

PRINCE WILLIAM COUNTY PUBLIC SCHOOLS

SUBSTITUTE AND TEMPORARY HANDBOOK

Providing A World-Class Education

Prince William County Public Schools (PWCS) does not discriminate in employment or in its educational programs and activities against qualified individuals on the basis of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, veteran status, or disability. PWCS provides equal access to the Boy Scouts and other designated youth groups. The following individual(s) will handle inquiries regarding nondiscrimination policies, including Section 504 and Title IX:

*Associate Superintendent for Human Resources
Prince William County Public Schools
P.O. Box 389 Manassas, VA 20108*

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Amy White
Director
Department of Human Resources

The New Employee Orientation Handbook is designed to provide a welcome to all new employees and introduce them to the vision, mission, and culture of Prince William County Public Schools (PWCS).

This handbook is provided to communicate the most recent policies, regulations, and procedures under which PWCS operates. It is purposely limited in size and scope to those regulations and benefits that are most frequently asked about by employees. This handbook is also available on the PWCS Intranet.

Providing excellent customer service is a priority for the Department of Human Resources. Please do not hesitate to call, fax, or email us if there are ways we can help you be more effective or efficient; or if we can assist you with any questions about your role, contract, salary placement, or benefit package.

We are pleased to have you as a member of the PWCS family. Whether you are an administrator, teacher, bus driver, professional or support employee, the skills and commitment you bring to your job make an important contribution to our goal of providing a *World-Class* education for the children of our School Division.

Welcome!

Director
Department of Human Resources

SCHOOL DIVISION CULTURE

We believe...

...that it is the responsibility of the School Division to teach children

...in the value of the individual

...that every individual can learn

...that decision-making is best done through a collaborative process

...in diversity

...that the School Division is governed through a representative process

...in the commitment of the School Division to all employees

...that effective communication among all employees is critical to the well-being and operation of the School Division

...that effective communication and public relations are the responsibility of every employee

...that continuous improvement in all areas of the School Division is the basis for a quality operation

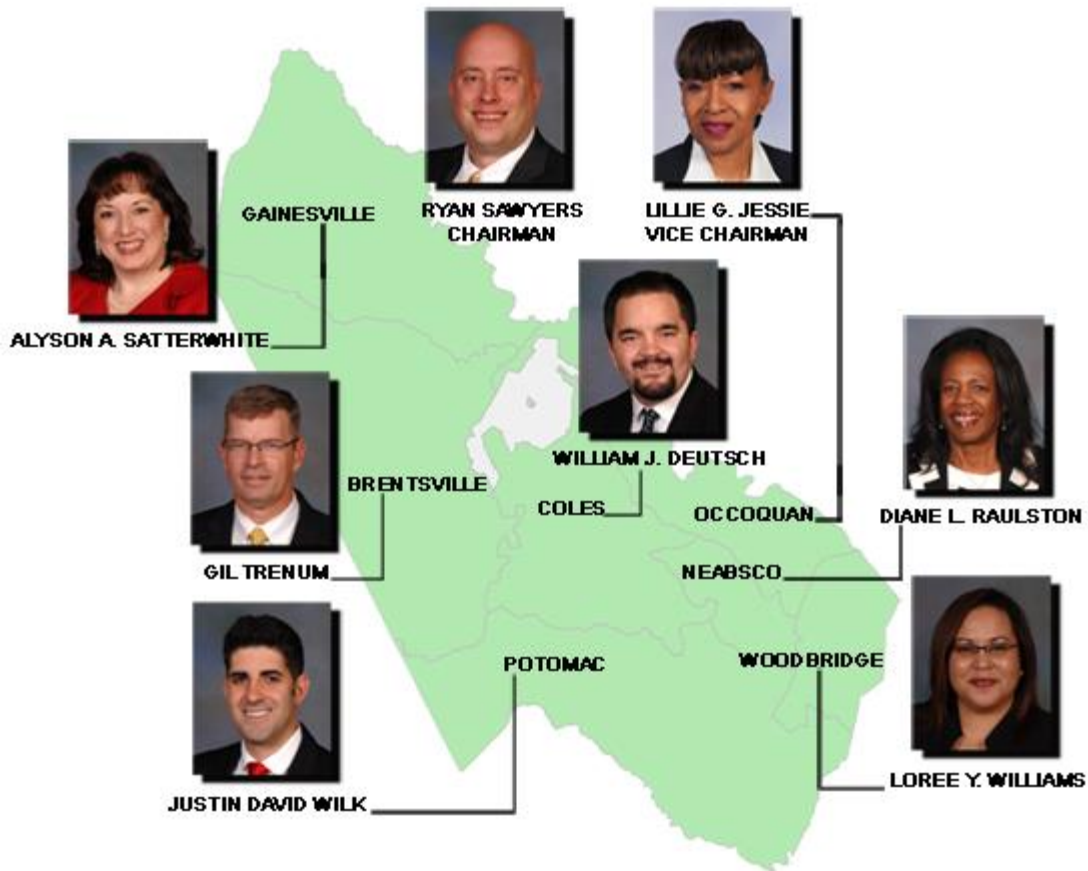


Prince William County

PUBLIC SCHOOLS

Providing A World-Class Education

PRINCE WILLIAM COUNTY PUBLIC SCHOOLS SCHOOL BOARD



Mission Statement

Providing a *World-Class* Education

PWCS Vision

In Prince William County Public Schools, all students will learn to their fullest potential. The education of each student will be individualized and developmentally appropriate. Student learning will be enhanced by national, global, and multicultural perspectives. Students who graduate from Prince William County Public Schools will possess the basic knowledge and skills that will assure their proficiency in problem solving and the use of technology. Graduates will have a desire to learn and the skills to be life-long learners. They will be responsible citizens. All graduates will be competent to enter the work world and prepared to pursue advanced educational opportunities.

Prince William County Schools and Associate Superintendents

EASTERN ELEMENTARY SCHOOLS	CENTRAL ELEMENTARY SCHOOLS	WESTERN ELEMENTARY SCHOOLS
Craig Gfeller Associate Superintendent	Todd Erickson Associate Superintendent	Jarcelynn Hart Associate Superintendent
<ul style="list-style-type: none"> • Antietam Elementary • Belmont Elementary • Dumfries Elementary • Featherstone Elementary • Kilby Elementary • Lake Ridge Elementary • Leesylvania Elementary • Marumsc Hills Elementary • Occoquan Elementary • Old Bridge Elementary • Potomac View Elementary • River Oaks Elementary • Rockledge Elementary • Springwoods Elementary • Swans Creek Elementary • Triangle Elementary • Vaughan Elementary • Westridge Elementary • Williams Elementary 	<ul style="list-style-type: none"> • Ashland Elementary • Bel Air Elementary • Bennett Elementary • Coles Elementary • Dale City Elementary • Enterprise Elementary • Fitzgerald Elementary • Henderson Elementary • Kerrydale Elementary • King Elementary • Marshall Elementary • McAuliffe Elementary • Minnieville Elementary • Montclair Elementary • Neabsco Elementary • Rosa Parks Elementary • Pattie Elementary/ Washington-Reid • Penn Elementary • Rosa Parks Elementary • Signal Hill Elementary • Woodbine Preschool Center 	<ul style="list-style-type: none"> • Alvey Elementary • Bristow Run Elementary • Buckland Mills Elementary • Cedar Point Elementary • Chris Yung Elementary • Ellis Elementary • Glenkirk Elementary • Gravely Elementary • Haymarket Elementary • Loch Lomond Elementary • Mountain View Elementary • Mullen Elementary • Nokesville K - 8 • Piney Branch Elementary • Sinclair Elementary • Sudley Elementary • T. Clay Wood Elementary • Tyler Elementary • Victory Elementary • West Gate Elementary • Yorkshire Elementary

MIDDLE SCHOOLS	HIGH SCHOOLS
William Bixby Associate Superintendent	Michael Mulgrew Associate Superintendent
<ul style="list-style-type: none"> • Benton M.S. • Beville M.S. • Bull Run M.S. • Fred M. Lynn M.S. • Gainesville M.S. • Godwin M.S. • Graham Park M.S. • Lake Ridge M.S. • Marsteller M.S. • New Dominion • Parkside M.S. • Pennington School • Porter Traditional • Potomac M.S. • Reagan M.S. • Rippon M.S. 	<ul style="list-style-type: none"> • Battlefield H.S. • Brentsville District H.S. • Forest Park H.S. • Freedom H.S. • Gar-Field H.S. • Hylton H.S. • Independent Hill School— PACE East Program • New Directions • Osbourn Park H.S. • PACE West • Patriot H.S. • Potomac H.S. • Stonewall H.S. • Woodbridge H.S.

GENERAL EMPLOYMENT INFORMATION

BASIC EMPLOYMENT EXPECTATIONS

see Regulation 503.02-1: “Code of Conduct”

All employees are expected to demonstrate a professional, cooperative, knowledgeable and courteous demeanor in all interactions with students, parents, colleagues, and members of the community.



ACCEPTABLE USES OF PWCS COMPUTER SYSTEMS AND NETWORK SERVICES

see Regulation 295-1: “Computer Systems and Network Services-PWCS Acceptable Use and Internet Safety Policy”

Employees are to utilize the Division’s computers, networks, and Internet services for school-related purposes and performance of job duties. Incidental personal use of school computers is permitted as long as such use does not interfere with the employee’s job duties and performance, with system operations, or other system users. “Incidental personal use” is defined as use by an individual employee for occasional personal communications not occurring during instructional time, which use is not otherwise prohibited by this regulation.

HUMAN RESOURCES

Code of Conduct

- I. **Communication**
Employees shall communicate in an appropriate/professional manner avoiding abusive language or profanity in written, oral, and nonverbal communication.
- II. **School Division Resources**
Employees shall use school board resources including school division time, property, and technology for authorized purposes.
- III. **Alcohol, Weapons, Drug Free Work Environment**
Employees shall comply with the Prince William County Public Schools requirement that an alcohol, weapons and drug free work environment be maintained.
- IV. **Achievement of Division Goals**
 - A. Employees shall comply with all applicable laws and School Board policies, regulations, Standard Operating Procedures, and notices.
 - B. Employees shall be committed to the achievement of the Strategic plan goals and objectives.
- V. **Professional Behavior**
All Prince William County Public Schools employees shall be role models for the students in the school division. They shall demonstrate professional and ethical standards as well as personal integrity in all interactions both in the work place and the community. They shall also demonstrate a high level of professional performance consistent with their assigned duties, responsibilities, and continuous improvement. Employees shall work in a collegial and collaborative manner with peers, school personnel, and the community to promote and support student learning.
- VI. **Nondiscrimination**
Prince William County Public Schools employees shall not discriminate on the basis of disabilities, age, gender, race, color, religion, national origin, or any other basis forbidden by law or School Board policy or regulation.
- VII. **Professional Appearance**
Employees shall dress in a professional manner that is neat, clean, appropriate, and safe in the work place, at school-sponsored activities, and when representing Prince William County Public Schools.
- VIII. **Confidentiality**
Employees shall be respectful of all confidential information within the confines of School Board policies, regulations, state statutes, and federal laws.
- IX. **Conflict of Interest**
Employees shall not profit financially or personally from any situation that conflicts with compensation provided by Prince William County Public Schools. This includes compliance with the State and Local Government Conflict of Interests Act, Va. Code §§ 2.2-3100 et seq.

The Associate Superintendent of Human Resources shall be responsible for the implementation and monitoring of this regulation.

HUMAN RESOURCES

Substitute Teachers and Substitute Teacher Assistants

I. Substitute Definitions

A. Substitute Teacher

1. Non-Degreed Substitute Teachers applying after August 1, 2009, shall have a minimum of 60 college credit hours, and/or have obtained an associate's degree from an accredited college or university. Non-degreed substitutes may fill in for a teacher in their absence for a period not to exceed ten (10) consecutive school days.
2. Degreed Substitute Teachers shall hold a four (4) year degree, or higher.
3. Virginia (VA) Licensed Substitute Teachers shall hold a four (4) year degree, or higher, and a current VA Teaching license.
4. Degreed and VA Licensed Substitute Teachers are eligible to work short-term, long-term, and temporary teacher assignments.
 - a. Short-Term Substitute Assignments are up to ten (10) days in length for a teacher on leave.
 - b. Long-Term Substitute Assignments are between eleven (11) and ninety (90) days in length for a teacher on leave. If there is a need for the substitute to continue to fill in for the teacher beyond the 90 days, approval by the appropriate associate superintendent is required.
 - c. Temporary Teacher Assignments are up to 90 instructional days in length for a teacher vacancy, where no permanent teacher is assigned to the classroom. No extension is permitted beyond 90 days.

B. Substitute Teacher Assistants are required to be at least 18 years old and have completed high school or General Educational Development (GED).

C. Exceptions to this section may be granted with approval from the Director of Human Resources (or designee).

II. Assignments and Pay

A. Substitute Teachers

1. Substitute Teachers shall be paid as stipulated in the current Budget Manual.

2. Substitutes who work more than half of the school day (more than 3.75 hours) shall be paid for a full day. Substitutes who work less than half of the school day (3.75 hours or less) shall be paid for one-half day.
 - a. An administrator may reassign a substitute within their building at any time. If a difference in pay exists between the two positions, the substitute must be compensated for the higher of the two positions.
 - b. Substitutes may be released at the discretion of the building administrator.
 - c. If for whatever reason the school no longer needs a substitute to fill in for a position, the school must cancel the job at least an hour before the start of the substitute assignment. If this does not occur and the substitute reports to work, the substitute shall be given the option to perform other duties as assigned and be paid for the hours initially requested, or choose not to work and receive no pay for the day.
 - d. Substitutes are expected to report on time and remain at work for the duration of the assignment. In the event that a substitute reports late or leaves an assignment early, without approval, compensation will be based on the number of hours worked.
 - e. In the event a job is accepted after the start of the assignment, reasonable time will be given for the substitute to commute to the assignment. Compensation will not be reduced in this instance.
- B. Degreed or VA Licensed Substitute Teachers must complete ten (10) consecutive substitute days at the regular substitute rate. Beginning on the eleventh (11) day, the applicable long-term substitute pay becomes effective.
 1. On a case-by-case basis, the budget holder has the option to allow a one (1) day excused or prearranged absence and extend the ten (10) day requirement one extra day.
- C. Temporary Teachers shall receive the rate as stipulated in the current Budget Manual.
- D. Substitute Teacher Assistants shall be paid an hourly rate as stipulated in the current Budget Manual.
 1. Substitute teacher assistants may be released at the discretion of the building administrator.

2. If for whatever reason the school no longer needs a substitute to fill in for a position, the school must cancel the job at least an hour before the start of the substitute assignment. If this does not occur and the substitute reports to work, the substitute shall be given the option to perform other duties as assigned and be paid for the hours initially requested, or choose not to work and receive no pay for the day.
- E. Substitutes, regardless of the length of employment, are not entitled to sick leave or other benefits, but may contribute a portion of their salary to the PWCS Supplemental Retirement Plan.
- F. Exceptions to this section may be granted with approval from the Director of Human Resources (or designee).

III. Conduct

- A. Substitutes do not hold contracts and are employed on an as-needed basis. An administrator may discontinue services of a substitute with or without cause.
- B. Substitutes are to conduct themselves in a professional manner and abide by the standards of conduct established for all PWCS employees.
- C. If a substitute's performance is unsatisfactory, the manager shall inform the substitute via letter. A copy of the letter is to be forwarded to the Department of Human Resources and placed in the substitute's personnel file.
- D. The Director of Human Resources (or designee) shall notify the substitute if the decision is made to remove the person from the substitute pool.

IV. Management

- A. The principal or his/her designee shall be responsible for the orientation, training, assignment, and evaluation of the work of substitutes.
- B. Regularly assigned teachers and teacher assistants shall not be required to substitute for other teachers except in cases of sudden and unforeseen circumstances.
- C. When classroom teachers and specialists are absent from their instructional duties, every reasonable effort shall be made to replace such teachers with the best qualified substitute teachers.

- D. At the beginning of each school year, principals shall inform employees of the procedure to be used in reporting their unavailability for work. Once a teacher has reported his/her unavailability, it shall be the responsibility of the principal or designee to arrange for a substitute.

The Associate Superintendent for Human Resources (or designee) is responsible for implementing and monitoring this regulation.

The Associate Superintendent for Human Resources (or designee) is responsible for reviewing this regulation in 2018.

PRINCE WILLIAM COUNTY PUBLIC SCHOOLS

REGULATIONS GOVERNING PWCS EMPLOYMENT

Visit the PWCS Web site (pwcs.edu) for more detailed information on the following regulations:

295-1	Computer Systems and Network Services – PWCS Acceptable Use and Internet Safety Policy
404.04-1	School Closing Due to Hazardous Conditions
501.02-1	Role and Responsibility Statement
501.03-1	Background Investigations on Prospective Employees
501.04-1	Fingerprinting of New Employees
501.05-1	Criminal Conviction History of Candidates for Employment
503.02-1	Code of Conduct (enclosed)
503.03-1	Solicitation and Selling
504-1	Drug-Free and Alcohol-Free Work Place
505.01-1	Employee's Central Office Human Resources File
505.02-1	Release of Confidential Information
505.03-1	Review of Active and Inactive Human Resources Files
505.03-2	Review of Inactive Human Resources Files
506.03-1	Employee Rights
507-1	Complaint Procedures for Claims of Discrimination in Employment
507.01-1	Sexual Harassment Involving Employees
511.06-1	Summer School Employment--Centralized and Site Based Program
511.07-1	Substitute Teachers and Teacher Assistants (enclosed)
511.14-1	Temporary Personnel
511.15-1	Teaching or Supervising Immediate Family Members
514-1	Health Requirements and Medical Examinations
532-1	Workers' Compensation and Injury Leave Benefits
561.01-1	Certificated Personnel -- Responsibilities and Duties
561.01-2	Children of Staff in School Division Buildings
561.05-1	Complaints Against Employees Other Than Discrimination or Grievances
592.01-1	Publications
735-1	Prohibited Substances
735-2	Smoking/Possession and/or Use of All Tobacco Products
737-1	Searches and Seizures
738-1	Complaint Procedures for Students Claims of Discrimination of Harassment
738-3	Sexual Harassment of Students
741-1	Corporal Punishment

This list of Regulations is not intended to be a complete list of Regulations governing substitute/temporary employees of PWCS. Please refer to the PWCS Web page (pwcs.edu) for complete listing of all PWCS Policies and Regulations.

EQUITY AND COMPLIANCE

Office of Equity and Compliance (OEC) is charged with the responsibility for monitoring, coordinating, and recommending action aimed toward the School Board's policy of equal opportunity in education and employment. The Office's areas of responsibilities include:

- Coordinate and apply the School Board's commitment to equal opportunity and nondiscrimination in Division programs and activities.
- Monitor Division compliance with appropriate federal and state laws, civil rights statutes, and School Board policies and regulations.
- Coordinate all grievance, discrimination and harassment claims.
- Coordinate investigations of all internal discrimination complaints filed by students, employees, applicants for employment, and other persons who assert such claims against the School Division. Provide for the timely and equitable resolution of such complaints.
- Coordinate and record compliance with all Freedom of Information Act requests, (FOIA), subpoenas, and other legal correspondence. Act as Division liaison with legal counsel for the Division.
- Coordinate the amendment and revision of all relevant policies, regulations, and practices associated with issues of discrimination, harassment, grievances, investigations, and conflict resolution procedures.
- Coordinate and present training programs to employees of PWCS to promote compliance with School Division policies, regulations, and state and federal laws prohibiting discrimination; and encourage equitable treatment in School Division practices.

Nondiscrimination and Commitment to Equity

Prince William County Public Schools (PWCS) does not discriminate in employment or in its educational programs and activities against qualified individuals on the basis of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, veteran status, or disability. PWCS provides equal access to the Boy Scouts and other designated youth groups. The following individual(s) will handle inquiries regarding nondiscrimination policies, including Section 504 and Title IX:

Associate Superintendent for Human Resources

Prince William County Public Schools

P.O. Box 389

Manassas, VA 20108

Entities and individuals who enter into a contract or other agreement with the Prince William County School Board, or any subdivision thereof, agree to abide by all federal and state antidiscrimination and harassment laws and implementing regulations, and all policies and regulations of the Prince William County School Board. Noncompliance with these policies and regulations may constitute grounds for termination of the contract or agreement.

The School Division expressly prohibits retaliation against anyone engaging in protected activity. Those protected include anyone who files a complaint of discrimination, participates in complaint proceedings dealing with discrimination, inquires about their rights under discrimination laws, or otherwise opposes acts of discrimination.

Under this policy, discriminatory harassment is any unwelcome behavior, based on a person's protected class, which is sufficiently severe or pervasive and has the purpose or effect of either unreasonably interfering with the person's work performance or creating an intimidating, hostile, or offensive work environment.

Administrators, managers, and supervisors are responsible for maintaining a workplace free of harassment and discrimination. They shall take immediate and appropriate action reasonably calculated to end the harassment upon witnessing or receiving report(s) of harassment, and should immediately consult with the OEC once they know about a potential discriminatory situation.

Any administrator, manager, or supervisor who engages in discriminatory conduct shall be investigated once it is made known to OEC personnel. Employees and applicants have a responsibility to refrain from engaging in any behavior that violates this policy while at work and during work-related functions. Employees who experience or observe any job-related harassment or believe they have been treated in a discriminatory manner are expected to report the incident(s) to management in order to correct and prevent harassment.

Compliance Officers for PWCS

Mr. Keith Johnson, Associate Superintendent
Department of Human Resources
Phone: 703.791.8377

Office of Equity and Employee Relations
Brianna Aikens
Phone: 703.791.8071

Mr. Fred Milbert, Supervisor
Student Learning and Professional Development
Title IX Compliance
Phone: 703.791.7353

Dr. Jane Lawson, Director of Special Education
Section 504 (Students) Compliance
Phone: 703.791.7287

PWCS Regulations Governing Equity and Compliance

Visit the **PWCS Web site** (pwcs.edu) to view the following policies and regulations:

- 506.03-1 Employee Rights
- 507.01-1 Sexual Harassment Involving Employees
- 507-1 Complaint Procedures for Claims of Discrimination in Employment
- 735-1 Prohibited Substances
- 735-2 Smoking/Possession and/or Use of All Tobacco Products
- 737-1 Searches and Seizures
- 738-1 Complaint Procedures for Students Claims of Discrimination of Harassment
- 738-3 Sexual Harassment of Students
- 741-1 Corporal Punishment

2015-16 SCHOOL CALENDAR

The following calendar includes the school start and end dates, holidays, and teacher workdays. Calendars are posted on the School Division Web page (pwcs.edu).

August 31	SCHOOL BEGINS
September 7	Labor Day- All Schools Closed
Oct. 12	Professional Learning Day- All Schools Closed
Nov. 2	Teacher Professional Development (PD)/Workday - No School for All Students
Nov. 3	Parent Conference Day/Teacher PD/Workday - No School for All Students
Nov. 11	Veteran's Day - Schools Closed
Nov. 25-27	Thanksgiving Break - Schools Closed
Dec. 21- Jan. 1	Winter Break - Schools Closed
Jan. 4	Schools Reopen
Jan. 18	Martin L. King, Jr. - Schools Closed
Jan 29	Elementary School 1/2 day- Parent/Teacher Conference Day
Feb. 1	Teacher Workday - No school for All students
Feb. 15	President's Day - Schools Closed
March 21-28	Spring Break - Schools Closed
April 18	Teacher Workday - No school for All students
May 30	Memorial Day - Schools Closed
June 17	LAST DAY OF SCHOOL FOR STUDENTS
June 20-21	Teacher Professional Development/Workday

COMPENSATION

Timesheets

All substitute and temporary employees are required to complete a timesheet maintained at the school location, each work day. A valid timesheet must be signed by the employee and his/her supervisor (or school designee). Each department or school is responsible for the time and leave entries for their substitute and temporary employees. It is recommended that the employee keep a copy of their timesheet for their records.

Substitute Positions and Pay

The following chart summarizes the FY 2015-16 substitute classifications.

Substitutes hired prior to 9/1/09 that have not completed 60 college credit hours may continue to substitute “teach” up to 10 consecutive days in a single classroom.

TYPE	EDUCATION LEVEL REQUIRED	ELIGIBLE POSITIONS & RATE OF PAY
Substitute Teacher Assistant	HS Diploma/GED – less than 60 college credits	Substitute Teacher Assistant <ul style="list-style-type: none"> • \$10.20 per hour (General Education) • \$11.00 per hour (Special Education)
Non-Degreed Substitute Teacher	More than 60 college credits – less than a Bachelor’s degree	Substitute Teacher Assistant <ul style="list-style-type: none"> • \$10.20 per hour (General Education) • \$11.00 per hour (Special Education) Substitute Teacher <ul style="list-style-type: none"> • \$85.00 per day • <i>Not eligible for long-term assignments</i>
Degreed Substitute Teacher	Bachelor’s degree or higher	Substitute Teacher Assistant <ul style="list-style-type: none"> • \$10.20 per hour (General Education) • \$11.00 per hour (Special Education) Substitute Teacher <ul style="list-style-type: none"> • \$96.00 per day Long-term Substitute Teacher (Long Term rate starts on day 11, after 10 consecutive days in the same classroom) <ul style="list-style-type: none"> • \$127.50 per day
Current Virginia (VA) Licensed Substitute Teacher	VA Licensed Substitutes	Substitute Teacher Assistant <ul style="list-style-type: none"> • \$10.20 per hour (General Education) • \$11.00 per hour (Special Education) Substitute Teacher <ul style="list-style-type: none"> • \$96.00 per day Long-term Substitute Teacher (Long Term rate starts on day 11, after 10 consecutive days in the same classroom) <ul style="list-style-type: none"> • \$156.00 per day <p>** Substitutes with valid Virginia Licensure are responsible for ensuring the Department of Human Resources has the most current information on file.**</p>

Education/License Updates

It is the responsibility of the substitute to ensure that the PWCS Temporary Employment Office has a copy of a transcript(s) reflecting the highest level of education attained, and a copy of their valid Virginia teaching license (if applicable). Substitutes, who wish to update their highest level of education or licensure, should complete and submit a “Substitute Education/License Update Form.” This form is available on the “Substitute/Temporary Employment” menu, on the Human Resource (HR) webpage, pwcs.humanresources.schoolfusion.us. The form must be accompanied by a college transcript reflecting the recently acquired degree (if applicable), diplomas are not accepted. There will be no retroactive pay for degree/licensure status changes.

Pay Dates

Substitutes and Temporaries are paid for days worked twice a month, based on the following schedule:

Days Worked	Expected Pay Date
9/1 - 9/15	9/30
9/16 - 9/30	10/15
10/1 - 10/15	10/31
10/16 - 10/31	11/15
11/1 - 11/15	11/30
11/16 - 11/30	12/15
12/1 - 12/15	12/31
12/16 - 12/31	1/15
1/1 - 1/15	1/31
1/16 - 1/31	2/15
2/1 - 2/15	2/28
2/16 - 2/29	3/15
3/1 - 3/15	3/31
3/16 - 3/31	4/15
4/01 - 4/15	4/30
4/16 - 4/30	5/15
5/1 - 5/15	5/31
5/16 - 5/31	6/15
6/1 - 6/15	6/30
6/16 - 6/30	7/15
7/1 - 7/15	7/31
7/16 - 7/31	8/15
8/1 - 8/15	8/31
8/16 - 8/31	9/15

Direct Deposit

Direct Deposit is encouraged for all employees. Direct Deposit authorization forms are provided as part of the new hire packet and may also be obtained on the PWCS web page pwcs.edu, select “Departments,” “Finance & Support Services,” “Financial Services,” “Payroll,” then “Forms.” Please note that it can take up to 30 days for the direct deposit to go into effect. The first pay comes in the form of a check even with the direct deposit option.

Pay Statements

Direct deposit pay statements and any pay checks issued are mailed to employee’s home address on record with the Department of Human Resources (DHR). The statements show all pay, deductions, and fringe benefits for the current period and year-to-date totals. To ensure accurate and timely pay, each employee should promptly report any name and address changes to the DHR.

The Payroll Office processes and verifies payroll, and inputs specifications from employee W-4, VA-4, and Direct Deposit forms. The office is also responsible for annually issuing W-2 Forms. Payroll Specialist are available via:

703.791.8751 (Subs and Temps Last Name beginning with A-K)
703.791.8140 (Subs and Temps Last Name beginning with L-Z)

Other Temporary Employment Opportunities

Other Temporary Employment and Pay

Food Service	\$11.25
Custodian	\$10.45
Office Assistant	
Library Aide	
Clinic Aide	
Other Non-Instructional Positions	\$7.25 to \$11.00 per hour

Rates of pay are subject to change. For the most up-to-date pay rates review the current Budget Manual posted on the PWCS website pwcs.financialservices.schoolfusion.us/

Summer School Positions

Although regular Substitute and Temporary positions may not be available over the summer, opportunities for summer school employment may be available. Information is posted on the PWCS Human Resources website in the spring.

Adult Education

The Student Learning and Accountability Department oversees Adult Education/ESOL employment opportunities. Substitutes interested in teaching/substituting in the adult education program, please contact Debby Cargill at cargildh@pwcs.edu or by calling 703.791.8387.

eSchool Solution’s SmartFindExpress (SFE) Substitute Calling System

Prince William County Public Schools (PWCS) utilizes eSchool Solutions’ SmartFindExpress (SFE) automated substitute calling system to secure substitutes. SFE allows substitutes to manage their contact information (email and phone number), location preferences, and their schedules via internet (<https://pwcs.eschoolsolutions.com>) or over the telephone (703.794.2489), 24 hours a day, 7 days a week.

Registering with SFE

All substitutes must register first with SFE by phone (703.794.2489) to utilize any features in SFE.

Once you have completed the employment process and have your Substitute badge, please review the [Substitute Directions](#) on how to register and use the features in SFE. **Substitutes will not be able to access SFE until they have received their ID badge.**

SFE attempts to secure substitutes by phone based on the following Days and Times.

- Mon - Fri - SFE will call for *that day's absences* in the morning from 5:30 AM-12:00 PM
- Mon - Fri - SFE will call on *future absences* in the evening from 4:15 PM-9:30 PM
- Saturday- SFE will make no calls
- Sunday- SFE will call for *future absences* in the evening from 4:15 PM- 9:30 PM

Substitutes may search jobs online (<https://pwcs.eschoolsolutions.com>), or over the phone (703.794.2489), based on the following schedule:

- Substitutes may search jobs based on the following schedule:

12:00 AM– 5:29 AM:	Subs may search for <i>that day’s</i> available jobs.
5:30 AM – 10:00 AM:	The Interactive Voice Response (IVR) Phone system will make calls for <i>that day’s</i> open jobs.

Substitutes may search for available jobs by web and phone during this time period for *that day’s jobs*. The only jobs that will be available are those that are not currently “in call out.” If the system is actively placing calls with substitutes for a particular job, the system will not allow another substitute to obtain that job. Periodically, the system will place a job on hold, to begin calling out another job. If this occurs, there may be a short period in time, when a substitute could log in and be able to secure a job for *that day*.

10:00 AM - 4:15 PM:	Subs may search for <i>future</i> available jobs.
4:15 PM - 9:30 PM:	The Interactive Voice Response (IVR) Phone system will make calls for <i>future</i> open jobs.

If the system is “calling out” on job to a substitute, another substitute will not be able to access that job to accept it. However, if the system places that job on hold, to begin calling out another job, there may be a short period in time, when a sub could log in and be able to secure that specific *future* job.

9:30 PM – 11:59 PM:

Subs may search for future available jobs.

SFE Training Tools

The following training tools are available to active substitutes:

- SFE Training Videos are available under the “Help” tab, once logged into [SFE online](#). These videos include:
 - Video: Navigating and Profile Updates (2 min. 32 sec.)
 - Video: Schedule (3 min. 51 sec.)
 - Video: Available Jobs (1 min.)
 - Video: Review Assignments (1min. 25 sec.)

Please note, the videos repeat after their conclusion.
QuickTime must be installed on your computer to view videos.
- [SFE Substitute Quick Reference Guide](#) (*This one page document may be helpful to keep near your phone*).
- [SFE Substitute User Guide](#)
- [5 Key Steps to Managing Your Calls from SFE](#)

An Important Note:

If you have accepted a *Long Term Sub* or *Temporary Teacher* position, the site administrator at that location must create a job in SFE and prearrange you into the job accordingly. If you have not been prearranged into this job and you have not received a job number, SFE will not know that you are filling a long term assignment and will continue to call you for available jobs.

BENEFIT SUMMARY

Supplemental Retirement Plan

Prince William County Public Schools (PWCS) employees may contribute a portion of their compensation to save for retirement by participating in the PWCS Supplemental Retirement Plan (SRP). There are two (2) plans offered to substitute and temporary employees.

- The **403(b) pretax plan** - where contributions are pre-tax, and earnings are tax-deferred. This means not only will employees who participate be saving for retirement but will also be paying less in taxes.
- The **ROTH 403(b) an after-tax** - where contribution are contributed after-tax, but earnings grow tax-free. Contributions are taxed at the time of investment but are generally not taxed when the funds are withdrawn at retirement.

The contribution(s) made to the 403(b) and ROTH 403(b) plans are payroll deducted and sent to the approved PWCS retirement investment company, Lincoln Financial Group (Lincoln). Lincoln offers investment products that combine the consistent returns of a stable value investment option and the benefits of mutual funds.

The maximum amount of compensation an employee can contribute in any given year is limited to what the IRS will allow.

Match: PWCS does not provide a match on Substitute and Temporary employee contributions.

Eligibility: Employees are eligible to participate in the Supplemental Retirement Plan immediately upon employment or anytime thereafter.

Summary: Contributions into the 403(b) and ROTH 403(b) plans are to be used for retirement. Money in the retirement plan is not like money in a credit union or savings account. The IRS provides strict guidelines for withdrawing funds prior to retirement. There are, however, some exceptions. Loans and hardship withdrawals may be available under the pretax 403(b) plan.

Enrollment forms and Lincoln representative contact information may be obtained from the PWCS Benefits website at pwcs.benefits.schoolfusion.us/ or contact the Benefit and Retirement Services Office at 703.791.8927 or email: benefits@pwcs.edu.

PWC Employee Credit Union

Substitutes and Temporaries may enroll in the Prince William County Credit Union. Please contact the banks directly, if you are interested.

PROFESSIONAL EXPECTATIONS

A. Employee Dress

Employees are representatives of the School Division and are required to dress and groom themselves in a manner that portrays a professional image.

Any manner of dress or personal hygiene that is unprofessional and considered disruptive to the work of the School Division shall be considered inappropriate.

B. Computer, Internet and Telephone Use

Resources are provided for the purpose of producing work that supports learning and teaching. All users have the responsibility of using the computer system and internet for work-related activities in a considerate, ethical and lawful manner as per Regulation 295-1, "Computer Systems and Network Services - PWCS Acceptable Use and Internet Safety Policy." Cell phone use is restricted by teachers, substitutes, temporary employees, and students in the classroom during instructional time. Student cell phones may be confiscated and given to the administrator. Please see the student *Code of Behavior* for more information.

C. Alcohol and Drug Free Workplace

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance (including alcohol or anabolic steroids) by an employee on school property, at any school activity or on any school-sponsored trip is prohibited.

Each employee convicted of any drug related crime shall notify the Director of Human Resources no later than five (5) days after such conviction. Compliance with this provision is a condition of employment and failure to report such information shall be immediate grounds for dismissal as per Regulation 504-1, "Drug-Free and Alcohol-Free Workplace."

D. Corporal Punishment

No teacher, principal, or other person employed by the School Board shall subject a student to corporal punishment. "Corporal punishment" means the infliction of, or causing the infliction of, physical pain on a student as a means of discipline.

As an employee, it is essential that you exercise good judgment to ensure your safety and well-being as well as that of other staff members and students. Questions regarding discipline procedures should be discussed with an administrator prior to the beginning of any assignment.

E. Sexual Harassment

Sexual harassment is any unwanted sexual language, gestures, jokes, looks, and/or touches that make you feel uncomfortable. The harasser can be anyone: a friend, a classmate, a teacher, a relative, a boss, or a co-worker. Harassment is normally intended to intimidate, pressure, or embarrass another person. Sometimes, the harasser may not even know that their actions are offensive. If you are sexually harassed, clearly tell the harasser that the behavior is inappropriate, report it, and document the incident as per Regulation 507.01-1, "Sexual Harassment." You can

help prevent harassment by being aware, not allowing the inappropriate behavior, and reporting any concerns. Good judgment is essential.

F. Reporting Requirements

In accordance with Regulation 771-1, “Child Abuse and Child Abuse Reporting Procedures,” any person employed in a public school who has *reason to suspect* that a child is abused or neglected shall report the matter immediately/within 24 hours.

- A school administrator is to be notified. They will assist with facilitating a report to Child Protective Services (CPS).
- If an administrator is not able to be reached, it is the employee’s duty to report the suspected concern to CPS.
- CPS must be notified within 24 hours from the time the suspected abuse/neglect was identified.
- CPS is available Monday – Friday from 8am-5pm via 703.792.4200. After regular business hours, on weekends, or holidays calls may be made to the Virginia Abuse and Neglect State Hotline, 800.552.7096.

In addition to the aforementioned, any incidents involving property damage or bodily injury must also be reported, per Regulation 390-1.

Inappropriate communications and relationships with students is a violation of our policy, regulations, procedures and the law. Establish and maintain appropriate boundaries.

DON’T become a friend, peer or buddy with a student

DON’T Facebook, Snapchat or Twitter with a student

DON’T give a student a ride in your car

DON’T go to a student’s home without parental presence and permission

DON’T host a student in your home

DON’T meet with a student alone, even at school

DON’T socialize with a student outside of school

DON’T discuss personal matters with a student- send them to guidance

DON’T send a student text messages (unless absolutely necessary)

DON’T call a student’s cell phone (unless absolutely necessary)

DON’T give a student a gift

Avoid even the appearance of inappropriate contact or communication.

Inappropriate actions with students will not be tolerated. If you believe inappropriate actions have occurred, immediately notify a school administrator.

JOB RESPONSIBILITIES

A. Work Schedules

Substitute and temporary assignments are on an as-needed basis and reflect the instructional needs of the school.

- Substitute teacher assignments are paid a *daily* rate of pay (if applicable).
- All other assignments; teacher assistant, office/library assistant, security, etc. will be paid an *hourly* rate of pay as approved by the School Board.

On occasion, due to the fluidity of the environment, a substitute may be requested to change assignments. We request that you comply if at all possible.

Substitutes and temporary employees are to report to the main office, unless otherwise instructed, sign in, and fill out the appropriate timesheet. Please check with office staff for appropriate sign in/out procedures and identification requirements.

B. Additional Duties

Substitute teachers are not required to assume extracurricular or coach duties after the regular instruction day. However, Substitute teachers are required to perform other duties during planning periods for the successful and safe operation of the school. *(These may include: performing bus duty, lunch duty, and/or filling in for another teacher during a scheduled break or planning period(s), front office assistance, and other assignments as necessary.)*

C. The responsibilities of substitutes shall include but not be limited to:

- Being responsible for student accounting.
- Participating in the business and activities of the faculty.
- Maintaining cordial relationships with colleagues.
- Report suspected child abuse or neglect within 24 hours.
- Being responsible for the conduct and safety of students in the classroom, during lunch, and on school grounds: Students should not be left unattended.
- Not making specific recommendations to parents and/or students in regard to particular dentists, physicians, other medical or professional services, or specific business establishments.
- Not engaging in any activity which constitutes conflict of interest.

PROFESSIONAL DEVELOPMENT

Prince William County Schools (PWCS) is proud to offer an *optional* interactive in-person training class for Substitutes who want to increase their confidence and performance in the classroom. This 2.5 hour class will be led by exemplary PWCS teachers. The training program will highlight the following key topics to improve classroom success:

- Effective Classroom Management Techniques
- How to Recognize and Avoid Traps
- Traits Necessary to be a Prepared and Professional Substitute
- Importance of Providing Reports to the Classroom Teacher
- Special Education and the Legal Issues
- Implement Various Teaching Strategies
- How to Fill Down Time with Instructionally Sound Activities
- Understand What to Include in a Sub Pack

The class costs \$29 to participate and includes a take-home copy of the STEDI Substitute Handbook (260 pages). Registration is required and sessions are contingent upon sufficient enrollment. For training dates and additional information, please access the registration form on the PWCS eSchool Solutions website, or the PWCS website on the Human Resources page.

Additional training resources are available on the eSchool Solutions web page.

CRISIS MANAGEMENT SUMMARY

The information provided (below) is a brief overview of the Crisis Management Plan. The full Crisis Management Plan is available at all school locations. In the event of an emergency situation, the following actions may be required in order to maintain the safety of students.

Evacuation for any reason-

- Evacuate the building using emergency fire exit routes. Be prepared to use secondary exit routes, if necessary
 - Close all doors, turn off the lights and take attendance book when exiting
 - Move at least 300 feet from the building to your designated evacuation area. Move upwind if smoke and fire is an issue
 - Reassemble class and take roll
 - Report injured or missing students to the designated student accountability administrator
 - Maintain a record of any student removed for medical reasons or released to their parents
 - In the event of a fire drill or false alarm, return to the classroom only after the 'all clear' is announced

Lockdown- A lockdown is initiated when there is an **immediate hostile threat** to school staff and students. The threat may be inside the school or on school grounds. *The education process stops!*

- Shelter any students or staff in the immediate area in your classroom
- Lock the classroom doors and windows
- Move students to areas out of the line-of-sight of doorway windows
- DO NOT self-evacuate until the area is cleared by police or building administrator
- DO NOT place cardboard or other coverings over the vision glass in the classroom door *unless concealment cannot be obtained*
- DO NOT evacuate for a fire alarm, unless fire or smoke is present or you are in imminent danger
- Keep students and staff calm and quiet
- *Teachers and Staff outside for PE or Recess will **HIDE!** Seek concealment using the school terrain features such as hillside or wooded area.*

Medical Problem-

If it is a minor illness or injury

- Have someone escort student to clinic or office
- Administer first aid, if necessary
- Ensure that the parent is contacted to report illness or medical problem

If it is a serious illness or injury

- Advise the principal or appropriate office staff, and request a 911 call, if necessary
- Do not move the student and keep the student as calm as possible

Secure the Building- There is a general threat in the vicinity of the school. All outside activities are canceled and students are brought inside. Students in modular trailers will remain there and those classrooms are to be secured from outside entry. *The education process continues.*

- Monitor the building and grounds and report unusual activity or objects to the police
- Brief students, as necessary, about the heightened security measures

- **DO NOT** evacuate for a fire alarm, unless fire or smoke is present or you are in imminent danger
- Maintain a close accounting of students at all times

Shelter-In-Place- An external atmospheric condition is anticipated. All students and staff are brought inside the building, and all exterior doors and windows are secured. The HVAC system is turned off.

The education process stops.

- Close all windows and exterior doors to classroom
- Students and staff should move as close as possible to the building's central interior (away from the exterior walls)
- Monitor staff and students for exposure symptoms related to the incident

Suicide- threats and attempts-

- Report to the principal and school counselor (provide the exact wording of the verbal threat or present the written threat)

Tornado/Severe Weather-

- Ensure that students sit quietly against a wall on the floor and that they understand the 'drop and tuck' command

The Office of Risk Management and Security Services put together the following list of recommended sites to visit to enhance your knowledge of school related safety and security practices.

Be Ready Make a Plan (Plan for Emergencies)

<http://www.makeaplan.org>

National Program for Playground Safety

<http://www.uni.edu/playground>

National Safe Schools Council

<http://www.schoolsafety.us>

National Safety Council

<http://www.nsc.org>

National Weather Service

<http://www.nws.noaa.gov>

SafeKids.com

<http://www.safekids.com>

DISCONTINUATION OF SERVICE

A. By Employee

If an employee no longer wishes to serve as substitute or temporary employee for PWCS, he/she is required to notify the Temporary Employment Office in writing as soon as possible to have his/her name removed from the substitute roster. A Resignation Form is available on the PWCS web page pwcs.humanresources.schoolfusion.us/.

B. By PWCS

1. It is the expectation that a substitute or temporary employee will work a minimum of 5 days every six (6) months (Jan-June and July-Dec.) Substitutes and temporaries who do not meet this expectation may be removed from the active roster. If a substitute wants to be reemployed, they will need to complete the new hire process again.
2. One (1) complaint, found serious in nature by the Director, Principal or Human Resources Supervisor, will be sufficient to be immediately removed from the current employee roster (i.e. corporal punishment, inappropriate and/or unprofessional conduct, sexual harassment, drug/alcohol use, possession of a weapon(s), security violations, any incident judged in direct violation of school board policies and regulations or the safety of our students). A substitute or temporary employee may also be removed from the approved roster if more than one school reports that the substitute or temporary employee is not meeting the school's expectations. An employee will be notified and will be afforded the opportunity to provide a written statement of the incident.

C. By School Administrator

Administrators are responsible for the educational programs at their school locations and have full authority regarding substitute and temporary assignments. In accordance with at-will employment, a school administrator may request that a substitute or temporary no longer be considered for assignments at their school with or without cause.

SUBSTITUTE GUIDE

...a helpful guide to succeeding in the classroom

STUDENT ACHEIVEMENT GOALS

1. Academics
2. Essential Life Skills
3. Responsibility to the Community

YOU ARE ESSENTIAL

As a substitute you are an integral part of the instructional team. As such, you are expected to maintain a professional attitude toward your work. By demonstrating self-confidence, initiative, and flexibility, you can have a positive impact on students while providing an essential service to your schools.

Following the teacher's lesson plan ensures that students are involved in meaningful activities. If the lesson plan is not available, please contact the main office immediately for further direction. Teachers should have emergency lesson plans on file.

YOU ARE A PROFESSIONAL

Substitutes, as part of the professional staff, are expected to practice professional ethics at all times. They should avoid discussing and comparing situations in one school while working at another school. **All student records are confidential and should not be discussed.** You could be legally liable for remarks made about a teacher or student. Harm can be done unintentionally at the lunch table or on a coffee break or other social situations. Please do not criticize another employee or school, especially in front of the students or members of the community. Loyalty to the profession and other staff members is essential.

To foster a friendly, cooperative, and healthy school atmosphere, certain commitments must be made. A substitute should:

1. Refrain from commenting unprofessionally about a student or his background or special needs.
2. Withhold confidential information about a student unless its release serves a professional purpose. When in doubt, consult the school administrator.
3. Treat each student fairly and considerately.
4. Solve differences of opinion in a friendly, mature, and professional manner.
5. Refrain from commenting unprofessionally about school-related matters. If you have a concern, please seek guidance from the appropriate administrator or the Department of Human Resources.
6. Keep the trust under which confidential information is exchanged.
7. Treat each student as unique.
8. Inspire all students to work to their fullest capabilities.
9. Avoid making accusations.
10. Ensure relationships with students remain professional.

YOU ARE A COLLEAGUE

Without the services of a substitute, student learning would be jeopardized. The School Division relies on substitutes to provide consistency in the student's learning environment. Regular teachers understand the challenges of substitute teaching. Many have served in this demanding role themselves.

A substitute can expect support and understanding from other teachers in the school. In many schools, a teacher in a nearby classroom will assist the substitute. Don't be afraid to ask questions. Consider your colleagues special allies who regard your work as an essential contribution to student learning.

Lesson plans provided by the classroom teacher must be followed. At the end of the day, you should leave a completed Substitute Report, which includes what was accomplished and any concerns you may have. Remember to leave the classroom the way you found it. If you do a good job, you increase the chances of being called to substitute in the same school again.

ESTABLISH RAPPORT IN THE CLASSROOM

It is important to establish a positive rapport quickly with the students. Some students may feel uneasy when they see an unfamiliar face in the classroom. Therefore, it is necessary to quickly dispel fears and to show an interest in the students as individuals.

- Greet students at the door.
- Have an activity ready when the students enter.
- Be positive and confident.
- Clearly state your own expectations toward behavior. It is essential to be brief.
- Establish a few specific "*for today*" rules.
- As much as possible, follow regular classroom routines. Children will feel secure if you show that you are confident and in control.

WITH THE STAFF

Introduce yourself to other staff. Be confident and show a desire to meet others. Focus on being positive, cooperative, and supportive. As a substitute, do your best to provide a good learning experience for the class. Cooperating with your colleagues is essential. If no lesson plans are available, contact the principal or administrator.

WITH THE ADMINISTRATION

In busy schools, the reality is that you could work several days without ever meeting the principal. Do not allow this to happen. Introduce yourself to the administration. Be confident and professional. Do not be afraid to seek assistance if you need it. Make a concise list of what is needed for you and your students to have a successful day. Be sure to approach the administration in a positive and courteous manner.

WITH THE SECRETARY, CUSTODIAN AND BOOKEEPER

The secretary and custodian are invaluable. They know the location of everything. The bookkeeper traditionally will keep your time and enter that information into the payroll system. In addition to signing in and out each day, be sure to keep a log/notebook of your hours.

CONTACTING PARENTS

Be sensitive to the relationship between the regular teacher and the parents. Discuss any issue with the principal before contacting parents.

BE READY FOR THE CALL

Be sure you know where schools are located and their start times. Prepare a notebook where you will enter your work assignments, contact information and hours worked each day.

THE CALL FROM SMARTFIND EXPRESS (SFE)

Substitutes are called either in the evenings prior to the assignment or early in the morning the day of the assignment. It is important to record the job number to present to the school the morning of the assignment. You should review each assignment no later than one hour prior to the start of the assignment for specific location announcements, lesson plans, times, and special instructions. The regular classroom teacher may leave specific information regarding lesson plans and special instructions for you to obtain after accepting the assignment.

GET OFF TO A GOOD START

Be sure to allow yourself ample time to arrive at the school. It is required that substitutes arrive at the school at the start time of the job listed on their assignment. When you arrive at the school, report to the main office, let the staff know who you are, your job number, for whom you are substituting, and obtain proper sign-in/out procedures.

Before you begin the instructional day, there are some things you need to consider. Check to see if an information packet has been provided by the teacher to assist you in becoming familiar with school routines. Lesson plans should be available and in clear sight. If you cannot locate them, look for the team leader or department chair or contact the office for emergency plans. The information gathered will contribute to the smooth operation of the learning environment and may reduce opportunities for disruptions.

DRESS PROFESSIONALLY

Substitutes must dress in appropriate business casual attire for the school environment. Standards may vary between schools. Any manner of dress or personal hygiene that is unprofessional and disruptive to the work of the School Division shall be considered inappropriate and the employee may be asked to go home.

AT THE END OF THE SCHOOL DAY

The “Substitute Teacher Feedback Report,” available on the Substitute/Temporary webpage, may be used to leave a brief account of the day for the returning teacher. Be positive and to the point in your comments. You may want to include your contact information in the event the teacher has any questions. Before you leave the school, return all materials and retain a copy of your time sheet.

RECORD OF ASSIGNMENTS

All assignments may be verified thru SFE. Information such as the job number, job status, start and end times, location, date of the assignment and the employee requiring the sub is available for viewing. This feature is useful when reconciling your pay each period.

Frequently Asked Questions

Q: What are the pay rates for a substitute?

A: Teacher Assistants earn \$10.20 per hour for general education, and \$11.00 for special education, Non-Degreed Substitute Teachers \$85.00/day, and Degreed (4 year degree) Substitute Teachers \$96.00/day.

Q: What are the pay rates for a temporary employee?

A: The rate-of-pay depends on the temporary assignment. Generally speaking, temporary assignments are \$7.25 to \$11.00 per hour.

Q: Do I have to reapply if it has been a while since I last worked?

A: Substitutes who are inactivated for not working the minimum 5 days in a 6 month time period, who wish to be considered for substitute employment again, will need to reapply through the normal substitute application process. This includes re-submitting required documentation and being reprocessed.

Q: Can I work at my child's school?

A: With approval from the building administrator.

Q: What do I need to do to change my address?

A: All requests for address changes must be in writing. Access the "Address Change Form" at pwcs.humanresources.schoolfusion.us/, click on 'Forms,' then 'Change of Address'.

Submit Address Change requests by: Fax: 703.791.8021, Scan and Email:

Personnelsub@pwcs.edu, Courier: "HR/Temporary Employment Office," or Mail to: PWCS Attn. HR/Temporary Employment Office, P.O. Box 389, Manassas, VA 20108

Q: If there are discrepancies with my paycheck, with whom do I need to speak?

A: Contact the bookkeeper of the school where you worked. Contact the Temporary Employment Office in the Department of Human Resources if further assistance is necessary.

Q: What if I decline a substitute job, does that mean I am off the substitute list?

A: No, you may decline jobs. However, if you form a pattern of declining, you may no longer be requested for substituting opportunities at that school.

Q: When subbing, what choices in schools do I have?

A: Applicants may work at any location in PWCS in positions for which they are qualified.

Q: When I substitute, can I be requested by a specific teacher(s)?

A: Yes, teachers may request a specific sub thru SFE.

Q: How often am I paid?

A: All PWCS employees are paid on the 15th & last day of the month, provided they worked in the payroll period. Review the Compensation section of this handbook for pay dates and information.

Q: As a substitute or temporary employee am I eligible for benefits?

A: Substitutes may participate in the 403(b) Supplemental Retirement Plans.

Q: What is a long-term substitute?

A: A long-term substitute works 11+ consecutive school days in the same classroom in an instructional position. Long term does not apply to teacher assistant or clerical positions.

Q: What are the qualifications to be a long-term substitute?

A: Long-term substitutes must hold a 4-year college degree, or more.

Q: How much are long-term substitutes paid?

A: Eligible substitutes are paid \$96 for the first ten (10) consecutive days in a classroom. Starting on the 11th day, the long-term rate of \$127.50 begins. If the long-term substitute holds a valid VA teaching license, the per diem rate will be \$156.00.

Q: How do I become a long-term substitute?

A: Schools are responsible for selecting and submitting requests for long-term substitutes.

Q: What are the regular work hours for substitutes?

A: 7.5 hour day.

Q: I am subbing at a school and a teacher has a planning period. What should I do during this time?

A: When arriving for an assignment, speak to the front office or head of the department for an assignment to do during the planning period. They may assign hall duty, bus duty, work in the front office, etc.

Q: Can I substitute in schools that I did not choose on my locations list?

A: Yes. At times, SFE will contact qualified individuals to fill assignments at locations other than those preferred. This is done in an effort to fill all available jobs. If contacted, you may choose to accept the assignment.

Q: Is direct deposit available? Is it required?

A: Direct deposit is available and encouraged, but not required. You may elect to participate in direct deposit at any time, but please be advised that it can take up to 30 days to take effect.

Q: How will the schools know I am available to substitute?

A: Once you have completed the new hire process, your name will be added to the active substitute list and your ID badge will be mailed to your home address. You will immediately want to register with SFE so that you may begin to receive calls for open jobs.

Q: If I want to apply for a permanent position with the county, what do I need to do?

A: You may apply for any position(s) for which you are qualified. In doing so, please indicate that you are a current substitute under the work history section.

Q: Do I get an ID badge?

A: Picture ID's are not generated for Substitute and Temporary employees; however, you will receive a substitute card for the current school year, or a temporary badge for the duration of a temporary assignment (if applicable). Each school has policies on badges and you may be asked to wear a temporary badge specific for the school where you are working.

Q: How often do I have to work to remain as an active substitute?

A: If you have not worked at least 5 times in a 6 month period, you may be inactivated.

Q: If I have recently graduated from college or completed 60+ college credit hours, how do I change my degree status?

A: If your degree status has changed, complete a “Substitute Education/License Update Form,” attach a copy of your transcript(s) that reflect the change, and send it to the HR/Temporary Employment Office. The Education Update Form is located on the PWCS Substitute/Temporary web page.

Q: If I just received my degree, when will my pay rate be effective?

A: We cannot change your pay rate until a copy of your transcripts and Education/Licensure Update Form are received in our office. Status changes will not be backdated.

Q: How would I change my work location preferences?

A: You may update your location preferences at any time thru SFE via the web by selecting the “Locations” tab under the ”Schedule” menu.

Q: What should I do if I report to a job with a job number and the school says they do not need a sub anymore?

A: Subs are encouraged to review their jobs and emails each morning in case of cancellation. A sub should be notified of a job cancellation at least one hour before the job starts. If there has been no cancellation issued, the school should offer you the option to work in another capacity. If there are any questions regarding this policy, remain on site and contact the Sub/Temp Office.

Q: What should I do if I wake up sick and cannot go to my assigned job?

A: You need to cancel your job in SFE and call the school SFE administrator to let them know you had to cancel. Do not rely on messages and email. Be persistent to speak with the correct person.

Q: Circumstances occurred causing me to arrive late for a job. What should I do?

A: Call the school before the job starts and let them know you will be late. Schools may replace you if you are running late. In this case, no compensation will be provided.

Q: When I search for jobs on the web, I often see “No Records Found.” What is this telling me?

A: The jobs you can review online are related to your profile, your availability, and the job’s status. Only one substitute can see a particular job at a time. As jobs go through a cycle of availability, depending on the step and your preferences, you may not have access to view jobs. You are encouraged to check back at a later time.

Q: If I accept a job as a teacher, but the school uses me as a teacher’s assistant or vice versa, what do I get paid?

A: You get paid the higher rate of the two positions.

Q: What do I do if I no longer want to be a substitute?

A: Submit a resignation form to the Sub/Temp Office.

Q: If I need to change my email or phone number, how do I complete this change?

A: You can go into your SFE sub profile and in the top right corner under “Profile” you can change your callback number and email. If you have a change of address you will need to fill out a Change of Address Form and submit it to the Sub/Temp Office. This is especially important in order to receive your W2’s the following year.

Q: I talked to a teacher who wants to use me for a job, but they say they can’t find me in SFE. Why would this happen?

A: A teacher can only request you for a job if your classifications, locations, schedule and availability match their title and job specifics. For example, if you indicated you were willing to work K-3 but did not select “Art” on your Sub Preference Form, then Art Teachers will not be able to select you for their absences. You may update your Classification Preferences with the Sub/Temp Office at any time by submitting a Substitute Preference Form, available on the Sub/Temp web page.

Q: Are there certain days of the week that are in more need of subs than others?

A: Mondays and Fridays are particularly busy for absence requests. Subs who accept substitute positions on these high volume days are especially welcomed.

**FREQUENTLY REQUESTED
CONTACT INFO**

PWCS website www.pwcs.edu
PWCS Human Resource website <http://pwcs.humanresources.schoolfusion.us/>
PWCS Job opportunities <https://jobs.pwcs.edu/Jobs/>
PWCS Employment application <https://jobs.pwcs.edu/workspace/>

Employment Service Center

For questions concerning employment applications please contact the
Employment Service Center (ESC) 703.791.8050
Fax: 703.791.8193

Temporary Employment Office

Hetrick, Christi – HR Supervisor 703.791.7327
Jimenez, Drucila – Substitute Specialist 703.791.7466
Skinner, Monica- Substitute Specialist 703.791.7897
Cox, Susan – Substitute Specialist 703.791.7327
Email personnelsub@pwcs.edu
Fax: 703.791.8021

PWCS Department of Human Resources Address:

PWCS
Attention: HR/Temporary Employment Office
14715 Bristow Road
Manassas, VA 20112

Tip line (Anonymous) 703.791.2821

Virginia Department of Education Web Site: www.doe.virginia.gov/

Substitute/Temporary Acknowledgement

Continued Service

When school is not in session, as is the case over the summer months and holiday breaks, most Substitute/Temporary positions will not likely be available. Substitutes that have successfully worked at least 5 times within the previous six (6) months, and have not indicated their desire to resign, will automatically receive a new Substitute ID badge mailed to their home address prior to the new school year. PWCS will need the services of Substitutes when schools reopen. Temporary employees will receive a renewal badge for each assignment.

Substitute or temporary assignments may be terminated at any time by PWCS, or by the employee, without reason. Under this type of employment, there is no contract being offered and there are no benefits, to include sick leave that are associated with regular employment.

Handbook

This handbook cannot supply all the information needed to provide substitute or temporary services to the schools of Prince William County, yet we hope it will aid in making your employment with Prince William County Public Schools (PWCS) successful.

This Handbook is not a contract with the Prince William County School Division. Should there be a conflict between any statement, fact or figure presented in the Handbook and the current PWCS policies and regulations, the latter shall take precedence. All employees have the responsibility to keep themselves informed of these policies and regulations.

PWCS Regulations, Policies, and Mandates

By signing below, you attest that you understand the information provided regarding employee expectations, reporting requirements, harassment in the workplace, benefits, compensation and mandates including videos on Hazard Communication, Blood Borne Pathogen, and Sexual Harassment. In addition, you understand and will abide by PWCS regulations and policies available on the PWCS website (pwcs.edu).

PRINT NAME

DATE

SIGNATURE

LAST 4 SS#

Thank you for your contributions to the students of PWCS.

Prince William County Public Schools (PWCS) does not discriminate in employment or in its educational programs and activities against qualified individuals on the basis of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, veteran status, or disability. PWCS provides equal access to the Boy Scouts and other designated youth groups. The following individual(s) will handle inquiries regarding nondiscrimination policies, including Section 504 and Title IX:

*Associate Superintendent for Human Resources
Prince William County Public Schools
P.O. Box 389 Manassas, VA 20108*

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