



C O M M U N I T Y U N I T
S C H O O L D I S T R I C T

Substitute Handbook

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Disclaimer

This Substitute Handbook is for your use as a source of information about Oswego Community Unit School District 308 (District 308) and your substitute role. Nothing in this Handbook creates or is intended to create a contract of employment, either expressed or implied. Nor do the Handbook provisions establish an employment relationship where one would not exist. You are an at-will employee of the District and your relationship with the District may be terminated by you or the District at any time, with or without cause.

Please note that you are subject to the policies of the District's Board of Education. Some, but not all, of those policies are summarized in this Handbook. In the event that a Board of Education policy and/or applicable law conflicts with a provision in this Handbook, the policy and/or law shall control.

The District does not guarantee specific benefits or terms of employment. Board policies, the provisions of this Handbook, District benefits, and District procedures may be changed or revoked at any time, without notice to you and without your consent.

Equal Employment Opportunity

The School District shall provide equal employment opportunities to all persons regardless of their race, color, creed, religion, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status or unfavorable military discharge, order of protection status, citizenship status provided the individual is authorized to work in the United States, use of lawful products while not at work, being a victim of domestic or sexual violence, genetic information, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation, pregnancy, childbirth, or related medical condition, credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position, and other legally protected categories.

Accepting Assignments

District 308 uses an automated substitute procurement system called Aesop/Absence Management to arrange substitute coverage.

Substitutes may contact the system to search for available assignments 24 hours a day, 7 days a week online (**www.aesoponline.com**) or through the telephone (**800-942-3767** toll free). Absence Management will also make outbound phone calls for available assignments between 5:30 AM – 10:00 AM and 5:30 PM – 10:00 PM.

When Absence Management calls you, you will be prompted to enter your unique ID and/or PIN number. The system will then provide you with the following details of the assignment:

1. School name
2. Date(s) of assignment
3. Room or location where you need to report
4. Start time
5. Any further special instructions left by the absentee.

You will then be prompted to either accept or reject the assignment. You will also have the option to reject the assignment as well as all future calls for jobs on the day of the particular assignment. If you accept, the system will issue you a confirmation number that you might need in the event of a follow-up inquiry. Please remember that you have not accepted the job until you receive a confirmation number.

Substitutes are given no guarantee of a minimum number of assignments. If you accept a full day assignment, you are expected to report to the school office by the designated reporting time and remain on assignment until the end of the day unless special permission is given by the school office.

Arriving to the School

Substitute teachers are expected to report to the school 30 minutes before the start of school. Substitute Teacher Assistants are expected to report to school at the starting time of the assignment. Upon arrival, go directly to the main office and inform them that you have arrived.

Arriving to the Classroom

Check the lesson plan book, daily program, seating plan, attendance reports, and instructions for emergency situations. Familiarize yourself with the location of the gymnasium, cafeteria, library, music room and/or other rooms you will use. Take a few minutes to acquaint yourself with time schedules. You will, of course, refer to this throughout the day, but review those that affect general building routine.

Be in your room before pupils arrive. This is not only a legal responsibility, but also a necessity in establishing good discipline and effective control. Except for a real emergency, never leave the group unattended. If you must leave, please notify the main office.

Classroom Management

Be fair and consistent. Your class control depends largely upon what you expect of you. Be positive in assuming responsibility for the management and welfare of pupils in your room. Refer serious problems to the Principal or, in high schools, a Dean.

Concluding Your Assignment

After the school day is completed, leave a brief statement of pertinent information for the teacher, such as work accomplished or special incidents that may have occurred. Student work should be checked, if possible. Contact the Principal if you have a concern as to whether you should check student work or not.

Report student incidents (such as parental communications you cannot answer), accidents, or room damage to the main office. The room should be left as orderly as you found it. Put away materials, turn off lights, and leave everything in readiness for the regular teacher or yourself if you are to return. Substitute teachers are expected to check with the main office regarding end-of-day dismissal.

Canceling Assignments

If you accept a substitute assignment and must cancel due to illness or other compelling reason, please contact Aesop/Absence Management online (www.aesoponline.com) or through the telephone (1-800-942- 3767 toll free) as soon as possible so the district may find alternative teacher coverage. If you are seeking to cancel an assignment within two (2) hours of its start time, you should contact the school office directly.

Vacation Notification

If you will be on vacation (or otherwise unavailable) for an extended period of time, please log into Aesop/Absence Management and specify the dates involved. When you first login, you will see four tabs across the middle (Available Jobs, Scheduled Jobs, Past Jobs, and Non-Work Days). You can click on "Non-Work Days" and then "Add Non-Work Day" to enter a single date or a date range.

Professional Responsibilities

You are expected to arrive promptly at the time communicated to you. You must first report to the school's main office to check in and pick up a temporary identification badge. You are expected to complete the work related to the teaching day. This work includes, but is not limited to, the following:

- Carry out lesson plans left by the regular teacher.
- Assume attendance taking responsibilities.
- Complete all reports normally required of the regular teacher.
- Complete the regular assignments of the teacher, including supervision assignments such as bus duty, hall duty, study hall, and lunchroom/recess duty.

- Be ready and willing to work as needed with administrative personnel during free periods. You may be asked to teach a class or engage in other types of work (supervision, etc.) during the regular teacher's free periods. You will not receive additional pay for working during a regular teacher's free periods except as outlined under the Compensation and Benefits portion of this handbook.

All substitutes must:

- Not eat or drink in the classroom (a water bottle *may* be acceptable in some classrooms).
- Demonstrate flexibility, dedication, and an ability to adjust in stressful situations.
- Cell phone usage should be limited to emergency calls only.
- NEVER LEAVE STUDENTS UNATTENDED!

If you have questions about any of the above or any other responsibilities, information may be obtained from a building administrator, secretary, or the District Substitute Coordinator.

Maintaining Qualifications

Substitute teachers are required to hold current licensure through the Illinois State Board of Education. To teach in District 308, licenses must be registered with the Grundy/Kendall Regional Office of Education. For more information, please contact the Grundy/Kendall ROE at 630-553-4168.

Professional Ethics

We depend on the integrity of each substitute in preserving confidential information pertaining to students, parents, staff, and other school related matters. Please refrain from making adverse comments about the regular teacher and his/her procedures to the students. Avoid discussion of students, teachers, or procedures at other buildings. Share any concerns with a building administrator or the District Substitute Coordinator.

Student Discipline

In the absence of the regular teacher, the substitute teacher has the primary responsibility for discipline in the classroom. Should serious disciplinary issues occur, immediately obtain the assistance of a building administrator in maintaining discipline in the classroom. Please read and follow the classroom discipline plan. If no discipline plan is included in the substitute teacher plans, ask a fellow teacher and leave a note requesting this plan be included for future needs.

Emergency Procedures in the Buildings

As a substitute teacher or teacher assistant, you should take a few minutes to become familiar with the building and the emergency procedures for the building. If the information cannot be located, please request it in the main office.

Instructions for fire and tornado drill exit procedures are posted near the door of each room. If the class is away from the classroom when the fire alarms sounds, leave the building through the nearest exit and proceed to a safe distance away from the building.

Emergency School Closing Information

Substitutes can obtain district school closing information during inclement weather by:

- Checking the district website.
- Checking the local radio and television stations.

Student Safety

You are responsible for ensuring the safety of the students under your charge. If a student appears to be ill or hurt, contact the main office. A nurse or health assistant is on duty at all times to attend to the student.

Appearance

Professional appearance (business casual attire at a minimum, unless teaching physical education) and neat grooming are expected of all substitutes. Inappropriate attire includes, but is not limited to, low cut pants (includes Capri pants, shorts, and short skirts), bare midriff shirts (shirts must cover torso), exposed undergarments, and shirts with foul or inappropriate language and/or images.

Policy Regarding Use of Cigarettes, Alcohol or Illegal Drugs

District 308 policy states that smoking in district buildings or on school property, including parking lots, is not permitted. Use of alcohol or illegal drugs on district property is also prohibited.

Cell Phone Usage

Please do not make or receive cell phone calls during classroom instructional time. To ensure that students will not be disrupted during class time, cell phones should be turned off.

Abused and Neglected Child Reporting

Any district substitute who suspects or receives information that a student may be an abused or neglected child must immediately report the case to the Illinois Department of Children and Family Services. The substitute also must promptly notify the Superintendent or Building Principal that a report has been made.

All District substitutes are required to sign an "Acknowledgement of Mandated Reporter Status" form provided by the Illinois Department of Children and Family Services.

Harassment

District 308 is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. District 308 will not tolerate any actions, words, jokes, or comments based on a person's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- Physical conduct that includes touching, assaulting, or impeding or blocking movements.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If you experience or witness sexual or other unlawful harassment at work, report it immediately to your supervisor. If your supervisor is unavailable or you believe it would be inappropriate to discuss it with your supervisor, you should immediately contact the Director of Human Resources or any other member of management. There will not be punishment or reprisal if you report sexual harassment or ask questions or raise concerns about it.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and the confidentiality of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the Director of Human Resources or any member of management so it can be investigated in a timely and confidential manner. Any employee who engages in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

Compensation and Benefits

Substitute teachers are paid a daily rate of \$125.00 for a full day (5 or more hours), or \$62.50 for a half day (fewer than 5 hours). Please see attached rates for other assignments

Substitute assignments are eligible for the following incentives:

- \$100 bonus after 30 days worked
- \$100 bonus after 60 days worked
- \$100 bonus after 75 days worked
- \$100 bonus after 90 days worked
- \$100 bonus after 105 days worked
- \$100 bonus after 120 days worked

Earned incentives will be paid through Payroll in the December 30th and June 30th payrolls.

Long-term substitute teachers are paid \$150.00 per full day. This rate begins with the eleventh (11th) consecutive day of a full day assignment and beginning with the twenty-first (21st) consecutive day of a half day assignment.

If you report to a building as directed for a substitute assignment and upon arrival are directed to another assignment, you are expected to accept the new assignment.

If you arrive at a building and no substitute assignment is available due to building and/or scheduling error, please ask the building secretary to contact the District Substitute Coordinator. Every effort will be made to place you in another unfilled position. If no other acceptable position is found, you will be paid for no less than a half day of work.

Substitute teachers are required to participate in the Teacher's Retirement System (TRS).

Substitutes do not receive fringe benefits from District 308 except for those required by law.

District 308 requires all substitute employees to use direct deposit.

Substitute Teacher Assistants and Substitute Dean's Assistants are paid a daily rate of \$90.00 for a full day (5 or more hours), or \$45.00 for a half day (fewer than 5 hours).

Pay Dates and Deadlines

District 308 paydays are the 15th and 30th of every month. If the 15th or 30th falls on a weekend or other day the district is closed, checks will be issued on the prior workday. Please see the attached payroll schedule for further clarification. Payroll vouchers will be e-mailed to your e-mail address on file. Any inquiries about pay can be addressed to Payroll at 630-636-3681.

Change of Name or Address

You should notify the District 308 Human Resources Department immediately of any changes to your address or phone number by contacting the District Substitute Coordinator. To change your name, you must present your new Social Security card to a Human Resources representative at the District Administration Center at 4175 Route 71 in Oswego.

Removal from the Substitute Roster (by Substitute)

If no longer interested in being a substitute, please notify the Substitute & Leave Specialist, Mayra Reyes, at 630-636-3086, mreyes@sd308.org.

Removal from the Substitute Roster (by School/District)

Substitutes may be removed from the substitute roster based upon request(s) from building administrators that substitutes not return to their respective buildings following incidents of poor performance. Should a substitute be removed from the substitute roster for multiple buildings, a Human Resources administrator may decide to remove the individual from the District 308 substitute list entirely.

District 308 School Buildings and Substitute Report Times

School	Full-Day or AM Only Start*	AM Only End	PM Only Start	Full-Day or PM Only End**
Brokaw Early Learning Center	7:30 AM	10:40 AM	11:15 AM	2:25 PM
Boulder Hill Elementary School	8:30 AM	12:00 PM	12:00 PM	04:00 PM
Churchill Elementary School	8:30 AM	12:00 PM	12:00 PM	04:00 PM
East View Kindergarten Center	8:30 AM	12:00 PM	12:00 PM	04:00 PM
Fox Chase Elementary School	8:30 AM	12:00 PM	12:00 PM	04:00 PM
Grande Park Elementary School	8:30 AM	12:00 PM	12:00 PM	04:00 PM
Homestead Elementary School	8:30 AM	12:00 PM	12:00 PM	04:00 PM
Hunt Club Elementary School	8:30 AM	12:00 PM	12:00 PM	04:00 PM
Lakewood Creek Elementary School	8:30 AM	12:00 PM	12:00 PM	04:00 PM
Long Beach Elementary School	8:30 AM	12:00 PM	12:00 PM	04:00 PM
Old Post Elementary School	8:30 AM	12:00 PM	12:00 PM	04:00 PM
Prairie Point Elementary School	8:30 AM	12:00 PM	12:00 PM	04:00 PM
Southbury Elementary School	8:30 AM	12:00 PM	12:00 PM	04:00 PM
The Wheatlands Elementary School	8:30 AM	12:00 PM	12:00 PM	04:00 PM
Wolf's Crossing Elementary School	8:30 AM	12:00 PM	12:00 PM	04:00 PM
Bednarcik Junior High School	7:40 AM	12:00 PM	11:00 AM	3:20 PM
Murphy Junior High School	7:40 AM	12:00 PM	11:00 AM	3:20 PM
Plank Junior High School	7:40 AM	12:00 PM	11:00 AM	3:20 PM
Thompson Junior High School	7:40 AM	12:00 PM	11:00 AM	3:20 PM
Traugher Junior High School	7:40 AM	12:00 PM	11:00 AM	3:20 PM
Oswego High School	6:50 AM	10:50 AM	10:30 AM	2:36 PM
Oswego East High School	6:50 AM	10:50 AM	10:30 AM	2:36 PM

*Reflects 30 minutes before the start of school.

**Reflects 10 minutes after student dismissal.

Important Phone Numbers

- Aesop Substitute Placement System 800-942-3767
- Mayra S. Reyes, Substitute & Leave Specialist 630-636-3086
- Oswego 308 District Administration Center 630-636-3080
- Oswego 308 Payroll Department 630-636-3681
- Grundy/Kendall ROE 630-553-4168



Acknowledgement of Receipt District 308 Substitute Handbook

By signing this document, I acknowledge that I have received the District 308 Substitute Handbook and understand my responsibility to read and understand its contents.

Printed Name

Signature

Date

RETURN THIS PAGE TO DISTRICT 308 HUMAN RESOURCES DEPARTMENT



Substitute Teacher Pay Rates

Substitute Teacher: \$125.00/per day

Substitute Teacher Assistant: \$90.00/per day

Substitute Dean's Assistant: \$90.00/per day

Substitute Secretary: \$100.00/per day

Substitute Bonus Structure

All Substitute assignments will count towards the Substitute Bonus Structure:

- \$100 bonus after 30 days worked
- \$100 bonus after 60 days worked
- \$100 bonus after 75 days worked
- \$100 bonus after 90 days worked
- \$100 bonus after 105 days worked
- \$100 bonus after 120 days worked

Substitute Bonuses will be paid out on the December 30th and June 30th payrolls

Substitute Payroll Schedule 2022-2023

School District 308 Payroll Schedule 2022-2023		
Adjustment for Weeks (Time cards)	Time cards due to Payroll Dept- IF APPLICABLE:	Pay Date
Weeks of: 8/1, 8/8, 8/15	8/23/2022	8/30/2022
Weeks of: 8/22, 8/29	9/6/2022	9/15/2022
Weeks of: 9/5, 9/12	9/20/2022	9/30/2022
Weeks of: 9/19, 9/26	10/4/2022	10/14/2022
Weeks of: 10/3, 10/10	10/18/2022	10/28/2022
Weeks of: 10/17, 10/24, 10/31	11/8/2022	11/15/2022
Weeks of: 11/7, 11/14	11/22/2022	11/30/2022
Weeks of: 11/21, 11/28	12/6/2022	12/15/2022
Weeks of: 12/5, 12/12	12/20/2022	12/30/2022
Weeks of: 12/19, 12/26, 1/2	1/9/2023	1/13/2023
Weeks of: 1/9, 1/16	1/24/2023	1/30/2023
Weeks of: 1/23, 1/30	2/7/2023	2/15/2023
Weeks of: 2/6, 2/13	2/21/2023	2/28/2023
Weeks of: 2/20, 2/27	3/7/2023	3/15/2023
Weeks of: 3/6, 3/13	3/21/2023	3/30/2023
Weeks of: 3/20, 3/27	4/4/2023	4/14/2023
Weeks of: 4/3, 4/10	4/18/2023	4/28/2023
Weeks of: 4/17, 4/24, 5/1	5/8/2023	5/15/2023
Weeks of: 5/8, 5/15	5/23/2023	5/30/2023
Weeks of: 5/22, 5/29	6/6/2023	6/15/2023