving a permanent position:

1. You must apply for every permanent position that interests you. Your status as a substitute employee does not automatically place you into a recruitment for a permanent position. Please visit the RCOE Web page and click on *Employment* to review a list of current vacancies.
2. Be professional and courteous to everyone you encounter. You never know when you could be interacting with your future supervisor.
3. Arrive to your assignment on time or as soon as possible if it is a last-minute call. Attendance and punctuality are highly regarded.
4. Dress professionally – Dress in a manner that is appropriate and consistent with the job assignment. It shows you are making every effort to be perceived in a professional capacity for possible future employment. Please note, if your assignment is at another facility such as the juvenile hall, you are required to adhere to their dress code requirements as well.
5. Follow directions – Every assignment is unique and should be treated as such. Take the time to review and follow the teacher’s lesson plan. Be prepared to follow the site supervisor’s direction. It is also helpful to gain input from the classroom aides, after all, they work with the students on a regular basis.
6. Ask questions – As a substitute you are not expected to know everything, and asking questions is critical to your success. You should seek out those around you, including other teachers, classroom aides, and site supervisors. You are encouraged to ask questions!

Tuberculosis Examination

As a condition of continued employment, all employees will be required to present evidence once every four (4) calendar years that they are free from active tuberculosis. Except for persons previously employed by other California school districts or county offices of education who produce certificates dated within the past four (4) calendar years affirming examination and freedom from communicable tuberculosis, no one will be initially employed unless the person has submitted to an examination within the past 60 calendar days to determine freedom from active tuberculosis.

Whenever administratively possible, the employer will provide a written notice to the respective employee of the expiration of the tuberculosis clearance. The employee has the responsibility of providing a new certificate.

Employees will receive an approved intradermal tuberculosis test that, if positive, will be followed by an x-ray of the lungs. This test will be paid for by the employer, or the employer will provide reimbursement to the employee if the examination is conducted in accordance with established Personnel procedures, provided that the amount reimbursed does not exceed the standard rate established by the Riverside County Health Department.

SB792

Under the law, SB792, effective September 1, 2016, employees working in day care centers, preschools, and home day cares, are required to be immunized against influenza, pertussis, and measles. Children in this young age range do not have fully developed immune systems and as such, it is required by law that individuals working with students in these environments are fully immunized to protect the students from life-threatening complications from many diseases. Under SB792, employees working in these programs will be required to furnish proof that they have been fully immunized for Pertussis (Whooping Cough) and Measles prior to starting work. Additionally, employees will be required to furnish proof of the annual influenza vaccination between August and December of each school year or provide an attestation as to the declination of the influenza vaccination.

Healthy Workplace and Healthy Families Act (AB1522)

Under the Healthy Workplace and Healthy Families Act of 2014 (AB1522), a California law, substitute employees are eligible to earn/accrue and use a limited amount of Paid Sick Leave. Please refer to Appendix C of the **Healthy Workplace and Healthy Families Act** Frequently Asked Questions (FAQ's) regarding Paid Sick Leave.

Nondiscrimination in Employment

The Riverside County Board of Education and the Riverside County Superintendent of Schools (RCSS) prohibit unlawful discrimination against and/or harassment of employees or job applicants on the basis of actual or perceived race (including hair texture and protective hairstyles), color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, gender, gender identity, gender expression, sex or sexual orientation, or his/her association with a person or group with one or more of these actual or perceived characteristics at any County Office of Education site and/or activity.

Equal opportunity shall be provided to all employees and applicants in every aspect of personnel policy and practice. The Board and RCSS shall not discriminate against physically or mentally disabled persons who, with reasonable accommodation, can perform the essential functions of the job in question.

Any employee who engages in unlawful discrimination or who aids, abets, incites, compels, or coerces another to discriminate is in violation of this policy and is subject to disciplinary action up to and including dismissal. Any district employee who observes or has knowledge of an incident of unlawful discrimination or harassment shall report the incident to the site administrator, office administrator, or the Executive Director of Personnel Services at (951) 826-6673, as soon as practical after the incident. Failure of an RCSS employee to report discrimination or harassment may result in disciplinary action.

Employment Policies (continued)

Other Remedies

An employee may, in addition to filing a discrimination complaint with the RCOE, file a complaint with either the California Department of Fair Employment and Housing (DFEH) or the Equal Employment Opportunity Commission (EEOC). The time limits for filing such complaints are as follows:

1. To file a valid complaint with DFEH, the employee must file his/her complaint within one year of the alleged discriminatory act(s). (Government Code 12960)
2. To file a valid complaint directly with EEOC, the employee must file his/her complaint within 180 days of the alleged discriminatory act(s). To file a valid complaint with EEOC after filing a complaint with DFEH, the employee must file the complaint within 300 days of the alleged discriminatory act(s) or within 30 days after the termination of proceedings by DFEH, whichever is earlier.

Title IX: Prohibiting Sex-Based Discrimination

Title IX of the Education Amendments of 1972 (“Title IX”) is a federal law that prohibits sex-based discrimination in all educational programs and activities, including athletic programs. No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity operated by RCOE. Title IX protects all participants in RCOE’s educational programs and activities, including students, parents, employees, and job applicants. RCOE does not discriminate on the basis of sex. Discrimination on the basis of sex can include sexual harassment and sexual violence.

- You have the right to fair and equitable treatment and you shall not be discriminated against based on your sex.
- You have the right to be provided with an equitable opportunity to participate in all academic extracurricular activities, including athletics.
- You have the right to have access to a sex/gender equity coordinator, referred to as the Title IX Coordinator (find contact information below), to answer questions regarding sex/gender equity laws.
- You have the right to contact the State Department of Education and the California Interscholastic Federation to access information on sex/gender equity laws.

Title IX: Prohibiting Sex-Based Discrimination (continued)

- You have the right to file a confidential discrimination complaint with the United States Department of Education Office for Civil Rights or the California Department of Education if you believe you have been discriminated against or if you believe you have received unequal treatment on the basis of your sex.
- You have the right to pursue civil remedies if you have been discriminated against.
- You have the right to be protected against retaliation if you file a discrimination complaint.

If you want to report a sexual harassment incident, please reach out to our Title IX Coordinator, Dr. Heather Williams, at:

3939 Thirteenth Street
Riverside, CA 92502
(951) 826-6673
hwilliams@coe.us



Appendix A

How to Report Child Abuse

Categories of Child Abuse:

| | |
|---|---|
| <p>Physical Abuse: Any act resulting in non-accidental injury, including burning, biting, cutting, poking or twisting limbs.</p> | <p>Emotional Abuse: Includes verbal assault (i.e., belittling, screaming, threats, blaming, sarcasm), continual negative moods, and constant family discord.</p> |
| <p>Physical Neglect: Withholding basic necessities of life, including adequate food, clothing, shelter or medical care.</p> | <p>Sexual Abuse: Rape, rape in concert, incest, sodomy, oral copulation, penetration of genital/anal opening by a foreign object and child molestation.</p> |

Indicators of Abuse:

This is a partial list of abuse indicators. There are many others.

| | |
|--|---|
| <p>Physical Indicators of Physical Abuse:</p> <ul style="list-style-type: none"> ❖ Unexplained bruises/welts on face, lip or mouth; ❖ Bruises in various stages of healing and where appearing in patterns; ❖ Cigar or cigarette burns; ❖ Unexplained fractures to skull, nose or facial structure; ❖ Unexplained lacerations/abrasions to mouth; ❖ Unexplained swelling of abdomen; ❖ Constant vomiting; and/or ❖ Human bite marks. | <p>General Indicators of Neglect:</p> <ul style="list-style-type: none"> ❖ Clothing tattered/inadequate for weather conditions; ❖ Constant hunger, or attempts to steal or beg for food; ❖ Reports being left unattended for extended length of time; ❖ Is dirty/smells, has bad teeth, hair falling out, or lice; ❖ Unattended wounds; and/or ❖ Thin, emaciated, constantly tired – shows evidence of malnutrition/dehydration. |
| <p>Behavioral Indicators of Physical Abuse:</p> <ul style="list-style-type: none"> ❖ Wary/shrinking from adult human contact; ❖ Becomes apprehensive when other children cry; ❖ Demonstrates extremes in behavior, extreme aggressiveness or passivity; ❖ Seems frightened of parents or does not want to go home; ❖ Complains about being beaten or injured; and/or ❖ Wears long-sleeved blouse/shirt/turtle neck sweater in summer to cover bruises or other marks. | <p>Behavioral Indicators of Sexual Abuse:</p> <ul style="list-style-type: none"> ❖ Difficulty in walking or sitting; ❖ Complains of pain/itching in genital area; ❖ Appears withdrawn, particularly around adults; ❖ Displays bizarre/sophisticated/unusual sexual knowledge/behavior; ❖ Goes to bathroom with difficulty; ❖ Complains about someone doing things to them; and/or ❖ Washes hands frequently. |

Appendix A (continued)

When you must report:

When within scope of your professional capacity/employment, you know/reasonably suspect a child is/was a victim of abuse. **“Reasonable suspicion”** means it is objectively reasonable to entertain such a suspicion, based upon the facts that could cause a reasonable person, in a like position, to suspect abuse. If you have to think the matter over, this is enough to have suspicion and to report it. If in doubt, err on the side of reporting and call.

Do the following immediately:

- Contact Child Protective Services, 24 hours a day, 7 days a week at the following numbers:
- **(800) 442-4918**. Contact the following number for elder abuse if the student is over 18 years of age and requires assistance with daily living: (800) 491-7123.
- Contact your local law enforcement agency (i.e., police or sheriff department)
- Tell Child Protective Services/law enforcement you have called the other.
- Make a record of your call.
- Complete suspected child abuse report and mail within 36 hours to:
Child Protective Services
Attn: Central Intake Unit
23119 Cottonwood, Bldg. C
Moreno Valley, CA 92552

Be ready to give the following information when you call:

- Name of child(ren), approximate date of birth;
- Name, address, and telephone number of parents, if known;
- Nature of abuse and approximate date/time of abuse;
- Any injuries/unusual behaviors;
- Is child afraid to go home;
- Name/location of alleged perpetrator; and
- Your name, address, and telephone number.

Protection for reporters: *(You cannot get into trouble for reporting abuse)*

- Your identity is confidential and it is against the law for it to be publicly divulged;
- Your employer cannot discipline you because you made a report; and
- Mandated reporters are immune from civil or criminal liability as a result of making a report.

It is not sufficient to report the incident to your site administrator. You have an independent responsibility to insure that the matter is reported to law enforcement and Child Protective Services.

Remember: It is against the law not to report child abuse and you may be criminally prosecuted for failing to do so. Child abuse has a devastating impact on a child for the rest of his or her life, so please report!

Appendix B

Riverside County Office of Education Board Policy 4020 Drug and Alcohol Free Workplace

PERSONNEL

SUBJECT: Drug and Alcohol-Free Workplace

The County Board of Education and County Superintendent of Schools believe that a drug and alcohol-free workplace is essential to maintaining the safety and efficiency of school and County Office operations, and the health and safety of employees, students, and the public.

No employee shall unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any alcoholic beverage, drug or controlled substance as defined in 21 USC 81 at any school or County Office of Education workplace. Additionally, Health and Safety Code Section 11362.45 upholds the employers right to maintain a drug free workplace and as such the County Office of Education continues to prohibit the use, consumption, possession, transfer, display, transportation, sale, growth, and being under the influence of marijuana by employees or perspective employees.

These prohibitions apply before, during and after school hours. A County Office of Education workplace is any place where County Office of Education work is performed, any County Office of Education-owned or County Office of Education-approved vehicle used to transport students to and from school/program activities; any off-school/program sites when accommodating a County Office of Education-sponsored or school/program-approved activity or function where students are under County Office of Education jurisdiction; or during any period of time when an employee is supervising students on behalf of the County Office of Education or otherwise engaged in County Office of Education business. (Government Code 8355; 41 USC 8103)

(cf. 4112.41/4212.41/4312.41 - Employee Drug Testing)

Employees are prohibited from being under the influence of controlled substances or alcohol while on duty. Furthermore, employees are prohibited from use, consumption, possession, transfer, display, transportation, sale, or growth of marijuana in the workplace. (Health and Safety Code 11362.1)

Smoking or ingesting marijuana or marijuana products in public or within 1,000 feet of a school or day care center is prohibited. Additionally, possessing marijuana or marijuana products at a K-12 setting or selling or attempting to sell to minors is subject to penalties. (Health and Safety Code 1136.23, 11357, 11359)

For purposes of this policy, on duty means while an employee is on duty during both instructional and non-instructional time in the classroom or workplace, at extracurricular or co-curricular activities, or while transporting students or otherwise supervising them. Under the influence means that the employee's capabilities are adversely or negatively affected, impaired, or diminished to an extent that affects the employee's ability to safely and effectively perform his/her job.

The Superintendent or designee shall notify employees of the County Office of Education's prohibition against drug use and the actions that will be taken for violation of such prohibition.

Adopted September 13, 1989
Revised November 8, 2017

Appendix B (continued)

Riverside County Office of Education Board Policy 4020 Drug and Alcohol Free Workplace

(Government Code 8355; 41 USC 8103)

An employee shall abide by the terms of this policy and notify the County Office of Education, within five days, of any criminal drug or alcohol statute conviction which he/she receives for a violation occurring in the workplace. (Government Code 8355; 41 USC 8103)

The County Superintendent or designee shall notify the appropriate federal granting or contracting agencies within 10 days after receiving notification, from an employee or otherwise, of any conviction for a violation occurring in the workplace. (41 USC 8103)

The County Office of Education may not employ or retain in employment persons convicted of a controlled substance offense as defined in Education Code 44011. If any such conviction is reversed and the person acquitted in a new trial or the charges dismissed, his/her employment is no longer prohibited. A plea or verdict of guilty, a finding of guilt by a court in a trial without a jury, or a conviction following a plea of nolo contendere shall be deemed to be a conviction. (Education Code 44836, 45123)

(cf. 4112 - Appointment and Conditions of Employment)

(cf. 4212 - Appointment and Conditions of Employment)

A classified employee may be reemployed after conviction of such an offense if the County Superintendent of Schools determines, from the evidence presented, that the person has been rehabilitated for at least five years. (Education Code 45123)

The County Superintendent may take appropriate disciplinary action, up to and including termination, or require the employee to satisfactorily participate in and complete a drug assistance or rehabilitation program approved by a federal, state or local health, law enforcement or other appropriate agency. The discipline shall be in accordance with Riverside County Office of Education policies on discipline, the Education Code, and applicable collective bargaining agreements.

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4112 - Appointment and Conditions of Employment)

(cf. 4117.4 - Dismissal)

(cf. 4212 - Appointment and Conditions of Employment)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Drug-Free Awareness Program

The County Superintendent or designee shall establish a drug- and alcohol-free awareness program to inform employees about: (Government Code 8355)

1. The dangers of drug and alcohol abuse in the workplace
2. The County Office of Education policy of maintaining drug and alcohol-free workplaces

Appendix B (continued)

Riverside County Office of Education
Board Policy 4020 Drug and Alcohol Free Workplace

3. Any available drug and alcohol counseling, rehabilitation, and employee assistance programs
4. The penalties that may be imposed on employees for drug and alcohol abuse violations

Legal Reference:

EDUCATION CODE

- 44011 Controlled substance offense
- 44425 Conviction of controlled substance offenses as grounds for revocation of credential
- 44836 Employment of certificated persons convicted of controlled substance offenses
- 44940 Compulsory leave of absence for certificated persons
- 44940.5 Procedures when employees are placed on compulsory leave of absence
- 45123 Employment after conviction of controlled substance offense
- 45304 Compulsory leave of absence for classified persons

GOVERNMENT CODE

- 8350-8357 Drug-free workplace

UNITED STATES CODE, TITLE 20

- 7101-7165 Safe and Drug-Free Schools and Communities

UNITED STATES CODE, TITLE 21

- 812 Schedule of controlled substances

PUBLIC LAW 107-110

- 4111-4117 Safe and Drug Free Schools and Communities Act

CODE OF FEDERAL REGULATIONS, TITLE 21

- 1308.01-1308.49 Schedule of controlled substances

Appendix C

HEALTHY WORKPLACE AND HEALTHY FAMILIES ACT

Paid Sick Leave for Substitute and Temporary Employees

Under the *Healthy Workplace Healthy Families Act of 2014 (AB1522)*, a California law, non-bargaining unit employee of the Riverside County Office of Education will now be eligible to earn/accrue and use a limited amount of Paid Sick Leave. Non-bargaining unit employees include those employees who are substitutes and temporary employees. Such employees are not represented by the California School Employees Association (CSEA) or the Riverside County Office Teachers Association (RCOTA) and are not in Management, Confidential, or Supervisory positions. The Paid Sick Leave program became effective on July 1, 2015.

Q: Does the Paid Sick Leave apply to retirees?

A: The Paid Sick Leave law does not apply to retirees of the California Public Employees' Retirement System (CalPERS) that return to work without reinstatement. However, the Paid Sick Leave does apply to retirees of the California State Teachers' Retirement System (CalSTRS).

Q: When will I start accruing Paid Sick Leave?

A: Beginning July 1, 2015, if you work 30 days or more in the fiscal year, you will accrue Paid Sick Leave at the accrual rate of one (1) hour of Paid Sick Leave for every thirty (30) hours worked.

Q: When will I be eligible to use Paid Sick Leave?

A: Employees may begin using accrued sick leave on the 90th day of his or her employment with RCOE, calculated from January 1, 2015 or after, depending on when the employee was hired. For example, a substitute employee hired on January 1, 2015, will have reached the 90 days of employment at the end of March 2015, but would not have accrued any Paid Sick Leave yet. That part of the law starts July 1, 2015. Once the employee works 30 days in fiscal year 2015-2016, the employee will be able to accrue and use Paid Sick Leave. Another example, if a substitute employee was hired July 1, 2015, the employee will begin to earn Paid Sick Leave on the 30th day of actual work. That employee will not be able to use the Paid Sick Leave until after the 90th calendar day of employment, about September 28, 2015. Yes, it is complicated!

Q: What can I use Paid Sick Leave for?

A: Accrued Paid Sick Leave may only be used for absences due to the following:

1. The diagnosis, care, or treatment of an existing health condition of, or preventative care for the employee of his/her family member, as defined below
2. Need of the employee to obtain or seek relief or medical attention necessary for the health, safety, or welfare of the employee, or his/her child, when the employee has been a victim of domestic violence, sexual assault, or stalking

Appendix C (continued)

Q: What does “family member” mean?

A: For the purpose of Paid Sick Leave, family member is defined as follows:

1. A child, including biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands *in loco parentis*, regardless of age or dependency status of the child
2. A biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee’s spouse or registered domestic partner, or a person who stood *in loco parentis* when the employee was a child
3. A spouse
4. A registered domestic partner
5. A grandparent
6. A grandchild
7. A sibling

Q: How do I use Paid Sick Leave?

A: To use Paid Sick Leave the employee must have already have accepted a work assignment in advance. If the employee is going to be unable to come to work for one of the reasons noted above, the employee must call (951) 826-6357 and speak with the Absence Management System (AMS) Web Navigator. If the use of the sick leave is foreseeable, the employee shall provide advance notification as soon as possible. If the need is unforeseeable, the employee must call (951) 826-6357 and verbally report his/her absence to the AMS Web Navigator, but no later than two hours prior to the expected start of the work day. Personnel Services will report any approved Paid Sick Leave use to the Payroll Department. The employee may be required to provide a doctor’s note to verify the need for the absence.

Sick leave must be taken for no less than two (2) hours, not to exceed eight (8) hours in one day.

Q: How many hours of Paid Sick Leave accrual may I use per fiscal year?

A: Employees are eligible to use up to twenty-four (24) hours of accrued Paid Sick Leave per year.

Q: What happens if I don’t use my accrued Paid Sick Leave?

A: You will be allowed to carry over a maximum of forty-eight (48) hours of Paid Sick Leave to the next fiscal year. Any accrual in excess of forty-eight (48) hours will be lost.

Q: Where can I find my Paid Sick Leave accrual balance?

A: Your Paid Sick Leave balance will be shown on your paystub.

Q: How much will I be paid when I use Paid Sick Leave?

A: The rate of pay will be the substitute’s rate of pay for the position from which you are absent due to a qualified sick leave absence.

Appendix C (continued)

Q: How will my approved Paid Sick Leave hours be deducted from my balance?

A: The number of hours the assignment would have required on the date you are absent due to a qualified sick leave absence will be deducted from your balance.

Q: What will happen with my accrued Paid Sick Leave if I leave RCOE for another employer?

A: Employees are not eligible to be paid off for their unused Sick Leave when they leave RCOE employment. Also, accrued Paid Sick Leave may not be transferred to another employer.

Q: What will happen if I get reemployed at RCOE?

A: RCOE will keep your balance of accrued Paid Sick Leave on file for twelve (12) months after an employee separates from employment. If an employee is reemployed within twelve (12) months to a non-bargaining unit position, the balance of accrued Paid Sick Leave will be restored. If reemployment occurs after a separation of more than twelve (12) months, the balance of accrued Paid Sick Leave will not be reinstated.

Q: What happens to my accrued Paid Sick Leave, if I get employed in a bargaining unit position with RCOE?

A: Bargaining unit members are covered by the Collective Bargaining Agreement and the Education Code, which provide for more sick leave than is provided by the *Healthy Workplace and Healthy Families Act*. Accrued Paid Sick Leave earned as a substitute employee is not provided to the new bargaining unit employee.

Q: Who do I ask if I have more questions?

A: Please contact the Substitute Unit at (951) 826-6522.

Appendix D

PERSONNEL-ALL PERSONNEL

SUBJECT: Employee Use Of Technology

The County Board of Education and County Superintendent of Schools recognize that technology can enhance employee performance by improving access to and exchange of information, offering effective tools to assist in providing a quality instructional program, and facilitating communications with parents/guardians, students, and the community, supporting County Office of Education and school operations, and improving access to and exchange of information operations. The County Superintendent expects all employees to learn to use the available technological resources that will assist them in the performance of their job responsibilities. As needed, staff shall receive training in the appropriate use of these resources.

- (cf. 1113 - Web Sites)
- (cf. 4032 - Reasonable Accommodation)
- (cf. 4131 - Staff Development)
- (cf. 4231 - Staff Development)
- (cf. 4331 - Staff Development)
- (cf. 6163.4 - Student Use of Technology)

Employees shall be responsible for the appropriate use of technology and shall use the Riverside County Office of Education's technological resources only for purposes related to their employment. Such use is a privilege which may be revoked at any time.

- (cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)

Riverside County Office of Education technology systems exist to conduct the daily business of the County Office of Education in a cost-efficient and professional manner. Since the Riverside County Office of Education is a public agency and its information technology resources are paid for with tax dollars, those resources are not for personal use. Employees should be aware that computer files and communications over electronic networks, including e-mail and voice mail are not private. This technology should not be used to transmit confidential information about students, employees or county office affairs.

Online/Internet Services

The County Superintendent or designee shall ensure that all County Office of Education computers with Internet access have a technology protection measure that prevents access to visual depictions that are obscene or child pornography, and that the operation of such measures is enforced. The County Superintendent or designee may disable the

Adopted: 6-16-99
revised: 7-10-02
revised: 10-14-09

Appendix D (continued)

technology protection measure during use by an adult to enable access for bona fide research or other lawful purpose. (20 USC 7001; 47 USC 254)

To ensure proper use, the County Superintendent or designee may audit and monitor the County Office of Education's technological resources, including computers, software, Internet use, e-mail and voice mail systems, at any time without advance notice or consent. When passwords are used, they must be known to the County Superintendent or designee so that he/she may have system access.

All information stored on Riverside County Office of Education's computer and data-processing systems is the sole property of Riverside County Office of Education. It may contain sensitive, confidential information about students, employees, or County Office of Education affairs. All employees using information technology resources share in the responsibility of protecting this information from unauthorized access and dissemination.

The County Superintendent or designee shall establish administrative regulations and an Acceptable Use Agreement which outline employee obligations and responsibilities related to the use of technology. Employees who fail to abide by these regulations shall be subject to disciplinary action, revocation of the user account, and legal action as appropriate.

(cf. 4118 - Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

The Information Technology Services Division may establish guidelines and limits on the use of technological resources (i.e. e-mail, printers, software, etc.). Information Technology Services shall ensure that all employees using these resources receive copies of related policies, regulations and guidelines. Employees shall be asked to acknowledge in writing that they have read and understood these policies, regulations, guidelines and the County Office of Education's Acceptable Use Agreement.

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

Use of Cellular Phone or Mobile Communications Device

An employee shall not use a cellular phone or other mobile communications device for personal business while on duty, except in emergency situations and/or during scheduled work breaks.

Any employee that uses a cell phone or mobile communications device in violation of law, County Office of Education policy, or administrative regulation shall be subject to discipline and may be referred to law enforcement officials as appropriate.

Adopted: 6-16-99
revised: 7-10-02
revised: 10-14-09

Appendix D (continued)

Riverside County Office of Education

BP 4040

3 of 3

(cf. 3513.1 - Cellular Phone Reimbursement)
(cf. 3542 - School Bus Drivers)
(cf. 4156.3/4256.3/4356.3 – Replacing or Repairing Employee’s Property)

Legal Reference:

EDUCATION CODE

51870-51874 Education technology

52270-52272 Education technology and professional development grants

52295.10-52295.55 Implementation of Enhancing Education Through Technology grant program

GOVERNMENT CODE

3543.1 Rights of employee organizations

PENAL CODE

502 Computer crimes, remedies

632 Eavesdropping on or recording confidential communications

VEHICLE CODE

23123 Wireless telephones in vehicles

23125 Wireless telephones in school buses

UNITED STATES CODE, TITLE 20

6751-6777 Enhancing Education Through Technology Act, Title II, Part D, especially:

~~7004~~ 6777 Internet safety

UNITED STATES CODE, TITLE 47

254 Universal service discounts (E-rate)

CODE OF FEDERAL REGULATIONS, TITLE 47

54.520 Internet safety policy and technology protection measures, E-rate discounts

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>

Adopted: 6-16-99
revised: 7-10-02
revised: 10-14-09

Appendix E

Riverside County Office of Education
Board Policy 4119.11 Sexual Harassment, 4219.11, 4319.11

PERSONNEL - ALL PERSONNEL

SUBJECT: Sexual Harassment

The County Board of Education and the County Superintendent of Schools prohibit sexual harassment of employees and job applicants. The County Office of Education also prohibits retaliatory behavior or action against employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and the administrative regulation. This policy shall apply to all County Office of Education employees and, when applicable, to interns, volunteers, and job applicants.

(cf. 0410.3 - Nondiscrimination in Programs and Activities)
(cf. 4030 - Nondiscrimination in Employment)

The County Superintendent or designee shall take all actions necessary to ensure the prevention, investigation and correction of sexual harassment, including but not limited to:

1. Providing periodic training to all staff in accordance with law and administrative regulation regarding the County Office of Education's sexual harassment policy, particularly the procedures for filing complaints and employees' duty to use the County Office of Education's complaint procedures in order to avoid harm.

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

2. Publicizing and disseminating the County Office of Education's sexual harassment policy to staff.

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

3. Ensuring prompt, thorough and fair investigation of complaints.

4. Taking timely and appropriate corrective/remedial actions after completion of investigation. This may require interim separation of the complainant and the alleged harasser, and subsequent monitoring of developments.

All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or to take other subsequent necessary actions. (2 CCR 11023)

Any employee or job applicant who feels that he/she has been sexually harassed, or who has knowledge of any incident of sexual harassment by or against another employee, a job applicant or a student, shall immediately report the incident to his/her supervisor, the site administrator, other administrator or County Superintendent. A supervisor, principal, or other administrator who receives a harassment complaint shall promptly notify the County Superintendent or designee. Complaints of sexual harassment shall be filed in accordance with AR 4031 - Complaints

Adopted June 16, 1999
Revised November 8, 2017

Appendix E (continued)

***Riverside County Office of Education
Board Policy 4119.11 Sexual Harassment, 4219.11, 4319.11***

Concerning Discrimination in Employment.

(cf. 4031 - Complaints Concerning Discrimination in Employment)

An employee may bypass his/her supervisor in filing a complaint where the supervisor is the subject of the complaint.

Any employee who engages or participates in sexual harassment, or who aids, abets, incites, compels or coerces another to commit sexual harassment against an employee, job applicant or student, is in violation of this policy and is subject to disciplinary action, up to and including dismissal.

(cf. 4117.4 - Dismissal)

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

GOVERNMENT CODE

12900-12996 Fair Employment and Housing Act

12940 Prohibited discrimination

12950.1 Sexual harassment training

LABOR CODE

1101 Political activities of employees

1102.1 Discrimination: sexual orientation

CODE OF REGULATIONS, TITLE 2

7287.8 Retaliation

CODE OF REGULATIONS, TITLE 5

4900-4965 Non-discrimination in elementary and secondary education programs receiving state financial assistance

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964

UNITED STATES CODE, TITLE 42

2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

UNITED STATES CODE, TITLE 42

2000h-2-2000h-6 Title IX, 1972 Education Act Amendments

CODE OF FEDERAL REGULATIONS, TITLE 34

106.9 Dissemination of policy

COURT DECISIONS

Department of Health Services v. Superior Court of California, (2003) 31 Cal.4th 1026

Faragher v. City of Boca Raton, (1998) 118 S.Ct. 2275

Burlington Industries v. Ellreth, (1998) 118 S.Ct. 2257

Gebser v. Lago Vista Independent School District, (1998) 118 S.Ct. 1989

Oncale v. Sundowner Offshore Serv. Inc., (1998) 118 S.Ct. 998

Adopted June 16, 1999

Revised November 8, 2017

Appendix E (continued)

Riverside County Office of Education

Board Policy 4119.11 Sexual Harassment, 4219.11, 4319.11

Juarez v. Ameritech Mobile Systems, (N.D. Ill.) 746 F.Supp. 798
Dornhecker v. Malibu Grand Prix Corp., (5th Cir. 1987) 828 F.2d. 307
Meritor Savings Bank, FSB v. Vinson et al., (1986) 447 U.S. 57

Management Resources:

OFFICE OF CIVIL RIGHTS AND NATIONAL ASSOCIATION OF ATTORNEYS GENERAL
Protecting Students from Harassment and Hate Crime, January, 1999

WEB SITES

EEOC: <http://www.eeoc.gov>

OCR: <http://www.ed.gov/offices/OCR>

Adopted June 16, 1999
Revised November 8, 2017

Appendix F



Absence Management

SIGNING IN

Type aesoponline.com in your web browser's address bar or go to app.frontlineeducation.com if you have a Frontline Account.

The Sign In page will appear. Enter your ID/username and PIN/password and click **Sign In**.

RECOVERING CREDENTIALS

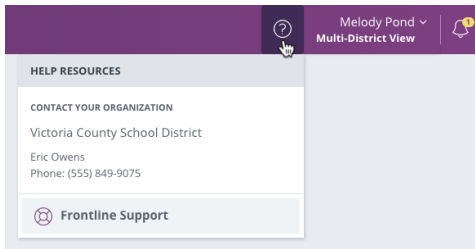
If you cannot recall your credentials, use the recovery options or click the **“Having trouble signing in?”** link for more details.

SEARCHING FOR AVAILABLE JOBS

You can review available jobs directly on the homepage. These potential jobs appear in green on the calendar and in list form under the “Available Jobs” tab.

To accept a job, click the **Accept** button beside the absence (or click **Reject** to remove a job from the list).

| Date | Time | Duration | Location | Filter |
|----------------|--------------------|----------|--|---|
| Barker, Bob | | | | <input type="button" value="Reject"/> <input type="button" value="Accept"/> |
| Mon, 4/30/2018 | 11:00 AM - 6:00 PM | Full Day | Victoria County School District Victoria County Community Schools | |



GETTING HELP AND TRAINING

If you have questions, want to learn more about a certain feature, or want more information about a specific topic, click **Help Resources** and select **Frontline Support**. This opens a knowledge base of help and training materials.

ACCESSING ABSENCE MANAGEMENT ON THE PHONE

In addition to web-based, system accessibility, you can also find and accept available jobs, manage personal information, change your PIN number, and more, all on the phone.

When You Call into Absence Management

To call, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

When calling the Absence Management system, you can:

- Find available jobs – **Press 1**
- Review or cancel upcoming jobs – **Press 2**
- Review or cancel a specific job – **Press 3**
- Review or change your personal information – **Press 4**

When the Absence Management System Calls You

If an available job has not been filled by another substitute two days before the absence is scheduled to start, the system will automatically begin to call substitutes and try to fill the job.

Keep in mind, when the system calls you, it will call about one job at a time, even if you're eligible for other jobs. You can always call in (see "When You Call into Absence Management" section above) to hear a list of all available jobs.

Note: When the system calls, be sure to say a loud and clear "Hello" after answering the call. This will ensure that the system knows you picked up the call.

When you receive a call, you can:

- Listen to available jobs – **Press 1**
- Prevent Absence Management from calling again today – **Press 2**
- Prevent Absence Management from ever calling again – **Press 9**

If you are interested in the available job, **Press 1**. You will be asked to enter your PIN number (followed by the # sign). The Absence Management system will list the job details, and you will have the opportunity to accept or reject the job.



