

El Monte Union High School District

Human Resources Division

SUBSTITUTE HANDBOOK



El Monte Union High School District
3537 Johnson Avenue
El Monte, CA 91731

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Welcome!

Welcome to the El Monte Union High School District. We are pleased that you have decided to work as a Substitute Teacher in our district. In your capacity as a Substitute Teacher, you are a very important person to the community, to the school, and especially to the students. We trust that you will enjoy the assignment and experience, and we wish you success in your work.

These pages outline responsibilities of your position as a Substitute Teacher and detailed information necessary for you to function as a successful employee with our school district.



In the absence of the regular teacher, the District relies on you to provide the continuity of instruction for each student. As a Substitute Teacher, you are depended upon to manage unfamiliar and varied educational situations.

Adaptability and flexibility are two characteristics of a successful Substitute Teacher. These characteristics coupled with organizational skills, patience, stamina, and most certainly, *reliability*, can produce success for you.

We ask that you read the information contained within this handbook, and that you refer to it often, since it is designed to aid you in carrying out your duties. Please remember that this handbook only contains general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, additional information or clarification may be obtained at Human Resources, 3537 Johnson Avenue El Monte, CA 91731, emailing human.resources@emuhsd.org, or by telephoning (626) 444-9005.

Vision Statement

The vision of the El Monte Union High School District is to empower and motivate our students to be resilient, college and career-ready, lifelong learners and contributing members of our global society.



Mission Statement

A Mission Statement is what we do/provide in order to bring our Vision into reality.

The El Monte Union High School District will:

- Advocate, nurture and sustain a positive school culture through a challenging and rigorous, standards-based curriculum that promotes achievement for all students;
- Ensure management of the organization, operations and resources for a safe, efficient and effective learning environment that is conducive to student learning and staff professional growth;
- Collaborate with families and community members, respond to diverse community interests and needs, and mobilize community resources;
- Model a personal and institutional code of ethics and develop professional leadership capacity
- Promote college and career readiness skills for all students.

Important Contact Information

Substitute Employment General Information

(Monday-Friday, 7:00 AM to 3:30 PM)

(626) 444-9005

human.resources@emuhsd.org



[LINK](#) to Frontline Substitute Teacher Quick Guide

- Search for available jobs
- Review assignments
- Cancel jobs
- Modify availability (online)
- Change Phone Number or PIN

Logon to Frontline at: www.emuhsd.org/absence or [download the Frontline Smartphone App](#)



[LINK](#) to Synergy Substitute Teacher Quick Guide

Call Payroll if you have questions about your paycheck.

(Monday-Friday 8:00 AM to 4:30 PM)

(626) 444-9005

Payroll Webpage [LINK](#)

Important Contact Information (Continued)

El Monte USD | District Office Directory [LINK](#)

EMUHSD | High Schools Directory [LINK](#)

[LINK](#) to EMUHSD Schools Interactive Map

[Arroyo High School](#)

[Bell Schedule](#)

[Progressive Discipline\School Map](#)

4921 Cedar Ave.
El Monte, CA 91732
(626) 444-9201

[Fernando R. Ledesma High School](#)

[Bell Schedule](#)

[Progressive Discipline\School Map](#)

12347 Ramona Blvd.
El Monte, CA 91732
(626) 442-0481

Community Day School

[Progressive Discipline](#)

5050 Kings Row
El Monte, CA 91732
(626) 258-4941

Granada Transition Center

[School Map](#)

3513 Granada Ave
El Monte, CA 91731
(626) 258-4970

[El Monte High School](#)

[Bell Schedule](#)

[Progressive Discipline\School Map](#)

3048 Tyler Ave
El Monte, CA 91731
(626) 444-7701

[Mountain View High School](#)

[Bell Schedule](#)

[Progressive Discipline\School Map](#)

2900 Parkway Dr.
El Monte, CA 91732
(626) 443-6181

[El Monte-Rosemead Adult School](#)

[Bell Schedule](#)

10807 Ramona Blvd.
El Monte, CA 91731
(626) 258-5800

[Rosemead High School](#)

[Bell Schedule](#)

[Progressive Discipline\School Map](#)

9063 E. Mission Dr
Rosemead, CA 91770
(626) 286-3141

[South El Monte High School](#)

[Bell Schedule](#)

[Progressive Discipline\School Map](#)

1001 N. Durfee Ave.
South El Monte, CA 91733
(626) 258-5600

Personnel Files

Human Resources maintains personnel files on all individuals employed within the District, including Substitute Teachers. The contents of these files are the property of the El Monte Union High School District.

Your personnel files contain your pre-and post-employment paperwork. This includes, but is not limited to your application, references, background check results, transcripts, substitute profile/work preferences, and a copy of your 30-day Substitute Permit or teaching credential.

Your personnel file may also contain satisfactory and/or unsatisfactory work evaluations, letters or emails. In the event an unsatisfactory evaluation is submitted to Human Resources, you will be notified in writing that it was received.

If at any time you wish to review the contents of your personnel file, please submit a written request to human.resources@emuhsd.org. You will be contacted with a date and time that you may review your file.

Employment Status: Substitutes are “at will”, on-call, temporary employees during the assigned job period. The substitute position is a non-contracted assignment. There is no guarantee of work.

Site Exclusion Policy: A site administrator or program manager may request the exclusion of an individual substitute from returning to a specific classroom or school site. Site exclusion requests are reviewed by the Assistant Superintendent for Human Resources and exclusions are implemented as authorized. In lieu of a site exclusion, you may be asked to complete a substitute training course.



EL MONTE UNION HIGH SCHOOL DISTRICT CERTIFICATED SUBSTITUTE RATES 2024-2025 EFFECTIVE 8-19-2024

Short-Term Substitute Rate:

A short-term substitute is a substitute teacher employee who serves as a day-to-day substitute in day-to-day assignments or in an assignment that is less than ten (10) consecutive days in duration in the same assignment. The salary rate for short term substitute service shall be \$210.00 per day.

Long-Term Substitute Rates:

A long-term substitute is a substitute teacher employee who, after ten (10) consecutive days of service in the same assignment substituting for the same teacher, shall be paid the long-term substitute rate beginning on the eleventh (11th) day and every subsequent day in that same assignment substituting for the same teacher. The salary rate for long-term substitute service shall be as follows:

- Days 11-20: \$240.00 per day
- Days 21+: \$275.00 per day

A 30-day substitute permit may not qualify a substitute for a long-term assignment. If a substitute on a long-term assignment is absent for more than one (1) day, consecutively, the long-term salary rate must be reestablished by substituting ten (10) consecutive days in the same assignment for the same teacher before the substitute is again eligible for the long-term rate.

At the conclusion of the long-term assignment, the rate for service shall return to the daily substitute rate of \$210.00 per day.

*Board Approved: 8-7-2024

Sick Leave

On October 4, 2023, Senate Bill 616 was signed into law and made the following changes to the paid sick leave policy beginning **January 1, 2024.**

Eligibility: All non-bargaining unit employees (including substitutes and retirees)

Eligibility Criteria: Non-bargaining employees must work 30 days or more within a year of their hire date (the days do not have to be full work days).

Sick Leave Accrual: Hourly non-bargaining employees will earn 1 hour of paid sick leave per 30 hours worked, up to a maximum of **40** hours in each school year of substitute employment.

Daily non-bargaining employees will earn 1 day of paid sick leave per 30 days worked, up to a maximum of **5** days per year.

Sick Leave Use: Sick leave can be used beginning the 30th work day. Up to a maximum of 40 hours or 5 days may be used per year.

***To request using your accrued sick leave, call the District Switchboard (626-444-9005 ext. 9810)**

Payroll Pointers

Payment of Salary

Salary payment is made on the 5th of the month. The pay period will be from the first through the last day of the previous month (i.e. a check dated September 5th would be for the pay period of August 1st—August 31st). If a normal payday falls on a weekend or District recognized holiday, paychecks will be distributed one workday prior to the aforementioned schedule.

Please remember that you are responsible to record your time in and out during every assignment. Please check with the school secretary for specific site procedures. Any questions concerning pay for days worked are to be directed to the school secretary where services were rendered. Any errors on your paycheck will be corrected on the following paycheck.

Paychecks

On payday, checks may be picked up in the Payroll Office from 7:30 a.m. — 3:30 p.m. Paychecks that aren't picked up will be placed in the U.S. mail. Please ensure that your address information is kept up to date with Human Resources. Direct deposit is available to all employees. If you elect to have direct deposit and your bank or account information changes, it is your responsibility to notify Payroll of the changes.

PERS retirees are limited to working a maximum of 960 hours per school year. Please note that employment beyond the maximum limits will affect your PERS retirement benefits. Please contact PERS for more information at www.calpers.ca.gov or 1-888- 225-7377.

STRS Retirees may not be employed after retirement in classified positions within the public school system, except under limited circumstances ([LINK](#) to STRS information). Please contact CalSTRS for more information at www.calstrs.ca.gov or 1-800-228-5453.

Reporting to an Assignment

During your employment with El Monte Union High School District you will have to adapt to many schools, each with its own unique requirements. Please remember that when reporting to an assignment you need to report to the main office promptly and at the designated time. You need to arrive before school starts with ample time to “prep” and use a few minutes after the school day to leave documentation for the teacher and clean-up for the day. Request information regarding procedures, room assignment, materials, lesson plans, special policies, class attendance sheets, seating charts, records and other scheduled duties performed by the regular teacher. On minimum days substitute teachers are not to leave the school grounds until they have checked with the school office for any additional assignments. Finally, remember that you are an important member of the school faculty, and as such should conduct yourself accordingly in a professional manner.

Should you need to cancel a substitute assignment, please cancel the assignment as soon as possible via Frontline, but no later than 6:00 AM on the morning of the assignment. If you are going to be late to an assignment, contact the principal’s secretary. Make sure that the assignment was successfully canceled. Failure to do so may result in documentation of a No-Show on your profile. Contact the sub desk at 626-444-9005 for additional information and support.

Workday Summary

Your workday (8:25am) will closely mirror the duty day of the teacher you are replacing. However, since you are not required to “prep” for additional classes as a regular teacher would, unless you have a long-term assignment, report to the front office during that prep period as administrators may call upon you to perform additional work-related duties during the regular teachers prep period. **As such, this means you may be instructed to substitute for another class. Since you will be paid according to full day pay schedules, leaving the premises is prohibited.** If an emergency situation arises which requires you to leave school grounds during your assignment, please contact an administrator for direction.

Completing an Assignment

- Please leave the classroom in good order.
- Please check with the office concerning the disposition of special equipment. When your assignment has been completed after the final instructional period of the day, report to the main office at the end of the school day to accomplish the following:
 - Inquiries as to the need of your services for the following day.
 - Return of information and any keys provided to you regarding your assignment.
 - Checking out/signing of the required forms.

General Information

CLASSROOM PROCEDURE

- Plan to arrive at your assigned room well in advance of assigned time. This will afford you an opportunity to become familiar with the physical set-up of the room, locate materials necessary to follow the scheduled lesson plan, and to prepare for the day and make any photocopies necessary before the start of the day.
- Familiarize yourself with the rules and regulations pertaining to fire and/or safety drills in any room or building to which you are assigned.
- Any questions you have concerning your assignment responsibility should be directed to the school principal or other administrator for clarification.
- All teachers are assigned some adjunct responsibilities. The prompt and faithful performance of these duties is absolutely necessary for the smooth and safe operation of the school. It is your responsibility to be on duty at the assigned place and time for the teacher you are substituting for that day.
- Students must never be left unattended or sent outside of the classroom unattended for discipline reasons, including using the restroom. If an emergency arises where you need to leave the classroom, call the office for coverage and wait until someone arrives before leaving the classroom. Actively monitor student work and behavior.
- Your professional responsibility involves many aspects:
 - Providing continuity of instruction by following the lesson plan.
 - Consider the level of casualness or formality of your school attire. Over-dressing can be as distracting and unprofessional as under-dressing, or dressing sloppily.
 - Maintaining classroom management and a professional, cheerful, and cooperative attitude towards students, staff, parents, and community partners.
 - Providing honest feedback to the regular teacher in the form of a detailed note at the end of each day.
 - Making the day meaningful to the students.
 - Professional demeanor is expected; i.e. dress, language, behavior, cleanliness, grooming, etc. ([BP 4119.21 | Professional Standards](#)) ([BP 4060 | Employee - Student Interaction](#))
 - Maintain a professional attitude toward your work. You are on the same professional level as regular teachers and are expected to observe the same ethical codes.
 - Any complaints should be directed only to the site principal or other authorized administrator.
 - Use of personal cell phones during instructional time is strictly prohibited. Do not expect to leave the classroom for personal telephone calls.
 - Do not plan to have anyone visit you while you are on duty as a substitute teacher. Do not bring any minor children to visit. Bringing pets to work with you is prohibited.
 - Plan to spend the entire time working with and for the students. No personal work of any kind is permitted. Using district computers to browse the internet or for personal use is

prohibited. You are expected to carry out the lesson plan as outlined by the regular teacher and are not employed simply to maintain order.

- If serious problems arise during the day, be sure to notify the principal's office. This is for your protection, for the school and for the school district as well as the student(s) involved. You may be requested to submit a written explanation and/or observation of the situation.
- If you need to speak with the regular teacher during the school day, you should consult with the office before attempting to contact the regular teacher.
- Any injury that you sustain on the job must be reported to the school administrator and/or designated staff immediately and proper forms completed. Substitute teachers are covered by Workers Compensation.
- You should not eat or drink anything during instructional time in front of students.
- Adhere to the school's bell schedule. Do not release students until the bell indicates the end of the period.

Lesson Plans

Follow the lesson plans. If you are not provided with adequate lesson plans or information, please check with the site secretary for emergency lesson plans.

Attendance

Keep an accurate record of the daily attendance via **Synergy** ([LINK](#))

Student Work

Collect student work as indicated in the lesson plan. All work that you assign should be left for the regular teacher to examine and evaluate. Long term substitute teachers will, by necessity, be given more guidance regarding this area.

Discipline

Before reporting to an assignment, inquire of school administration and/or familiarize yourself with state statutes and board policies regarding the District's philosophy on discipline. Please remember that during an assignment, exceptionally difficult discipline problems should be referred to the site administrator. If in doubt of your method or approach to handling discipline problems, do not hesitate to check with the site administrators. Please communicate any behavior concerns immediately to site administration.

TIPS TO REMEMBER

BE HONEST- in your approach and attitude. It will aid in developing trust. Do NOT, however, discuss your personal life or give your phone number or address to students.

BE PATIENT- when working with students. When they are having difficulty with an activity, they do not need additional pressure.

BE FLEXIBLE- in responding to the needs of students. This may mean extending work time for struggling students, modifying work or using accommodations as needed. Be honest. Be patient. Be flexible. Be friendly. Be a role model. Be respectful. Be confidential. Be aware.

BE FRIENDLY- say something positive. With a smile, a “please” and a “thank you”, you can accomplish much more than many people realize.

BE A ROLE-MODEL- students learn by your example.

BE RESPECTFUL- treat individuals in the same manner you wish to be treated.

BE COMPASSIONATE - treat students with empathy and respect

BE CONFIDENTIAL- it is very important that what is observed in the classroom remains confidential. Student performance or behavior is not to be discussed outside the classroom except with administration.

BE AWARE- it is important to position your body so you can see the entire classroom, even when working with an individual or small group.

Discontinuation of Substitute Services

The services you provide in the El Monte Union High School District are invaluable. However, due to the differentiation of assignments both in content and location, consistent one on one supervision is not always available.

If at any time concerns regarding your services arise, the following actions will be taken:

Actions and Behaviors that can lead to removal from Substituting in EMUHSD:

- Two (2) negative Certificated Substitute Evaluations
- Three (3) or more last-minute cancellation of assignments
- Three (3) no call/no shows in one school year · Excessive late arrivals (3)
- Excessive (3) refusal of assignments
- Unsatisfactory teaching performance
- Unprofessional and/or unethical and/or illegal behavior
- Use of corporal punishment
- Violation of district and/or school procedures
- Use of alcohol, controlled substances, or illegal substances on school property
- Any other matter which, in the opinion of the Superintendent or his/her designee, indicates that the students are not obtaining appropriate benefit from the substitute teacher's services

If the substitute employee no longer wishes to be employed by the El Monte Union High School District, they must complete the District's Employee [Resignation Form](#) and submit it to Human Resources, 3537 Johnson Avenue, El Monte, CA 91731.

After separation, those who wish to work again as substitute teachers must reapply through EdJoin, satisfying all general requirements for employment with El Monte Union High School District. To receive current application information, please go to www.edjoin.org.

If you will be unavailable to work for an extended period of time, please make the accommodation on **Frontline** ([LINK](#)).

At Will Employment

Every El Monte Union High School District Substitute teacher has the status of "employee-at-will", meaning there are no contractual rights, express or implied, to remain in the El Monte Union High School District's employment. Employment with El Monte Union High School District may be terminated without cause or notice by you or the District. However, this separation must never leave students unsupervised or in peril. Otherwise, you may risk the possibility of being charged with child endangerment.

Professional Expectations

Standards of Conduct

Your continued assignment as a substitute is contingent upon your ability to comply with professional standards of conduct. Our school community is diverse; sensitivity to racial, ethnic, cultural, and religious differences is required of all employees. Employees must safeguard the privacy of student information kept in schools, whether on paper, on a computer, or in oral communications. Conduct that is detrimental to the reputation of the school system, not in the interest of the instructional program, or poses potential harm to students or school employees, will be cause for discontinuation of service as a substitute with El Monte Union High School District.

The District is committed to the substitute program and recognizes the impact that you as an educational employee will have on our children. The Board of Education has adopted policies and regulations to ensure your success as an educator while supporting the vision for excellence in education. Highlights from some of the policies and regulations are as follows:

- **Sexual Harassment:** It is the intent of the Governing Board to maintain an environment free from sexual harassment of any kind. Therefore, unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature amounting to or constituting harassment is prohibited. If you feel you have been a victim of sexual harassment, please contact Human Resources ([AR 4119.11 | Sexual Harassment](#)).
- **Alcohol and Drug-Free Workplace:** EMUHSD is an alcohol and drug-free workplace. The use, manufacture, distribution, or dispensing of alcohol and prescription or illegal drugs in any job-related context is strictly prohibited ([BP 4020 | Drug and Alcohol-Free Workplace](#)).
- **Cell Phone Usage:** Employees may not use cell phones during instructional time. The use of cell phones is limited to before the school/work day starts and ends or during lunch or breaks, but only if you are not supervising students during that time ([BP 4040 | Employee Use of Technology](#)).
- **Personal Property – Theft/Vandalism:** Employees are discouraged from maintaining personal property on District premises. The District is not responsible for stolen or damaged personal property of employees, including automobiles. Any loss or damage caused by a criminal act is not the responsibility of the District. The victim will need to pursue the matter with the proper law enforcement authorities. Loss or damage to property belonging to a student needs to be brought to the attention of the school office.
- **Employee Parking:** Employees are expected to park in designated spaces. Employees are not to park in fire lanes, handicap zones (without a handicap parking permit), sidewalks and other areas designated as no parking. Any parking tickets or fines incurred by illegal parking are the responsibility of the employee. Your car should be locked. El Monte Union High School District is not responsible for any loss, theft or damage to an employee's private vehicle or any personal property.

Important District Information

The District Calendar is available on the El Monte Union High School District website at <https://www.emuhsd.org/> and is provided by following this [LINK](#).

Substitute teachers are required to observe the same work schedule as regular teachers, or the start and end times specified on the job assignment in the Frontline System. Deviation from the hours identified on the job assignment will require school administration approval.





El Monte Union High School District Substitute Employee Attestation

I, _____,
acknowledge that I have received training and/or information on the following:

- Substitute Teacher Handbook (printed and/or digital QR code)
- Mission/Vision Statement
- Community Relations - Responsibilities of School Personnel
- Employee Use of Technology
- Sexual Harassment Complaint language (Board Policy Link)
- Professional Attire language (Board Policy Link)
- Child and Dependent Adult Abuse Reporting Policy and Procedures (Board Policy Link)

Substitute Employee Signature

Date