

# **SUBSTITUTE TEACHER HANDBOOK**



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Please retain this information for your records. Updated versions may be located at

[http://hr.dpsk12.org/Substitutes/SUBSTITUTE\\_TEACHER\\_HANDBOOK.doc](http://hr.dpsk12.org/Substitutes/SUBSTITUTE_TEACHER_HANDBOOK.doc)

Revised: October 2, 2007



## **IMPORTANT/DISCLAIMER**

**THIS HANDBOOK IS NOT A CONTRACT OF EMPLOYMENT OR AN OFFER FOR A CONTRACT OF EMPLOYMENT. IT IS NOT A PROMISE OF EMPLOYMENT FOR ANY LENGTH OF TIME OR UNDER ANY PARTICULAR CONDITIONS.**

**ALL SUBSTITUTE TEACHERS ARE EMPLOYED AT-WILL, AND EMPLOYMENT MAY BE TERMINATED BY EITHER PARTY AT ANY TIME, WITH OR WITHOUT CAUSE.**

**DENVER PUBLIC SCHOOLS RESERVES THE RIGHT TO AMEND OR ABOLISH THIS HANDBOOK, IN WHOLE OR IN PART, AT ANY TIME, WITH OR WITHOUT PRIOR NOTICE.**

**THIS HANDBOOK SUPERCEDES ANY PREVIOUSLY ISSUED SUBSTITUTE TEACHER HANDBOOK(S), AND EFFECTIVE October 2, 2007 THE PROVISIONS OF ANY SUCH PREVIOUSLY ISSUED HANDBOOK(S) ARE NULL, VOID, AND OF NO EFFECT.**

**NO EMPLOYEE OR REPRESENTATIVE OF DENVER PUBLIC SCHOOLS, OTHER THAN THE SUPERINTENDENT ACTING WITH BOARD AUTHORIZATION, HAS THE AUTHORITY TO OFFER OR PROMISE EMPLOYMENT FOR ANY LENGTH OF TIME OR UNDER ANY PARTICULAR CONDITIONS, AND ANY SUCH OFFER MUST BE IN WRITING AND SIGNED BY THE SUPERINTENDENT.**

**DENVER PUBLIC SCHOOLS  
DEPARTMENT OF HUMAN RESOURCES  
SUBSTITUTE TEACHER SYSTEM**

**ASSIGNMENT CALLS**

Assignments are made through the Substitute Employee Management System (SEMS). Substitute teachers will be called when needed, usually from **5:00 AM to 11:30 AM** and **5:00 PM to 9:30 PM**. Substitute teachers may, however, receive a call at any time during school hours as requests for substitutes come in. To avoid delay, substitute teachers are asked to answer the telephone themselves during the early morning hours. Please call the system to make yourself unavailable if you cannot accept an assignment. The telephone number for SEMS is 720-423-3231.

Substitute teachers can also call into SEMS as a way of securing assignments. The best time to call in to secure assignments is when SEMS is NOT calling out (call-out times, from **5:00 AM to 11:30 AM**, and from **5:00 PM to 9:30 PM**).

Denver Public Schools substitute teachers are at-will, temporary employees who perform services on an as-needed basis. Denver Public Schools makes no representations, warranties or assurances regarding any minimum number, duration, or frequency of work assignments to be offered during the school year.

**WORKING HOURS**

Substitute teachers will be expected to maintain the regular teacher's time schedule, whatever that may be. Teachers work either a 4-hour day or an 8-hour day. A substitute teacher working an 8-hour day is expected to report for duty at the time designated by the school and to remain on duty until the regular teacher's dismissal time. SEMS will always advise substitute teachers of the reporting time.

When a substitute teacher works a total of four hours or less on any assignment, the substitute teacher shall be paid on a half-day basis. SEMS will advise the substitute teacher of the reporting time for the half-day assignment. The substitute teacher shall remain on duty for the duration of the classes scheduled for coverage during the half-day assignment. If it appears that the scheduled half-day assignment will exceed 4 hours, the substitute teacher shall immediately notify the principal.

If a substitute teacher accepts an assignment after the scheduled reporting time, the substitute teacher has one (1) hour from the time he/she accepts the assignment to arrive at the school. Denver Public Schools reserves the right to withhold a pro-rata amount from a half-day or full-day payment if the substitute teacher arrives late to an assignment or leaves early.

**REPORTING TO AND COMPLETING AN ASSIGNMENT**

Report to the school office upon arrival. Substitute teachers will receive pertinent information regarding the assignment for that day including the job number of their assignment. When the assignment has been completed, the substitute teacher is expected to report to the school office to

check out before leaving the school. Be sure to return keys and any other materials that you may have received. Find out if you are to return the following day.

A summary or an outline of the work covered during an assignment and the "Substitute Teacher Experience Report " should be left in the office at the conclusion of the assignment.

### **SAME DAY CANCELLATIONS**

When a substitute teacher cancels a previously accepted assignment on the day of the accepted assignment, Denver Public Schools is left with little or no opportunity to fill the classroom position. This is very disruptive and leaves the classroom without a teacher. Absent exigent circumstances, which a substitute teacher may be requested to explain in writing, same day cancellations are unacceptable.

### **ACCEPTING ASSIGNMENTS**

Substitute teachers are expected to accept positions offered for which they are qualified. Excessive declines of offered positions are unacceptable. Substitutes are expected to record their unavailable periods in the SEMS. This will allow SEMS to devote limited call capacity to calling substitute teachers who can accept an assignment. Substitute teachers who do not accept assignments during the school year will be removed from the system at the end of that year. Substitute teachers that accept assignments during the school year may remain available in SEMS in the subsequent school year. However, Denver Public Schools makes no representations, warranties or assurances regarding any minimum number, duration, or frequency of work assignments to be offered during any school year.

### **PROFESSIONALISM, DRESS, ACCESSORIES AND GROOMING FOR SUBSTITUTE TEACHERS**

Substitute teachers shall strictly adhere to lesson plans and shall comply with any instruction or directive from the principal, any school administrator, or their designee. Substitute teachers are also expected to conduct themselves with professionalism and cordiality in all interactions and communications at all times.

Appropriate professional appearance is essential for a strong working and learning environment that is conducive to high student and staff performance. Professional attire includes, but is not limited to, collared shirts, dress slacks, dress coordinates, suits, dresses, ties and sport coats. Attire that is not acceptable includes:

Attire that is prohibited in the student dress code

Sunglasses or hats inside the building

Skirts and dresses shorter than mid-thigh

Rubber shoe thongs or bedroom slippers

Athletic wear, such as jogging suits, unless engaged in a physical education class or event

Underwear as outerwear

Inappropriately sheer, tight or short clothing

Garments that inappropriately expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts. This includes tube tops, halter tops, midriffs, garments made of fishnet, mesh or similar material, tank tops and muscle tops.

Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories or body adornments that contain advertisement, symbols, words, slogans, patches or pictures that are sexually suggestive, that are drug, tobacco or alcohol related or that are obscene, profane, vulgar, lewd, indecent or plainly offensive or pose a safety or welfare risk to the employee or other person.

Any other similarly inappropriate clothing, accessory, body ornament, etc., or inappropriate grooming or hygiene.

### **REMOVAL FROM THE SUBSTITUTE TEACHER POOL**

Substitute teachers work at the pleasure of Denver Public Schools. As at-will, temporary employees of the district whose services are utilized on an as-needed basis, substitute teachers may be removed or may resign from employment and the substitute teacher list with or without cause at any time.

### **DPS POLICIES/ COMPLIANCE**

Substitute teachers shall familiarize themselves and comply with all Denver Public School Board policies (available for review at <http://www.dpsk12.org> or any school office) relating to students, and to staff workplace conduct, including the Student Discipline policy (policy JK, which includes strict limitations on the use of physical intervention or force against a student). Pursuant to this and other applicable policies, substitute teachers shall immediately report to the principal or the principal's designee any incidents involving any form of harassment, including sexual harassment (see policies JBB, JBB-R), harassment based on race or color, nationality, origin, sexual orientation, disability, or religion (see policy JBBA), child abuse, or any form of assault.

### **SUBSTITUTE TEACHER REPORTING/COMPLAINTS**

The building principal or his/her designee is the substitute teacher's supervisor. Accordingly, any questions, concerns, or complaints regarding assignments or working conditions should be directed by the substitute teacher to the principal. However, if this is not practicable for any reason, the substitute teacher should immediately report the matter directly to the DPS Human Resources Department at (720) 423-3973.

### **LONG-TERM ASSIGNMENTS**

Any day-to-day assignment, which runs over 16 consecutive days for the same teacher, automatically becomes a long-term assignment. On the 17th day, the substitute teacher's pay will be raised to the long-term rate retroactive to the first day in the assignment.

Long-term assignments are limited to 89 days or one full semester. If the assignment is to be continued for the second semester (beyond 89 days), the principal may evaluate the long-term substitute and his/her credentials to make a determination whether or not to offer a contract for the remainder of the assignment.

**PAYROLL INFORMATION**

Substitute teachers will receive a paycheck or direct deposit on the last working day of the month. Paychecks will be mailed to the home address unless the Disbursement Office has been directed to handle it otherwise.

The pay period begins on the 15th of the month and goes through the 14th of the following month. (Example: A paycheck dated November 30 will include only the days taught from October 15 through November 14.) Questions about pay may be directed to Payroll Business Services at 720-423-3467 .

The substitute teacher pay rate is related directly to the regular teacher’s salary schedule as set forth in the Agreement between Denver Public Schools and the Denver Classroom Teachers Association, and therefore may change at the beginning of each school year.

It will be to the substitute teacher’s advantage to keep an accurate daily record of the number of days, job numbers and the schools assigned.

Inform the Denver Public Schools Human Resources Department immediately in writing about any change in address, phone number, or name. Employee Information Change Forms can be found at <http://hrforms.dpsk12.org> . Please be sure to indicate on the form that you are a substitute teacher.

Pay for Substitute Teachers Effective September 01, 2007:

Day-to-Day	\$ 90.40 (8 hours)	\$45.20 (4 hours)
Long Term	\$163.04 (over 16 days in same assignment)	\$81.52 (4 hours)
Retired Teachers	\$106.40 (8 hours)	\$53.20 (4 hours)

Should a substitute teacher be scheduled for an assignment in error and show up for that assignment, that substitute will be paid for 4 hours, unless the school is able to provide that substitute teacher with work.

**BENEFITS**

As temporary at-will employees whose services are utilized on an as-needed basis, substitute teachers do not receive any fringe benefits from Denver Public Schools. However, long-term substitutes who have taught in excess of 16 consecutive days in one assignment may be eligible for sick leave and participation in certain benefit programs at their sole expense pursuant to Article 28 of the Agreement between DPS and the Denver Classroom Teachers Association. The Agreement may be found at <http://hr.dpsk12.org/dpsEmployees/groups/DCTA.shtml> .

**EVALUATIONS**

“Substitute Teacher Performance Appraisal” forms are available to DPS staff to evaluate substitute teachers. Substitute teachers may request DPS staff to file such an appraisal, but in no event shall staff be required to file such an appraisal.

On long-term assignments (exceeding 16 days), substitute teachers may receive a formal evaluation. The principal or his/her designee may, at their sole discretion, discuss this evaluation with the long-term substitute teacher.



## Denver Public Schools

### HANDBOOK ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the Denver Public Schools Substitute Teacher Handbook and that I have been instructed to read it.

I acknowledge that this handbook is not a contract of employment or an offer for a contract of employment. It is not a promise of employment for any length of time or under any particular conditions.

I acknowledge that all substitute teachers are employed at will, and employment may be terminated by either party at any time, with or without cause.

I acknowledge that Denver Public Schools reserves the right to amend or abolish this handbook, in whole or in part, at any time, with or without prior notice.

I acknowledge that this handbook supersedes any previously-issued substitute teacher handbook(s), and effective September 1, 2006 the provisions of any such previously-issued handbook(s) are null, void and of no effect.

I acknowledge that no employee or representative of Denver Public Schools, other than the Superintendent acting with Board authorization, has the authority to offer or promise employment for any length of time or under any particular conditions, and any such offer must be in writing and signed by the Superintendent.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_