

# Guest Teacher Handbook

Please retain this information for your records.

Updated versions may be located at:

<http://static.dpsk12.org/gems/hr2009/GUESTTEACHERHANDBOOK.pdf>

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## **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 GUEST 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 OUR WITHOUT PRIOR NOTICE.**

**THIS HANDBOOK SUPERSEDES ANY PREVIOUSLY ISSUED GUEST TEACHER HANDBOOK(S), AND EFFECTIVE JULY 30, 2010 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.**

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Dear Guest Teacher,

Welcome! The staff of Denver Public Schools would like to express our thanks and appreciation for all you do for our teachers and children. There are few things more reassuring to a teacher than the knowledge that a caring and professional guest teacher is on hand when he or she is absent from school.

Denver Public Schools is a large organization, but at its heart are many dedicated people focused on delivering the best education to the kids of Denver. Your role as an effective guest teacher will support and help fulfill our district's mission:

*"DPS is committed to providing all students the opportunity to achieve the knowledge and skills necessary to become contributing citizens in our society."*

Guest teachers have the very important job of providing our classes with a sense of continuity during a teacher's absence. To make sure your day at one of our schools goes smoothly, we have put together this handbook of information we think will be helpful to you. It's our intention to help you become a productive member of our staff and fully prepared to begin your new position. If you have any questions, please contact HR.Connect at 720-423-3900.

Congratulations and welcome to DPS!

Sincerely,

Human Resources

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## **Equal Employment Opportunity**

The District is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race, sex, color, religion, national origin, disability, genetic information, or any other applicable status protected by state or local law.

All employees shall review and become familiar with the District's Equal Employment policy online at <http://www.dpsk12.org/policies/Policy.aspx?-db=policy.fp3&-format=detail.html&-lay=policyview&-sortfield=File&-op=cn&Title=equal%20employment%20&-recid=116&-find=>.

## **Sexual Harassment**

The District strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment.
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment.
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

All employees shall review and become familiar with the District's Equal Employment policy online at <http://www.dpsk12.org/policies/Policy.aspx?-db=policy.fp3&-format=detail.html&-lay=policyview&-sortfield=File&-op=cn&Title=sexual%20harassment&-recid=32991&-find=>.

## **Employee Status**

Denver Public Schools guest 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.

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## Job Assignments

Job assignments are made in a variety of ways through the SmartFind Express (SFE) system:

- 1) Guest teachers can be called by the SFE system from 5:00 AM to 10:30 AM and 4:30 PM to 10:00 PM.
- 2) School staff may call a guest teacher at any time as requests for guest teachers come in.
- 3) Guest teachers can call into SFE and secure an assignment. The best time to call in to secure assignments is when SFE is not calling out. The telephone number for SFE is 720-423-3231.
- 4) Guest teachers can secure an assignment online through the SFE website: <https://sems.dpsk12.org/logOnInitAction.do>

Guest teachers are expected to accept positions offered for which they are qualified. Guest teachers are expected to make themselves unavailable in SFE for any period of time they are unavailable for work. This will allow SFE to devote limited call capacity to calling guest teachers who can accept an assignment.

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

It's essential you obtain and/or write down the job number every time you accept a job, regardless of how you obtain the assignment.

## Reporting To and Completing an Assignment

Guest teachers should report to the main office upon arrival at the school. Guest teachers will receive pertinent information regarding the assignment for that day.

When the assignment has been completed, the guest 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.

## Working Hours

Guest 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. Guest teachers are expected to report for duty at the time designated by the school and to remain on duty until the regular teacher's dismissal time. SFE will advise guest teachers of the reporting time.

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When a guest teacher works a total of four hours or less on any assignment, the guest teacher shall be paid on a half-day basis. SFE will advise the guest teacher of the reporting time for the half-day assignment. The guest 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 guest teacher must immediately notify the principal.

If a guest teacher accepts an assignment after the scheduled reporting time, the guest teacher has one (1) hour from the time he/she accepts the assignment to arrive at the school.

In general, Denver Public Schools reserves the right at its sole discretion to withhold a pro-rata amount from a half-day or full-day payment for inappropriate conduct or performance.

### **Minimum Work Activity**

Attaining a 100% district guest teacher fill rate is a top priority and you are an important part of meeting this goal! Therefore it is an expectation that guest teachers work a minimum of 5 job assignments a month. By meeting this expectation, we can achieve a 100% district wide fill rate. Human resources will be monitoring all guest teacher work activity. Not meeting this expectation during periods of time when the district is not at a 100% fill rate is not acceptable and can negatively impact your employment status with the district as a guest teacher.

### **Job Cancellations**

In general, when a guest teacher cancels a previously accepted assignment, he or she should ensure that they update SFE regarding the cancellation.

If a guest teacher is cancelling an assignment within 3 school days of the date of the assignment, the guest teacher must also notify the school secretary about the cancellation in addition to the above.

If a guest teacher is cancelling an assignment the same day of the assignment, the guest teacher must notify HR.Connect at 720-423-3900 in addition to all of the above.

Same day cancellations or demonstrating a pattern of job cancellations will not be tolerated as schools are left with little or no opportunity to fill the classroom position.

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## Long-Term Substitute Assignments

Any job assignment that runs over 16 continuous days for the same teacher automatically becomes a long-term assignment. On the 17<sup>th</sup> day, the guest teacher's pay will be raised to the long-term rate retroactive to the first day in the assignment.

Long-term guest teachers must hold an active teaching license or a 5 year substitute authorization. The guest teacher must also be highly-qualified (by No Child Left Behind standards) in the subject matter they are teaching. If the guest teacher does not meet these requirements, they will be immediately removed from the position.

## Payroll Information

The pay period begins on the 15<sup>th</sup> of the month and goes through the 14<sup>th</sup> of the following month. (Example: A paycheck dated November 30<sup>th</sup> will include only the days taught from October 15<sup>th</sup> through November 14<sup>th</sup>). Guest teachers are paid on the last working day of the month.

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

Questions about pay may be directed to Payroll Business Services at 720-423-3450.

## Employee Information

Inform the Denver Public Schools Human Resources Department immediately regarding a change in your personal information for the below items:

- **Address or phone number:** Employees can go online to the HR Website and click on Employee Self Service (ESS). Use your Microsoft Outlook user name and password to log in to ESS. Once in ESS:
  1. Click Home Information.
  2. Click Home Information again on new screen.
  3. Enter in new address or phone number.  
Click the update button.
- **Name change:** Submit an employee information change form to the payroll department. Visit <http://departmentforms.dpsk12.org/payroll/changeform.doc> for a copy of this form. Be sure to include a copy of your new social security card.



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## Benefits

Guest teachers are eligible for the following benefits:

- ❖ Public Employee's Retirement Association (PERA) - PERA provides retirement and other benefits to the employees of more than 400 government agencies and public entities in the state of Colorado. PERA is a substitute for Social Security for most of these public employees. Benefits are pre-funded, which means while a member is working, he or she is required to contribute a fixed percentage of their salary to the retirement trust funds. This percentage is 8 percent for all employees of DPS.
- ❖ Employee Assistance Program (EAP) - a free, confidential, referral and counseling service available to balance the challenges of home, work and contemporary life. The EAP can help you with marital and relationship counseling, child and elder care, alcohol and drug abuse, legal assistance and debt management. You may receive up to three counseling sessions per situation. Call 1-800-640-7690 to speak with a counselor 24 hours a day or schedule a confidential appointment.
- ❖ Employee Discount Program - Take advantage of special pricing on popular products and services at <http://www2.beneplace.com/dpsk12>
- ❖ Microsoft Software Ordering - DPS employees can purchase discounted Microsoft software through our Department of Technology Services (DOTs) department. The software is licensed to the district and not to be used for purposes other than personal use. Visit the website for available options: <http://dotsweb.dpsk12.org/msorderform.htm>
- ❖ Professional Development Opportunities – A great benefit for individuals who want to increase their teaching skills. There is no charge for our guest teachers to attend district offered professional development as long as there is space available in a session. Participation is on a voluntary basis and not considered time worked, therefore unpaid.

## Military Leave of Absence

If you are a member of the U.S. Armed Forces Reserve, National Guard or performing other protected uniformed service, you are granted an unpaid leave of absence when called for active or inactive duty training.

This time is granted in addition to earned vacation time. However, if you desire to use your vacation time for this purpose, you may voluntarily do so if you make a request in writing.

If you are inducted into a branch of the U.S. Armed Forces for an extended period, upon returning to the District after separation from military service, you may be reinstated in accordance with the provisions of the Law.

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## **Jury Duty**

Colorado statute requires employers to allow employees time off for jury duty. Also, employers are required to maintain for all "regular employees" regular wages up to \$50.00 per day for the first three days of jury duty for state district or county courts. "Regular employment" includes part time, temporary, and casual employees whose work hours during the three-month period preceding the jury duty were determined by a schedule, custom, or practice. If compensation is due, you may be required to provide proof that you accepted the pre-planned assignment prior to the jury duty summons.

## **Classroom Computer Use**

Use of the district computers in the classroom is closely monitored. You should not be logging onto SFE, doing homework, personal bookkeeping, or browsing the web for personal issues during the work day. If requested by the teacher's lesson plan, you may conduct internet searches related to the lesson. Unapproved use of District computers will not be tolerated.

## **Confidential Information**

Guest teachers handling confidential information are responsible for its security. Extreme care must be exercised to ensure that it is safeguarded to protect the District. District business affairs should not be discussed with anyone outside the District, except when required in the normal course of business.

Disclosure of confidential information to unauthorized persons is potentially harmful to District business and should be limited to those employees who "need to know." Any copying, reproducing, or distributing of confidential information in any manner must be authorized by management. Confidential information remains the property of the District and must be returned to the District on demand.

These restrictions are not intended to prohibit the disclosure to outsiders of information about the District that is routinely made available to the public by advertisement or otherwise, such as the nature of the Districts products and services and its business hours.

\*NOTE: Listed information should be consistent with any formal confidentiality agreements with individual employees and should not contain an overbroad definition of confidential information which would include an employee's terms and conditions of employment.

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## **Professionalism, Dress, Accessories and Grooming for Guest Teachers**

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

Appropriate professional experience 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 but is not limited to:

- Attire 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.

## **Accident Reporting/Workers Compensation Coverage**

All accidents which occur to guest teachers employed with Denver Public Schools must be reported to the school office immediately. This includes injuries involving the students in the classroom, as well as to the guest teacher.

If a guest teacher is injured on the job, the Notification of Injury Form must be completed with the school office secretary and forwarded to the Workers' Compensation Office. Forms are available at the school office or online.

If a guest teacher needs medical treatment, get an Authorization for Treatment Form from the school office or online. Seek medical attention at any one of the five DPS Occupational Medicine Clinics. If an injury is life or limb-threatening or for after hours emergency care, go to Rose Medical Center Emergency Room.

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## **Problem Solving**

Employees who disagree or are dissatisfied with an organization practice should promptly discuss the matter with Principal, where appropriate. Normally, this discussion should be held within 3-5 days of the incident, or in a timely manner. Discussions held in a timely manner will enhance our ability to resolve concerns while it's fresh in everyone's mind. The majority of misunderstandings can be resolved in this manner.

If the solution offered is not satisfactory, or if it is inappropriate to go to the supervisor, then employees are encouraged to take the problem to HR.Connect.

Also see board policy for Harassment Complaint Procedure at <http://www.dpsk12.org/policies/Policy.aspx?-db=policy.fp3&-format=detail.html&-lay=policyview&-sortfield=File&-op=cn&Title=complaint&-recid=32992&-find=>

## **Smoking**

In order to promote the general health, welfare and well-being of staff and students, smoking, chewing or other use of any tobacco products by staff shall be banned from all school buildings, at all school-sponsored activities, and from all school vehicles.

## **Alcohol and Drugs**

Alert and rational behavior is required for the safe and adequate performance of job duties. Therefore, working after the apparent use of alcohol, a controlled substance or abuse of any other substance is prohibited. Furthermore, the possession, purchase, or consumption (use) or sale of a controlled substance or alcohol on District premises or while conducting District business is prohibited.

## **Anti-Violence**

Employees must not engage in intimidation, threats, or hostile behaviors, physical/verbal abuse, vandalism, arson, sabotage, or any other act which in management's opinion is inappropriate to the workplace. In addition, bizarre or offensive comments regarding violent events and/or behavior are not tolerated.

The District prohibits the possession or use of unconcealed weapons and the use of concealed weapons on District property, regardless of whether or not if that person is licensed to carry that weapon. This guideline applies to all District employees, contract and temporary employees, visitors and customers on District property, regardless of whether or not they are licensed to carry a concealed weapon.

Concealed weapons for which the individual has a permit must be unloaded or properly disarmed so as to render them non-dischargeable or unusable and kept in that person trunk of their car while on District property. Further, the individual with the concealed

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weapon who has a permit must report to Safety and Security that they have a concealed weapon in the trunk of their car while on District property and must show Safety and Security management the permit. You must provide Safety and Security the weapon for inspection. Additional precautions may be taken depending upon the circumstances.

**"District property"** covered by this guideline includes all District-owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways, and parking lots under the District's ownership or control. This guideline also applies to all District-owned or leased vehicles and all vehicles that come onto District property.

**"Dangerous weapons"** include, but are not limited to, handguns, firearms, explosives, and knives. If employees have a question regarding whether an item is covered by this guideline, they should call Human Resources. Employees have the responsibility to make sure that any item not specifically listed above that is possessed by the employee is not prohibited by this guideline.

The District reserves the right at any time and at its discretion to search all District-owned or leased vehicles and all vehicles, packages, containers, briefcases, purses, lockers, desks, enclosures, and persons entering its property, for the purpose of determining whether any weapon has been brought onto its property or premises in violation of this guideline. Any employee failing or refusing to promptly permit a search under this guideline will be subject to discipline up to and including a discharge.

Any behavior listed above should be immediately reported to a supervisor or Human Resources representative. Complaints will receive attention and the situation will be investigated. Based on the results of the inquiry, action will be taken which management believes is appropriate. Employees should directly contact law enforcement personnel if they believe there is an imminent threat to the safety and health of employees or property.

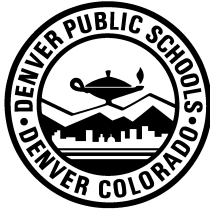
## **Discipline/Discharge**

It may become necessary to formally correct the performance and/or conduct of individuals and, in some cases, to terminate the employment relationship.

The District may impose counseling or disciplinary action including termination, which, in its judgment, most effectively takes care of the problem. Any action taken by management in an individual case should not be assumed to establish a precedent in other circumstances.

## **Separation of Employment**

If you decide to leave the District, contact the HR.Connect to go over the "check out" procedures at separation of employment.



## **Handbook Acknowledgement**

I acknowledge that I have received a copy of the Denver Public Schools Guest 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 guest 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 guest teacher handbook(s), and effective July 30, 2010 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 \_\_\_\_\_