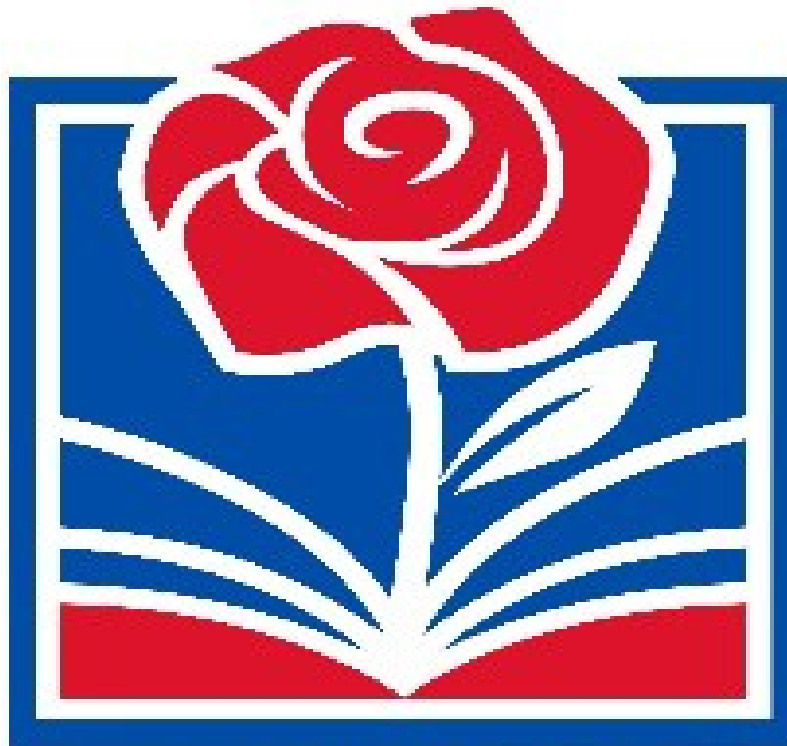


# Substitute Teacher Handbook

ROSEVILLE JOINT UNION HIGH SCHOOL DISTRICT  
1750 CIRBY WAY  
ROSEVILLE CA 95661  
(916) 782-6565  
WWW.RJUHSD.US



**ROSEVILLE**  
JOINT UNION  
HIGH SCHOOL DISTRICT  
IGNITE • INSPIRE • PREPARE

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## **Welcome to the Roseville Joint Union High School District**

The Roseville Joint Union High School District welcomes you and hopes your experience as a Substitute Teacher is productive. Your work as a Substitute Teacher is an important component of our instructional program and campus life. The information in this handbook is to assist you and provide you with general guidelines. Each school may supplement this with more specific and detailed instructions to their particular school site.

As a Substitute Teacher, you will create a positive learning environment for ALL students and take the place of the classroom teacher for the assignment. Please follow the lesson plans and guidelines set forth by the teacher for whom you are subbing. The Substitute Teacher is the supervising adult in the classroom and responsible for the safety of the students in the classroom, those students with whom you engage and observe on campus, your classroom equipment and materials. You may be privy to private and personal student information and you are expected that to keep that confidential. If you are in doubt about any process or should concerns or an emergency arise, please contact the principal's secretary or an administrator at the site you are working.

Students are looking to you for guidance and direction in place of their regular teacher. Appropriate language and dress is required of our Substitute Teachers at all times. When communicating with students, staff, parents and the RJUHSD community members it is expected that our Substitute Teachers will refrain from using sarcastic language, making racially insensitive comments, being a part of demeaning and negative exchanges or any comments that are sexual in nature or demeaning to a student's sexual orientation or sexual identity. All of our campuses are non-smoking (including the use of electronic cigarettes) and alcohol is not permitted at our sites at any time. Cell phones should not be used during class.

Thank you for being part of our campus community.

Rob Hasty,  
Executive Director, Human Resources, Certificated

## School Sites and Contacts

School	Contact	Address	Phone number
<b>Adelante High School</b>	Jan Hammond <a href="mailto:jhammond@rjuhsd.us">jhammond@rjuhsd.us</a>	350 Atlantic Street Roseville, CA 95678	916 782 3155 Ext. 1601
<b>Antelope High School</b>	Kim Cuneo <a href="mailto:kcuneo@rjuhsd.us">kcuneo@rjuhsd.us</a>	7801 Titan Drive Antelope, CA 95843	916 726 1400 Ext. 6070
<b>Challenge High School</b>	Carolyn Timm <a href="mailto:ctimm@rjuhsd.us">ctimm@rjuhsd.us</a>	2501 Woodcreek Oaks Blvd. Roseville, CA 95747	916 771-6570
<b>Granite Bay High School</b>	Meagan Swartz <a href="mailto:mswartz@rjuhsd.us">mswartz@rjuhsd.us</a>	1 Grizzly Way Granite Bay, CA 95746	916 786 8676 Ext. 5123
<b>Oakmont High School</b>	Caitlin Strawn <a href="mailto:cstrawn@rjuhsd.us">cstrawn@rjuhsd.us</a>	1710 Cirby Way Roseville, CA 95661	916 782 3781 Ext 2001
<b>Roseville High School</b>	Rhonda Dorsey <a href="mailto:rdorsey@rjuhsd.us">rdorsey@rjuhsd.us</a>	1 Tiger Way Roseville, CA 95678	916 782 3753 Ext. 3070
<b>West Park High School</b>	Paige Cahill <a href="mailto:pcahill@rjuhsd.us">pcahill@rjuhsd.us</a>	2401 Panther Place Roseville, CA 95747	916 786-2970 Ext. 7070
<b>Woodcreek High School</b>	Glennnda Couch- Carlberg <a href="mailto:gcouch-carlberg@rjuhsd.us">gcouch- carlberg@rjuhsd.us</a>	2551 Woodcreek Oaks Blvd. Roseville, CA 95757	916 771 6565 Ext 4005

## Logging in on the Web

To log into Aesop, type <http://www.aesoponline.com> in your web browser's address bar. Enter your ID number and PIN; then, click **Login**.

### Can't remember your login info?

If you're having trouble logging in, click the **Login Problems** link next to the "Login" button for more information.

## Finding Available Jobs

Aesop makes it easy to find available jobs right on the homepage. Jobs available for you to accept show in green on the calendar and in list form under the "Available Jobs" tab.

The screenshot shows a calendar view for December 2015. A red diamond icon with a question mark is visible. Below the calendar, there are tabs for 'Available Jobs' (3), 'Scheduled Jobs' (1), and 'Past Jobs' (0). A 'Reject' button is also present. The 'Available Jobs' list shows one job: 'Fox, Tim High school Science' on 'Tue 11/15/2015' from '8:00 AM - 3:00 PM' at 'Coal Hill School'.

To accept a job, simply click the **Accept** button next to the absence. If you do not want to accept this job, click the **Reject** button, instead.

## Getting Help and Training

The screenshot shows a calendar view for December 2015. A red diamond icon with a question mark is visible. Below the calendar, there are tabs for 'Available Jobs' (3), 'Scheduled Jobs' (1), and 'Past Jobs' (0). A 'Reject' button is also present. The 'Available Jobs' list shows one job: 'Fox, Tim High school Science' on 'Tue 11/15/2015' from '8:00 AM - 3:00 PM' at 'Coal Hill School'.

If you have questions, want to learn more about a certain feature, or want more information about a specific topic, click the **Help** tab to go to the Aesop Learning Center to search Aesop's knowledge base of help and training materials.

## Using Aesop on the Phone

Not only is Aesop available on the web, but you can also find and accept available jobs, manage personal information, change your PIN number, and more, all over the phone.

### When You Call Aesop

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

When calling Aesop, you can:

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

### When Aesop Calls You

If an available job has not been filled by another substitute two days before the absence is scheduled to start, Aesop will automatically start calling substitutes, trying to fill the job. Keep in mind, when Aesop calls you, it will be calling about one job at a time, even if you're eligible for other jobs. You can always call into Aesop (see "When You Call Aesop" section above) to hear a list of all available jobs.

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

When you receive a call from Aesop, you can:

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

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

**ROSEVILLE JOINT UNION HIGH SCHOOL DISTRICT  
 CERTIFICATED PAYROLL - SUBSTITUTE SCHEDULE  
 FY 2021-2022**

<b>POSITION</b>	<b>OBJECT CODE</b>	<b>\$ RATES</b>
Substitutes		
Period-RSEA unit member @ comprehensive site	1110	\$75.00 / Period *
Period-RSEA unit member @ AdHS	1110	\$50.00 / Period *
Period-RSEA unit member, Part-time Teacher @ comprehensive site (5+ consecutive days in same assignment) **	1110	1/3 of Full-time Daily Rate
Period-RSEA unit member, Part-time Teacher @ AdHS (5+ consecutive days in same assignment) **	1110	1/5 of Full-time Daily Rate
Period-non unit member @ comprehensive site	1110	\$50.00 / Period *
Period-non unit member @ AdHS	1110	\$30.00 / Period *
Period-Retiree @ comprehensive site	1110	\$53.33 / Period *
Period-Retiree @ AdHS	1110	\$32.00 / Period *
Hourly rate-Home/Hospital	1110	\$31.00 / Hr
Hourly rate-non unit member @ IHS	1110	\$34.95 / Hr
Daily rate	1110	\$150.00 / Day *
Retiree daily rate	1110	\$160.00 / Day *
Long term daily (15+ days)	1130	\$170.00 / Day *
Long term daily (15+ days, requiring special credential or expertise)	1130	\$205.00 / Day *
School Nurse (Daily rate of 184 day certificated salary schedule, Column B, Step 1)	1241	\$300.93 / Day
Support Services staff position	1210	\$290.00 / Day
Administrator	1310	\$350.00 / Day

\* Temporary change-agreement begins September 13, 2021 and ends June 3, 2022.

\*\* Temporary reduction in the number of consecutive days used to determine a long term assignment for the 2021-22 school year

**ADOPTED:** September 23, 2021

**EFFECTIVE:** September 24, 2021

# To log into a District computer

Make sure computer and monitor are turned on.

1. Click **Ctrl+Alt+Delete** on the Keyboard when it appears on screen.



2. Click OK to acknowledge and agree to the RJUHSD Technology Acceptable Use Policy (AUP). If you are not familiar with the RJUHSD AUP, a copy of the agreement can be obtained by going to the district website or at [www.rjuhsd.us/aup](http://www.rjuhsd.us/aup).



3. Type in your **User Name** and **Password**. If you do not remember or know what your user name or password is, you can call the helpdesk at extension 1234.





# To Log into Aeries Web to Take Attendance

1. Open a Chrome Browser



2. In the browser, type in aeries.rjuhsd.us or click [here](#).
3. Once there, you can select “Click here for the Teacher Portal”



Roseville Joint Union High School District  
Aeries SIS

[Click here for the Teacher Portal](#)

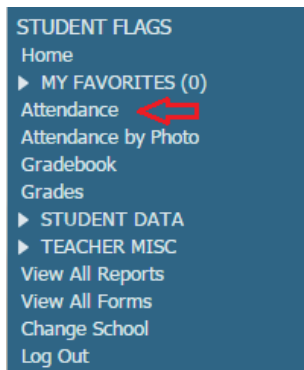


[Click here for the Office Staff Portal](#)

4. At the log in screen, type in the user name and password provided. If you do not remember or know what your user name or password is, you can call or go to the front office of your school and speak to the registrar and they will provide you with your user name and password. You will need your ID.



5. Once you have logged in, click on **Attendance** or **Attendance by Photo** to take attendance.



6. Select the correct period, select the correct check box for: **A – Absent** or **T – Tardy**. Once you have marked all your absent or tardy students, you can click on the “**Mark All Students as Present**”. If you have marked a student absent and they come in after you have completed your attendance, you can modify the mark and change the **A** to **T**. If you have any questions, you can call the registrar at the front office of your school for assistance.



**Roseville Joint Union High School District**

1750 CIRBY WAY, ROSEVILLE, CALIFORNIA 95661

Office (916) 782-6565 ext.1050 • Fax (916) 786-2681 • E-mail: [bbasham@rjuhsd.us](mailto:bbasham@rjuhsd.us)

BRAD BASHAM, Assistant Superintendent, Personnel

**BOARD OF TRUSTEES**

ANDREW TAGG  
PETE CONSTANT  
HEIDI HALL  
JULIE HIROTA  
SCOTT E. HUBER

**2021/2022 School Year State Mandated Training**  
**For New Hires**

The Roseville Joint Union High School District is fully committed to the health and safety of all staff, students, and visitors. The PublicSchoolWORKS training system is accessible through the District's website (see instructions below). The PublicSchoolWORKS system tracks employee training and will periodically remind you if you haven't completed the course.

As a new employee, you will be assigned several courses. These courses must be completed within six (6) weeks of hire.

**Below are the steps you will need to take to complete the online training after your clearance appointment:**

1. Go to the RJUHSD Website (<http://www.rjuhsd.k12.ca.us>) and click on the blue bar at the top right of the screen, "Staff Resources." Click on the "Online Staff Training" link. This opens another "Online Staff Training" link that will take you to the PublicSchoolWORKS login page.
2. Enter your username, which is your first initial and your last name (e.g., jsmith for John Smith), and password (the last four digits of your social security number).
3. You will be brought to a screen titled, "Your Login Info." If you do not see the "Your Login Info" screen, follow the directions on the "Login Help" screen. **If you have any problems or need further help, call 1-866-724- 6650, Option 4.**
4. It is very important that the information shown on the "Your Login Info" screen is accurate. Make any changes needed, include your email address, and then click on the button, "Click here when correct."
5. You will then be brought to a screen titled, "Your Course List."
6. Click on "Enter Class" to begin one of the training courses.

After you complete the courses and pass the tests, the courses will be removed from your course list. If you fail the tests, you can retake it until you obtain a passing grade. Your failures will not show on your transcript.

Thank you very much in advance for completing this required training.

*Brad Basham*

Assistant Superintendent, Personnel Services

**ROSEVILLE JOINT UNION HIGH SCHOOL DISTRICT**  
**HEALTHY WORKPLACES/HEALTHY FAMILIES ACT OF 2014 (HFA)**  
**ELIGIBILITY AND PROCEDURES INFORMATION**

**PLEASE NOTE: 24 HOURS OF SICK LEAVE WILL BE PRINTED ON YOUR PAYSTUB BUT YOU MUST MEET THE ELIGIBILITY CRITERIA AS DESCRIBED BELOW BEFORE YOU QUALIFY TO USE SICK LEAVE. ONCE YOU MEET THE CRITERIA, TO REQUEST SICK LEAVE, YOU MUST CONTACT PERSONNEL (VIA EMAIL OR TELEPHONE – SEE CONTACT INFORMATION BELOW)**

**I. POLICY STATEMENT**

In accordance with the Healthy Workplaces/Healthy Families Act of 2014 (HFA), California's new Paid Sick Leave Law (AB 1522), the Roseville Joint Union High School District ("District") will provide 3 days or 24 hours of paid sick time annually which may be used by eligible Employees within the 12 month period representing the District's Fiscal Year (July 1 to June 30).

**II. HEALTHY FAMILIES EMPLOYEES**

This policy applies to limited term, part-time, substitute and seasonal employees (exempt and non-exempt) who, on or after July 1, 2015, work in the State of California for the District for 30 or more days within 12 months from the beginning of employment and who are not covered by a collective bargaining agreement or other applicable paid time off (PTO) policy.

**III. EXCLUSIONS**

Employees not covered by this policy are those who are eligible for the "comprehensive leave" benefit provided by the District pursuant to the RSEA and the CSEA contracts (represented employees), or employment agreements (non-represented employees). Hourly paid non-FTE teachers working at Independence High School and Roseville Adult School are also excluded as the rate of accrual and carryover required by the Education Code is greater than that required by the HFA. Retired annuitants of CalPERS or the County Employees Retirement Law of 1937 are excluded.

**IV. PROCEDURES AND ELIGIBILITY**

1. Eligible Employees covered by this policy ("Employees") are entitled to 3 days or 24 hours of paid sick time annually, which may be used within a 12 month period or term of employment. Twenty-four (24) hours shall be the maximum benefit except in situations where an Employee works a regular modified schedule in which his/her work days exceed 8 hours. (e.g. an Employee who works four, 10-hour days per week.) In such cases, a "day" shall be the equivalent of the hours in the Employee's regularly-scheduled work day. Three days of those regular alternative schedule days shall be the maximum annual benefit.
2. An Employee may use available paid sick days beginning on the 90<sup>th</sup> day of employment and after working 30 days with/for the Roseville Joint Union High School District.
3. The District will limit the Employee's use of paid sick days to 24 hours or three days, whichever is greater, in each fiscal year.
4. Employees will be provided the total amount of sick leave that may be used per year - 24 hours or 3 days - in an "annual grant" at the beginning of each fiscal year beginning July 1, or the first date of employment, whichever is later. **Therefore no accrual or carry-over of paid sick hours/days is permitted for any employee covered by this policy.**

The Roseville Joint Union High School District shall allow the use of paid sick days or hours upon the oral or written request of an Employee. In accordance with Labor Code section 230(c) and Labor Code section 230.1(a), permissible uses for sick days or hours are for the Employee's own illness which makes the employee unable to fully perform his/her essential job functions, or for the diagnosis, care or treatment of an existing health condition or preventive care for the

**ROSEVILLE JOINT UNION HIGH SCHOOL DISTRICT**  
**HEALTHY WORKPLACES/HEALTHY FAMILIES ACT OF 2014 (HFA)**  
**ELIGIBILITY AND PROCEDURES INFORMATION**

Employee or a family member for specified purposes, consistent with the requirements of the HFA, or for an Employee who is a victim of domestic violence, sexual assault, or stalking.

“Family member” for purposes of this paid sick leave policy include:

- A spouse or registered domestic partner;
- A biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis, regardless of age or dependency status;
- A biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee’s spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child;
- A grandparent or grandchild;
- A parent-in-law;
- A sibling

The Employee must provide reasonable advance notification, orally or in writing, of the need to use sick leave, if foreseeable. The Employee must contact Personnel directly via telephone (not text) or email. If the need to use sick leave is not foreseeable, the Employee must provide notice to Personnel as soon as practical. The District will not require an employee to find a replacement to cover his/her work as a condition for using sick pay under this policy.

Employees may use accrued sick leave in increments of time they determine to be necessary for illness or preventive care or medical appointments. However, the District will apply a minimum increment of two (2) hours for limited term, part-time or seasonal Employees and 1 period (90 minutes or 1.5 hours) for Certificated Substitutes for each use.

Employees will only receive paid sick time for the amount they would have been paid for the use of sick leave. For example, if the Employee was scheduled for a four hour shift, they will be compensated with four hours of paid sick time only.

Sick leave will be calculated in the same manner as the regular rate of pay for the workweek in which the employee uses paid sick time, and at the regular hourly rate for the job classification of the position from which the Employee was absent.

Sick leave is payable in the next payroll period.

Paid sick leave made available under this policy has no cash value, and the District does not pay Employees for unused sick leave upon separation from employment.

Limited term, part-time, substitute or seasonal Employees that meet the 30-day and 90-day eligibility requirements for using sick leave, and who then have a break in service of twelve months or less, shall have their unused sick leave restored upon rehire. Those Employees may begin using their reinstated sick leave for that fiscal year immediately upon re-employment with the District.

Retaliation or discrimination against an employee who requests paid sick days, uses paid sick days, files a complaint with the Labor Commissioner or alleges a violation of Labor Code sections 245-249 is prohibited. An employee has a right to file a complaint with the Labor Commissioner against the District for retaliation or discrimination.

Revised 8/19/16

# FAQS

## **How do I get jobs on Frontline?**

Frontline does robocalls. You can log into Frontline from a desktop or iPad or any device that connects to the internet. The most common way is from a Frontline associated app—Frontline, Subalert and Jobulator are the most popular apps: check Google Play, the App Store or wherever you download your apps. Please note that some apps may have a fee. Sites or teachers may call you directly.

## **When is payday?**

You are paid the 10<sup>th</sup> of the month for the previous month, so for example you are paid on September 10 for work done in the month of August.

## **What is full day pay?**

You receive full-day pay when your assignment is for 3 periods for the same teacher.

Let's say you are subbing for Ms. Jones AP Calculus class for 3 periods—that's a full day. If you also sub an extra period that same day, you will be paid for a full day plus one extra period. Some assignments may only be for two periods—for that you would be paid for two periods at the period rate. Please be mindful of the jobs times listed in Frontline as that may be an indicator of a partial day assignment.

We only pay by full day or period and you are only paid for the periods when you teach a class. Most teachers work a full 3 period day and have one prep (non-instructional period); some work only two periods, others have release periods or teach on their prep. If you have questions about a teacher's schedule, check for notes in Frontline or ask the school site. The current salary schedule is included in this packet and on the district website.

## **Do I stay for the intervention period?**

Only if you are in a temporary teaching position; otherwise subs are NOT expected to work the intervention period and are not paid to work the intervention period.

## **What is a long- term assignment?**

A long-term assignment is an assignment that is 15 or more consecutive days for the same teacher in the same assignment. You would receive long-term pay for as long as you are in the assignment unless there is a break in service. A break in service would be any day you did not come in for the assignment that was a scheduled work day.

## **How long can I teach with my 30 Day Credential?**

You can work for one teacher for 30 days in the same class in one school year, 20 days in Special Education. Once you have reached the 30 or 20-day limit you will be blocked from that teacher for the remainder of the school year.

**What is the arrival time?**

The arrival time is 30 minutes prior to the start of the period; so for example if class starts at 7:40 am you are expected to arrive on campus at 7:10am. Please be mindful of the assignments and times in Frontline. You can find bell schedules and calendars on the district website at [www.rjuhsd.us](http://www.rjuhsd.us). Check under the "Schools" tab for the school you are looking for; you can find bell schedules, calendars, phone numbers and a lot of other information. If you are late and the site has to find another sub, you will NOT be paid for that period. You are paid for the periods you are teaching, not for prep periods or release periods. If you cannot fulfill an assignment, you MUST cancel it in Frontline. If you cancel after 6:30am on the day of the assignment, you MUST call the site secretary and the district office (916 782 6565 ext. 1051) so another substitute can be found.

**Is there a minimum amount I have to work to be an active sub?**

No, however we will audit our substitute roster periodically and if you have not worked for an academic term we will inactivate you and remove you from our system.

**What about Tech issues?**

Please note that neither Technology nor the District office knows your password or username for your district login or Frontline. You should follow the prompts for "forgot my password/username" to reset. If you are having a functional issue with hardware in the classroom you can contact Technology at 1234.

**Where can I find more information about schools, calendars, bell schedules, forms?**

Please check our website at [www.rjuhsd.us](http://www.rjuhsd.us)