



# **SUBSTITUTE EDUCATIONAL ASSISTANT HANDBOOK**

**2017-2018**

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## **WELCOME**

As a substitute education assistant in Robbinsdale Area Schools, you are a very important person. Whether your stay is short or continues over a long period of time, each time you enter a school you are responsible for the most important product we have in this district - our students.

**PLEASE NOTE THAT this handbook provides information for your convenience only and is not intended as legal advice or a contract. Nothing in this handbook establishes a contract or promise of employment or of specific terms of employment between you and the School District. Robbinsdale Area Schools reserves the right to unilaterally modify, revoke, suspend, terminate or change any of the information in this handbook in whole or in part, at any time, with or without notice.**

## **QUALIFICATIONS AND REQUIREMENTS**

There are seven general requirements for education assistants in this district.

1. Online application and availability form for substitute education assistants.
2. W-4 federal withholding tax form.
3. I-9 Employment Eligibility Verification form.
4. On-line background check required
5. Three letters of recommendation
6. Direct deposit form along with a voided check.
7. Mandatory Training Information– requires substitutes to view videos and or/or receive information on Blood-borne Pathogens, Child Abuse and Neglect and Sexual Harassment in the Work Place

If you wish to sign up as a substitute health assistant, you must have current first aid and CPR certificates. You will be required to attend an in-service facilitated by our health coordinator.

## **EQUAL OPPORTUNITY EMPLOYER**

Independent District 281, Robbinsdale Area Schools, is an equal opportunity employer, complies with applicable federal and state laws prohibiting discrimination, including Title IX of the education amendments of 1972 and section 504 of the Rehabilitation Act of 1973. It is the policy of the school board that no person, on the basis of race, color, creed, religion, national origin, sex, marital status, disability, status with regard to public assistance, and age, shall be discriminated against in employment, educational programs and activities, or admissions. Inquiries or complaints may be addressed to the superintendent or the executive director of human resources at the Education Service Center.

## **NONDISCRIMINATION POLICY**

Robbinsdale Area Schools is committed to a policy of nondiscrimination. We will not discriminate in any matters concerning staff, students, education programs and services and persons with whom the board does business.

In addition to compliance with all federal and state laws, the school district shall consider discrimination to be any overt or covert behavior that excludes participation in or denies the benefits derived from any education program or employment opportunity based on race, color, creed, religion, national origin, sex, sexual orientation, marital status, disability, status with regard to public assistance and age.

In keeping with the school district's commitment and the requirements of law, the school district will establish and maintain a program designed to identify, remediate and prevent discrimination in employment, assignment and promotion of personnel; in education programs, services and opportunities offered students and staff, in location and use of facilities; and in education materials.

Contact Information: Stephanie Crosby, Executive Director of Human Resources, is the designated coordinator under Title IX of the Education Amendments of 1972 (nondiscrimination on the basis of sex in education programs and activities, including employment and admission). She is responsible for coordinating district efforts to comply with Title IX, including investigation of complaints alleging noncompliance or alleging any actions prohibited by Title IX.

John Neumann is the designated coordinator under Section 504 of the Rehabilitation Act of 1973 (nondiscrimination on the basis of handicap including admission, treatment or access to programs and activities, including employment in its programs or activities). He is responsible for coordinating district efforts to comply with Section 504.

Inquires may be directed to: Stephanie Crosby at 763-504-8014, or John Neumann at 763-504-8015, Robbinsdale Area Schools, 4148 Winnetka Ave., N., New Hope, MN 55427.

### **SEXUAL, RELIGIOUS, RACIAL HARASSMENT, VIOLENCE AND OFFENSIVE BEHAVIOR POLICY**

It is the policy of Robbinsdale Area Schools that no employee or student of the district shall be subjected to offensive or degrading remarks or conduct. Such behavior includes inappropriate remarks or conduct related to an employee's or student's race, color, creed, religion, national origin, sex, sexual orientation, marital status, disability, age, status with regard to public assistance or membership or activity in a local commission dealing with discrimination. Offensive behavior prohibited by this policy also includes but is not limited to engaging in illegal, immoral or unethical conduct or retaliation for making a complaint.

One specific kind of illegal behavior is sexual harassment. Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement, or of a student's education or participation in school programs or activities;

2. Submission to or rejection of such conduct by an employee or student is used as the basis for decisions affecting that individual's employment or education;
3. Such conduct has the purpose or effect of unreasonably interfering with an employee's or student's performance or creating an intimidating, hostile or offensive work or learning environment.

Employees, students and citizens should understand that this policy applies to each and every student, employee and citizen of the school district, including all full-time, part-time and temporary employees.

Each employee, student and citizen must operate with total integrity to create an environment free of discrimination and other inappropriate behaviors. Each supervisor shall be responsible for promoting understanding and acceptance of and ensuring compliance with state and federal laws and board policy and procedures governing offensive behavior and sexual harassment within his or her school or office.

Disciplinary action: Offensive behavior will be cause for immediate and strict disciplinary action up to and including discharge for staff and up to and including expulsion of students.

Reports of violation may be directed to: School principal or Stephanie Crosby, Executive Director of Human Resources, 763-504-8014.

## **PROFESSIONAL ETHICS**

In your role as a substitute education assistant, you may have access to student records and reports. Many records are of a confidential nature and are maintained in order to provide information for the professional staff on child development. All such materials should be handled in a confidential manner.

Substitute education assistants are responsible for knowing the principles of child development, accepted techniques, educational programs, and the rules and regulations of District 281. These two latter areas can be fulfilled by knowing the information contained in this handbook and by learning as much as you can about the individual schools in which you accept substitute assignments.

As a substitute education assistant traveling from school to school, you will observe many styles of teaching. We hope you understand that not all teachers teach in the same manner. Please make every effort to carry on the program of the regular teacher or other staff you are working with and to fit in with the schedule.

Although it is a prerogative seldom used, we reserve the right to terminate the employment of a substitute education assistant for any or no reason at all. Reasons for such action might include lack of initiative, frequent unavailability, unsatisfactory work, and inability to arrive at work on time or undue difficulty with discipline.

## **INJURIES ON THE JOB – WORKERS' COMPENSATION**

Injured employees must immediately notify supervisor of injury. Emergency medical needs that have resulted from the injury should be taken care of immediately. A supervisor may send the employee to a physician for medical attention. A list of district designated medical clinics and a Physician's Statement is available from the supervisor. The injured employee may elect to see his/her own physician. The employee must return the Physician's Statement form to his/her supervisor immediately following medical treatment.

When the employee returns from the doctor. The employee should immediately complete an Employee Accident/Exposure Incident Report on the district intranet website ([www.intra.rdale.org](http://www.intra.rdale.org)); click on Employee Resources, click on Health and Safety, click on Report an Employee Accident, then click on Submit Accident Report. An Employee Accident/Exposure Incident Report may also be completed through the Facilities Work Request on the Novell Applications menu (Health and Safety). Click on Report an accident, read the highlighted instructions to log on line. Enter all information requested and follow the steps to submit the report.

For assistance completing the report, contact your supervisor. For further assistance, call the Benefits Office at 763-504-8018. The report should be completed by the injured/affected employee. If necessary, another employee can complete the report with the assistance of the injured/affected employee.

### **Light Duty/Return to Work**

Employees who have medical limitations on their ability to return to work may be assigned to alternate light duty tasks or other duties. These assignments will continue only for the duration of the medical limitation. Assignments will be made through human resources, Workers' Compensation or administrative staff.

## **DRUG FREE/ALCOHOL FREE WORKPLACE**

It is the policy of Robbinsdale Area Schools, in compliance with the Federal Drug-Free Workplace Act of 1988, that the district will maintain a drug-free/alcohol-free workplace to ensure the health and welfare of all district employees and the public.

## **TOBACCO FREE ENVIRONMENT**

Robbinsdale Area Schools is committed to promoting a healthy lifestyle for its students, staff and visitors. The district recognizes that the use of tobacco is a health risk and therefore is an issue of concern for parents, community and law enforcement officials. Reduction of tobacco use requires cooperation, support and effort by all groups. The district has a responsibility to comply with the *Minnesota Clean Indoor Air Act* and Minnesota law governing the sale of tobacco to and use by minors and will, therefore, act to regulate smoking in concert with Minnesota law to de-emphasize the desirability of smoking. The district policy for a tobacco-free environment states that no person or student may smoke or use tobacco product at any time, in any building or upon any grounds and parking lots, which are owned or occupied by the school district. This

includes any location or facility during school district-sponsored activities or events regardless of the location and in any vehicle owned or leased by the school district.

### **WEAPONS**

Employees who obtain permits can lawfully store weapons in a car in district parking areas. Concealed-carry by permit is not allowed in school district buildings, schools, school buses and or school grounds. Upon arriving on district premises, the permit holder must secure his/ her weapon inside the vehicle before entering district buildings/grounds as noted above.

### **TELEPHONE USE**

Personal phone calls during classroom or work hours should not be acknowledged. Cell phones should be turned off at work, unless specific arrangements have been made with the supervisor. Classes and work time should not be disrupted for personal calls except for emergency situations. Emergency personal long distance calls must be made with the use of your own personal long distance card.

### **USE OF SOCIAL MEDIA**

The District recognizes the importance of online social media as a communication and e-learning tool. Toward that end, the District provides social media tools and District approved technologies to promote and enhance collaborative learning and communication.

- A. The use of social media is subject to all provisions in the Network/Internet Acceptable Use and Safety Policy.
- B. Public social media networks outside of those sponsored by the District may not be used for classroom instruction without prior authorization of the Executive Director of Technology.
- C. The line between professional and personal relationships is often blurred within the context of social media. When employees choose to join or engage with District students, families or fellow employees in a social media context that exists outside those approved by the District, they must maintain their professionalism as District employees and will take responsibility for addressing inappropriate behavior or activity on these networks including requirements for mandatory reporting.

The District may use social media to effectively communicate with the general public.

### **CALLING PROCEDURE**

Please refer to the *Absence and Substitute Management* sheet given to you during orientation by the substitute coordinator, Erica Strand, 763-504-8019.

If for any reason you must cancel a job please do so immediately through the Aesop substitute calling system, so another replacement might be found. If for any reason you must cancel a job

on the same day as the assignment, you must cancel no less than one hour prior to the absence start time. Any cancellations less than one hour before the absence begins must be made by contacting either the school secretary at the location of assignment or contacting the help desk at 763-504-8019. Either way a call to the school's secretary needs to be made notifying her of the cancellation. *Repeatedly canceling assignments will affect your overall sub status with the district.*

### **PHOTO ID – SECURITY**

All employees of the school district shall be required to wear a photographic identification in plain sight on their persons whenever they are on duty. Photo ID's will be created during orientation and given once hired. In order to provide for the safety and security of students and staff, all visitors shall be required to register their presence with the school office and to wear an official identification badge in plain sight on their person while they are present during the school day. Badges are to be turned in upon leaving the district. Replacement photo IDs can be obtained by calling to set up an appointment, 763-504-8019.

### **PROCEDURES FOR THE DAY**

Unless you have received a late morning call, you are expected to arrive at your assigned school on time. Without sufficient notice to the schools, a substitute arriving more than an hour late stands the risk of losing his/her assignment to substitute education assistant. Continued tardiness will result in no longer being called to be a substitute education assistant.

Please report directly to the principal's office and sign in with the principal's secretary or the person in charge. If you do not have a time card, ask the office secretary for one and be sure to have it signed for actual hours worked at the end of each daily assignment.

Find out where your assignment or station is and go there immediately to familiarize yourself with your duties. If you did not receive assignment directions at the principal's office and find none in the room, please tell the principal or assistant principal immediately.

Many of your questions might be answered for you by the classroom teacher, other staff members or by the department chairperson.

### **\*\*IMPORTANT PLEASE NOTE\*\***

If you do not have a job number for an assignment, you are not guaranteed a job for the day. If your assignment is in question for a particular day, please contact the help desk immediately at 763-504-8019.

### **IN THE CLASSROOM**

Information needed to carry on your assignment should be available to you when you arrive at your station. When directions or specific instructions are at your disposal, we request that you follow those as closely as possible.

Familiarize yourself with special schedules; recess schedule, bell schedule, bus schedules, fire and civil defense drill information and instructions to follow in case of accident or illness of pupils. These are some of the many responsibilities that may be included in your assignment.

A dignified, business-like, sensitive, warm and respectful attitude toward students usually merits the respect an education assistant deserves. If your assignment is in the time-out room, there may be students who become major discipline problems and/or disrupt the atmosphere to the extent that you cannot carry on your duties, please know the procedure to use in contacting an administrator to have that student removed.

You may send a student from the room only after you first contact an administrator by inter-school phone and complete the proper referral form. In all other situations, you are expected to handle routine discipline problems and any other abnormal behavior that is exhibited by students.

### **AT THE END OF THE DAY**

The end of assignment time is provided on the job posting on *Absence Management*. At the end of the assignment, be sure to leave a comprehensive report for the regular staff person, indicating the work you covered and any problems you encountered. Positive statements regarding your assignment will also be appreciated. Leave your work area in an orderly fashion.

When you have completed your work, check out with the school secretary. Be sure to have your time card signed by an office secretary or a teacher before you leave. Return all packets or forms received at the beginning period of your assignment to the office secretary. Any keys and/or key cards **must** be returned to the office at the end of each day.

If there is need to contact the staff education assistant about any specific information, obtain the staff education assistant's telephone number from the school secretary.

Ask if your services will be required again for the following day.

### **SCHOOL POLICIES**

These general policies are very important. They pertain to all school buildings. Individual schools will also have more specific and detailed policies that you should know if you continue to work as a substitute education assistant.

1. Materials and supplies should be used with discretion, properly cared for during the day and left in orderly fashion at the end of the day.
2. If a person not connected with the school wants information about a child or permission to take a child from the room, refer that person to the principal's office and alert the office by inter-school phone. Under no circumstances should a child be released without permission by the principal.
3. Substitute education assistants may not keep students after school without the principal's approval.

4. In the event of major discipline problems, call the principal or assistant principal immediately. Physical contacts is discouraged and at no time are you to administer corporal punishment.
5. All cases of accident or illness are to be reported immediately to the school office. No medicine may be administered to the students unless this is your specific assignment and you have the proper forms in the health office.
6. Information concerning students which may be confidential in nature should be kept confidential by the substitute education assistants.

### **SCHOOL EMERGENCY PROCEDURES**

Emergency procedures should be posted in or near each classroom. Substitutes should review the procedures and use them as a guide in case of emergency.

# Robbinsdale Area Schools

## Classroom Emergency Procedures

### EMERGENCY COMMUNICATION

1. Call the building office quickly at \_\_\_\_\_.
  2. Call 9-911 from your classroom phone. Stay on the line with the dispatcher for instructions.
  3. Office staff will call ESC at x8000 or 763-504-8000.
  4. Refer news media to principal, building manager or district public relations at x8029 or 763-504-8029.
- 

#### **Assault – Fight**

1. Intervene in appropriate ways to stop fight.
2. Call for help.
3. Call health staff if there are injuries.
4. Secure area. May need partial lockdown in area. See lockdown procedures.
5. May need to call 9-911. See communication procedures above.

#### **Biological Incident**

1. Isolate exposed occupants.
2. Follow communication procedures above.

#### **Bomb or Terroristic Threat**

1. Listen to caller closely.
2. Keep caller talking; ask questions like “Where is the bomb?”
3. Dial \*69 to trace call
4. Follow communication procedures above.

#### **Chemical Release – Inside**

1. Evacuate area.
2. Follow communication procedures above.
3. Seal area.
4. May need to follow evacuation procedures.
5. Wait for further instructions.

#### **Chemical Release – Outside**

1. Follow reverse evacuation procedures.
2. Follow communication procedures above.
3. Notify custodian to shut down HVAC system.
4. Close windows and doors.

#### **Demonstration – Disturbance**

1. Follow external threat lockdown procedures if the demonstration becomes a threat to school safety.

#### **Fire**

1. Follow evacuation and communication procedures.

#### **Intruder**

1. Ask politely to come with you to office.
2. If intruder refuses, try to escort intruder to exit.
3. If threatening or weapon present, follow communications and internal threat lockdown procedures.

#### **Serious or Fatal Injury**

1. Follow communication and internal threat lockdown procedures.
2. Contact health staff.

#### **Shooting – Inside**

1. Follow communication and internal threat lockdown procedures.

#### **Shooting – Outside**

1. Follow reverse evacuation procedures or make yourself compact. Take cover from the shooter.
2. Follow communication and external threat lockdown procedures.

# Robbinsdale Area Schools

## Elementary Schools

1. **FAIR School Crystal**  
3915 Adair Ave N  
Crystal, MN 55422  
(763) 971-4500  
[fair.rdale.org](http://fair.rdale.org)
2. **FAIR School at Pilgrim Lane**  
3725 Pilgrim Lane North  
Plymouth MN 55441  
763-504-8400  
[fair.rdale.org](http://fair.rdale.org)
3. **Forest Elementary**  
6800 47th Avenue North  
Crystal, MN 55428  
763-504-7900  
[foe.rdale.org](http://foe.rdale.org)
4. **Lakeview Elementary**  
4110 Lake Drive North  
Robbinsdale, MN 55422  
763-504-4100  
[lve.rdale.org](http://lve.rdale.org)
5. **Meadow Lake Elementary**  
8525 62nd Avenue North  
New Hope, MN 55428  
763-504-7700  
[mle.rdale.org](http://mle.rdale.org)
6. **Neill Elementary**  
6600 Medicine Lake Road  
Crystal, MN 55427  
763-504-7400  
[ene.rdale.org](http://ene.rdale.org)
7. **Noble Elementary**  
2601 Noble Avenue North  
Golden Valley, MN 55422  
763-504-4000  
[noe.rdale.org](http://noe.rdale.org)
8. **Northport Elementary**  
5421 Brooklyn Boulevard  
Brooklyn Center, MN 55429  
763-504-7800  
[npe.rdale.org](http://npe.rdale.org)
9. **Robbinsdale Spanish Immersion School (RSIS)**  
8808 Medicine Lake Road  
New Hope, MN 55427  
763-504-4400  
[rsi.rdale.org](http://rsi.rdale.org)
10. **Sonnesyn Elementary**  
3421 Boone Avenue North  
New Hope, MN 55427  
763-504-7600  
[see.rdale.org](http://see.rdale.org)
11. **School of Engineering and Arts Elementary at Olson (SEA)**  
1751 Kelley Dr.  
Golden Valley, MN 55427  
763-504-7200  
[sea.rdale.org](http://sea.rdale.org)
12. **Zachary Lane Elementary**  
4350 Zachary Lane N.  
Plymouth, MN 55442  
763-504-7300  
[zle.rdale.org](http://zle.rdale.org)

## Middle Schools

13. **Plymouth Middle School**  
10011 36th Avenue North  
Plymouth, MN 55441  
763-504-7100  
[pms.rdale.org](http://pms.rdale.org)
14. **Robbinsdale Middle School**  
Robbinsdale Area Learning Campus  
3730 Toledo Avenue North  
Robbinsdale, MN 55422  
763-504-4800  
[rms.rdale.org](http://rms.rdale.org)
15. **Sandburg Middle School**  
2400 Sandburg Lane  
Golden Valley, MN 55427  
763-504-8200  
[sms.rdale.org](http://sms.rdale.org)

## High Schools

16. **Robbinsdale Armstrong High School**  
10635 36th Avenue North  
Plymouth, MN 55441  
763-504-8800  
[ahs.rdale.org](http://ahs.rdale.org)
17. **Robbinsdale Cooper High School**  
8230 47th Avenue North  
New Hope, MN 55428  
763-504-8500  
[chs.rdale.org](http://chs.rdale.org)



**ROBBINSDALE**  
Area Schools

Individual focus. Infinite potential.

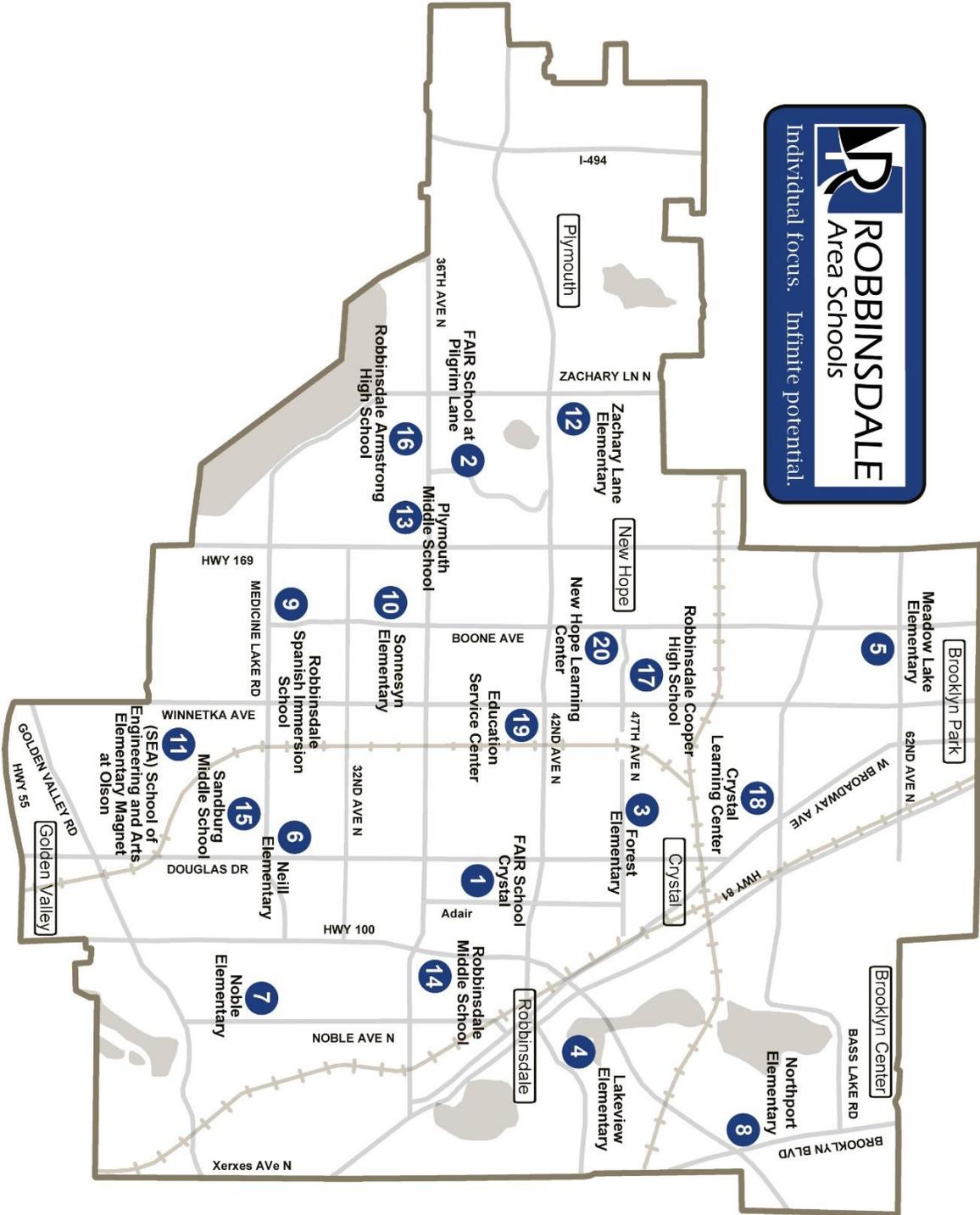
## BUILDING ADDRESSES

## Learning and Service Centers

18. **Crystal Learning Center**  
305 Willow Bend  
Crystal, MN 55428  
763-504-8300
19. **Education Service Center**  
4148 Winnetka Avenue North  
New Hope, MN 55427  
763-504-8000 (Main Switchboard)  
763-504-8107 (Transportation)
20. **New Hope Learning Center**  
8301 47th Avenue North  
New Hope, MN 55428  
763-504-4160

Revised 6-9-2017

# DISTRICT MAP



**ROBBINSDALE**  
Area Schools

Individual focus. Infinite potential.

## **GENERAL EMPLOYMENT INFORMATION**

Assignment to the substitute education assistant list is completed annually. Once you have interviewed for a substitute education assistant position and have worked in the district in that capacity, you will again be contacted during June to ascertain whether or not you want to return the following year. You must reply or you will not be considered as an active substitute. Your PIN number remains the same, if you return in the fall for the new school year. However, at any point during the year, the District reserves the right to terminate your employment for any reason or no reason at all.

Substitute education assistants are paid every other Friday (see page 14 for pay dates.) To access personal salary information please refer to page 15.

School closing announcements, it is the substitute's responsibility to check when the weather or other circumstances make it necessary for late starts or cancellations. Information will be announced on the District's web site at [www.rdale.org](http://www.rdale.org), WCCO radio 830 AM, and WCCO-TV channel 4. To receive school closing announcements via e-mail, sign up for the eNews subscriber service at [www.rdale.org](http://www.rdale.org). Please note substitute work is not guaranteed, days were school cancellations occur all jobs will be cancelled.

Federal and state taxes and social security are withheld from the substitute education assistant's salary. Each substitute educational assistant is covered by worker's compensation and by the district liability insurance to a maximum of \$3,000,000.

## **SUBSTITUTE EDUCATION ASSISTANT PAY**

All new substitute education assistants will be paid \$12.59 per hour. Substitute education assistants who have worked in the district in prior years will be held harmless and continue to be paid at their current hourly rate if greater than \$12.59 per hour.

Breaks: one fifteen minute break for every 4 consecutive hours worked.

Lunch: thirty minute unpaid lunch break if scheduled for 5 consecutive hours or more.

Benefits and Leaves: substitutes are not entitled to benefits, sick leave, vacation, or holidays.

School Closings: If students are dismissed from school for all or part of the school day for an unexpected emergency, substitute education assistants who have reported to work will be paid for all the hours scheduled to work that day.

Overtime: all substitutes will be paid time and one half for all time worked in excess of 40 hours per week.

Workshops: substitutes can participate in workshops on a voluntary basis after receiving prior approval from Human Resource Department. During training, substitutes will be paid at the regular rate.

Building Schedules: the building principal may reassign a substitute to duties other than those originally assigned.

Complaints: complaints are to be submitted directly to the Human Resource Department. Substitutes are encouraged to discuss complaints with the building principal or program director.

### SCHOOL CALENDAR FOR 2016-2017

|  |                                   |
|--|-----------------------------------|
| Labor Day – no school                  | September 4, 2017                 |
| First day of school                    | September 5, 2017                 |
| Teacher’s Convention – no school       | October 19-20, 2017               |
| Staff development – no school          | November 7, 2017                  |
| Thanksgiving – no school               | November 22-24, 2017              |
| Winter Break – no school               | December 22, 2017-January 5, 2018 |
| School resumes                         | January 8, 2018                   |
| Martin Luther King Jr, Day – no school | January 15, 2018                  |
| Staff development – no school          | January 22, 2018                  |
| President’s Day – no school            | February 19, 2018                 |
| Spring Break – no school               | March 26 – March 30, 2018         |
| Compensatory day – no school           | April 2, 2018                     |
| Memorial Day – no school               | May 28, 2018                      |
| Last day of school                     | June 6, 2018                      |
| Commencement (Armstrong & Cooper)      | June 7, 2018                      |
| Compensatory day – no school           | June 8, 2018                      |

### 2016-2017 SUBSTITUTE PAY DATES

| Pay Date           | Inclusive of:         |                      |
|--------------------|-----------------------|----------------------|
|                    | Week 1                | Week 2               |
| September 8, 2017  | Aug. 14-18, 2017      | Aug. 21-25, 2017     |
| September 22, 2017 | Aug. 28- Sep. 1, 2017 | Sep. 4-8, 2017       |
| October 6, 2017    | Sep. 11-15, 2017      | Sep. 18-22, 2017     |
| October 20, 2017   | Sep. 25-29, 2017      | Oct. 2-6, 2017       |
| November 3, 2017   | Oct. 9-13, 2017       | Oct. 16-20, 2017     |
| November 17, 2017  | Oct. 23-27, 2017      | Oct. 30-Nov. 3, 2017 |
| December 1, 2017   | Nov. 6-10, 2017       | Nov. 13-17, 2017     |
| December 15, 2017  | Nov. 20-24, 2017      | Nov. 27-Dec. 1, 2017 |
| December 29, 2017  | Dec. 4-8, 2017        | Dec. 11-15, 2017     |
| January 12, 2018   | Dec. 18-22, 2017      | Dec. 25-29, 2017     |
| January 26, 2018   | Jan. 1-5, 2018        | Jan. 8-12, 2018      |
| February 9, 2018   | Jan. 15-19, 2018      | Jan. 22-26, 2018     |
| February 23, 2018  | Jan. 29-Feb. 2, 2018  | Feb. 5-9, 2018       |
| March 9, 2018      | Feb. 12-16, 2018      | Feb. 19-23, 2018     |
| March 23, 2018     | Feb. 26-Mar. 2, 2018  | Mar. 5-9, 2018       |
| April 6, 2018      | Mar. 12-16, 2018      | Mar. 19-23, 2018     |

|                |                  |                      |
|----------------|------------------|----------------------|
| April 20, 2018 | Mar. 26-30, 2018 | Apr. 2-6, 2018       |
| May 4, 2018    | Apr. 9-13, 2018  | Apr. 16-20, 2018     |
| May 18, 2018   | Apr. 23-27, 2018 | Apr. 30- May 4, 2018 |
| June 1, 2018   | May 7-11, 2018   | May 14-18, 2018      |
| June 15, 2018  | May 21- 25, 2018 | May 28-Jun. 1, 2018  |
| June 29, 2018  | Jun. 4-8, 2018   | Jun. 11-15, 2018     |

### **SKYWARD EMPLOYEE ACCESS**

As part of our district’s technology plan, we have been pursuing strategies and implementing new technologies and systems which use the internet to deliver information and content securely to our students, parents and staff. In cooperation with Human Resources, we are implementing a new internet portal system to allow staff real-time secure access to their HR and payroll information. You can get to this site from work, home, or anywhere you have access to an internet browser.

This system is called Skyward Employee Access. It is an exciting new module being made available by our transition to the Skyward Financial PAC product. It will allow employees to look up their own up-to-date INDIVIDUAL information through a secure user ID and password. This module has been in use by other school districts on Skyward PAC for four years and the employee response has been overwhelmingly positive. They love having the access to their data in an easy convenient format.

Information at this time includes:

- Calendar YTD earnings
- Continuing education clock hours for teachers
- Demographic Information
- Emergency Contact information that YOU CAN UPDATE
- Fiscal YTD earnings
- Paychecks
- Paydays
- Personnel information
- Report Options - Generates a report for loan applications
- Sub tracking information
- Time off
- W2 and W4 information

All those listed above are available on printable screens.

This system is available at the following site: <http://skyward.rdale.org>

\* Login and Password should already be active when you receive your Welcome Letter from AESOP.

\*\* Skyward Employee Access Login: (first name\_last name)  
Temporary Password: rdale



