

Substitute Classified (Clerical/Technician) Expectations and Eligibility Guidelines

I understand that I have a responsibility to protect the confidentiality of all USD 259 students. I will not share names of students or details about student's grades or behaviors with anyone other than a school official and, even then, I will share only on a 'need to know' basis.

I have read, understand and agree to follow board policy P1231 on Acceptable Use of Computers, I will not open or print documents that belong to other staff members without prior permission or use the Internet for personal use (e.g. personal e-mail accounts, stock market quotes, shopping etc.). I understand that job shopping on the Aesop System during work hours is prohibited.

I am familiar with and agree to follow the guidelines set forth in The Board of Education Harassment Policies P1115, P1116, P1120 and P1121.

I will follow the schedule of the absent employee and perform all assigned duties to the best of my ability.

I am entitled to and required to take a lunch break according to the absent employee's schedule.

I understand that telephones are to be used for school purposes only except in emergency situations and that cell phones should be turned off and not allowed to interfere with the work environment.

I understand that if I am scheduled in an assignment, but I am unable to fulfill the assignment I must notify the school and the sub office as soon as possible.

I agree to present myself and dress in a professional manner at all times.

I am familiar with and agree to follow the guidelines set forth in The Board of Education Harassment Policies P1115, P1116, P1120 and P1121.

I understand that I am required to complete and turn in a time card to the sub office by the end of every week that I work.

No Solicitation. (No sales for youth groups, Avon, Scentsy, Silpada, Stella & Dot, Mary Kay, candy, etc.).

Guidelines:

I am required to turn in a time card at the end of every week that I work and no later than the following Monday. My time card should reflect the exact hours that I was in work status and should reflect the amount of time I took for lunch. My work hours should not exceed the exact hours of the employee (including lunch) I am subbing for unless approved by the building administrator (this requires the signature of the building administrator).

I must work at least **ten (10) assignments per year.**

I may be required to call the substitute office as well as the school if I am unable to make it to a scheduled assignment or will be late to scheduled assignment.

I am expected to work all assignments that I accept unless an emergency occurs. Canceling more than two assignments in a semester will be considered excessive and I will be removed from the substitute

list. In the event of a medical/family emergency that requires the cancellation of more than two (2) assignments, a doctor's excuse will be required.

I understand that it is prohibited to use personal electronic devices in the presence of students (i.e., cell phones, lap tops, ipads, tablets, etc.)

I am required to immediately inform Human Resources of all personal information changes (i.e. address, telephone, and name etc.).

I understand that I am not allowed to accept any assignments outside the capacity for which I was hired (i.e. sub classified, sub paraeducator, sub nurse etc.).

I am required to sign in/out of the office with the exact time that I arrive and the exact time that I leave the building. SubFinder provides start and end times of the assignment. It is not permitted to sign out at the same time as signing in.

I understand that if 3 schools request my exclusion in a semester or if I am excluded from 5 schools in my substituting career within USD 259 due to just cause, I will be permanently removed from the substituting pool with Wichita Public Schools

I may be required to attend a returning substitute classified employee meeting prior to the end of each school year.