

**EAST VALLEY SCHOOL DISTRICT NO. 361**

**NEW SUBSTITUTE CERTIFICATED EMPLOYEE FACT SHEET**

• **PAYROLL INFORMATION:**

- Payroll period: 1st through 31st of the month. For example, hours worked from the 1st of September through the 30th of September will be paid on October's payday.  
You may call the payroll office any time between the 17th and the 21st and I will check to make sure all your timesheets have been turned in for payment. I will call the school secretary if there are any missing timesheets.
- Timesheets:
  - to be filled out in the school office. Be sure to keep a record of your hours worked or ask for a copy of your time sheet.
- Payday:
  - last working day of the month. Warrants or direct deposit receipts are mailed the day before pay day. You are encouraged to sign up for electronic direct deposit.
- Long-term Substitute: when you work 20 consecutive days or 30 aggregate days for the same teacher. You will be placed on the state salary schedule. If you think you are close to completing 20 or 30 days, please call me so I can verify it, 241-5030.
- Daily pay: a minimum half day or 4 hours. After 4 hours, you will be paid in 1 hour increments up to 8 hours. A prep period is figured into an eight hour day.
- Wrong call out: paid a minimum of 4 hours.
- W-4: if you claim S-0 you must earn \$240 before the computer will deduct federal withholding. If you claim M-0 you must earn \$560 before the computer will deduct federal withholding. You can put a dollar amount in # 6 to guarantee the computer deducts federal withholding.

• **BENEFITS:**

- Sick Leave: a long-term substitute will receive one (1) day of sick leave per month after twenty (20) consecutive days or thirty (30) aggregate days have been worked. No annual leave.
- Retro pay: a long-term substitute will receive retro pay to the first day in that teaching position.
- Letter of Release: must be written, by the employee, and be presented to the payroll office before your payroll warrant or information regarding payroll, retirement or benefits will be released to another person.
- Extra Warrants: no extra warrants will be run unless it is a mistake made by payroll.

**EAST VALLEY SCHOOL DISTRICT NO. 361**

**NEW SUBSTITUTE CLASSIFIED EMPLOYEE FACT SHEET**

- **PAYROLL INFORMATION:**

- Payroll period: 1st through 31st of the month. For example, hours worked from the 1st of September through the 30th of September will be paid on October's payday. You may call the payroll office any time between the 17th and the 21st and I will check to make sure all your timesheets have been turned in for payment. I will call the school secretary if there are any missing timesheets.
- Timesheets: to be filled out in the school office. Be sure to keep a record of your
  - hours worked or ask for a copy of your time sheet.
- Pay day: last working day of the month. Warrants or direct deposit receipts are
  - mailed the day before pay day. You are encouraged to sign up for electronic direct deposit.
- Substitute pay: you will be paid probation rate by classification.
- Daily pay: paid for actual hours worked. Lunch period is unpaid.
- Wrong call out: a minimum of half of the called out hours; for example, if you are called for 3 hours, you will be paid for 1.5 hours.
- W-4: if you claim S-0 you must earn \$240 before the computer will deduct federal withholding. If you claim M-0 you must earn \$560 before the computer will deduct federal withholding. You can put a dollar amount in # 6 to guarantee the computer deducts federal withholding.

- **BENEFITS:**

- Sick Leave: a long-term substitute (working for one particular employee) will receive one (1) day of sick leave per month after sixty (60) days in that position. No annual leave.
- Letter of Release: must be written, by the employee, and be presented to the payroll office before your payroll warrant or information regarding payroll, retirement or benefits will be released to another person.
- Extra Warrants: no extra warrants will be run unless a mistake is made by payroll.

## **SUBSTITUTE TIMESHEETS**

ALL SUBSTITUTE EMPLOYEES WILL FILL OUT A TIMESHEET AT EACH BUILDING HE/SHE WORKS IN. IT IS YOUR RESPONSIBILITY TO KEEP A RECORD OF YOUR DAYS WORKED OR ASK THE SECRETARY FOR A COPY OF YOUR TIMESHEET.

THE PAY PERIOD WILL BE FROM THE 1<sup>ST</sup> OF THE MONTH TO THE 31<sup>ST</sup> OF THE MONTH.

TIMESHEETS WILL BE TURNED IN TO THE PAYROLL OFFICE BY THE 5TH OF THE MONTH FOR PAYMENT THE LAST WORKING DAY OF THE MONTH. FOR EXAMPLE, WHEN YOU WORK FROM SEPTEMBER 1<sup>ST</sup> THROUGH SEPTEMBER 30<sup>TH</sup>, YOUR TIMESHEET WILL BE TURNED IN ON OCTOBER 5<sup>TH</sup> AND YOU WILL BE PAID FOR THOSE HOURS ON OCTOBER 31<sup>ST</sup>.

The following is a brief guideline for completing Timesheets and ensuring accuracy of your pay.

1. Timesheets must be completed in **INK**.
2. The building secretary will give you the appropriate timesheet.
3. Be sure to keep good records of dates, hours, building and employees you work for.
4. Be sure to sign your timesheet on the front.

### **PAY DAYS FOR 09-10 SCHOOL YEAR SUBSTITUTE EMPLOYEES**

Sep 30, 2009	(Pay for hours worked 8/1-8/31/09)
Oct 30, 2009	(Pay for hours worked 9/1-9/30/09)
Nov 30, 2009	(Pay for hours worked 10/1-10/31/09)
Dec 30, 2009	(Pay for hours worked 11/1-11/30/09)
Jan 29, 2010	(Pay for hours worked 12/1-12/31/09)
Feb 26, 2010	(Pay for hours worked 1/1-1/31/10)
Mar 31, 2010	(Pay for hours worked 2/1-2/28/10)
Apr 30, 2010	(Pay for hours worked 3/1-3/31/10)
May 28, 2010	(Pay for hours worked 4/1-4/30/10)
Jun 30, 2010	(Pay for hours worked 5/1-5/31/10)
Jul 30, 2010	(Pay for hours worked 6/1-6/30/10)
Aug 31, 2010	(Pay for hours worked 7/1-7/31/10)

## EAST VALLEY SCHOOL DISTRICT NO 361

### Timesheet Instructions and FAQs

- **Done by Secretary:**
  - Set up one timesheet per employee (aids in your ability to track)
  - Conduct training with impacted staff
  - Pass out timesheet monthly
  - Collect timesheets monthly
  - Review timesheets
  
- **Done by employee:**
  - Scan timesheet upon receipt each month to ensure the scheduled hours per day for each code is correct
  - Fill in hours worked by program or area on a daily basis.
  - Seek approval for additional or overtime hours prior to working them (Unless not possible due to circumstances, such as a security call out)
  - Provide a detailed explanation on the back of the timesheet for any days where hours are not in keeping with scheduled times
  - Record all absences on front of timesheet with explanation on the back (on front S, 2 hrs, on back doctor appointment)
  - Review timesheet at the end of the month and check for accuracy and completeness
  - Sign timesheet and return to the building Secretary by the day designated by your supervisor
  
- **Done by supervisor or program director (Principal, program director, assistant superintendent):**
  - Review timesheets to ensure all variations in daily time are documented, supported, approved, and attested to by the employee
  - Sign timesheet and forward on to payroll

### Frequently Asked Questions

- Q.** What do I do if I work in two different buildings?
- R.** *The building where the most of your hours are scheduled is where you will process the timesheet. The only difference is that the secretary will have to contact the other building during her review process to ensure that building's secretary agrees with the hours. The employee will sign the timesheet as normal attesting to these hours, regardless of the building.*
- Q.** What are the dates we must turn in the timesheet?
- R.** *The timesheet will be filled out from the 1<sup>st</sup> of the first month through the 31<sup>st</sup> of the month. They should be turned in to the secretary at the end of the last working day of the month. It should be noted that these timesheets will be used to generate paychecks so it is imperative they are turned in on time.*
- Q.** What do we do if we find the hours scheduled do not agree with what I believe I am scheduled for?
- R.** *It is very important that we make the adjustment to the timesheet as soon as the difference is found. Tell your secretary, and she will coordinate the change with payroll.*
- Q.** Do we still need to fill out substitute forms?
- R.** *Yes, the substitute forms are used by payroll as a cross check to make sure all absences are recorded and all substitute employees are paid correctly.*

## **EAST VALLEY SCHOOL DISTRICT NO. 361**

### NEW SUBSTITUTE CERTIFICATED EMPLOYEE FACT SHEET

**Certificated Substitutes** are paid a minimum of \$49 for 4 hours or less. After 4 hours, a certificated substitute is paid \$12.25 an hour to a maximum of \$98 a day.

If you are working an all day teaching position and you are asked to sub in another teacher's room during your prep period, you will be paid \$22.00 an hour to work your prep period.

### NEW SUBSTITUTE CLASSIFIED EMPLOYEE FACT SHEET

#### • **SALARY SCHEDULE**

#### **SUBSTITUTES Probation pay**

• Custodian	12.05
• Asst. Cook	10.10
• Server	8.99
• Paraeducator	10.66
• HS Receptionist	11.18
• ECEAP paraeducator	10.24
• Bus Driver	13.67
• Courier	9.70

#### • **CHANGE OF ADDRESS**

- Each employee must assume responsibility for notifying Payroll and Human Resources offices of any changes in address.

#### • **UNEMPLOYMENT COMPENSATION**

- Substitute employees are ineligible for unemployment compensation provided they are given assurance of continuing employment in the same or similar position for the following school term. As a regular practice, the East Valley School District gives such written assurance for the following year.
- If you wish to open an unemployment claim, East Valley School District encourages you to do so.

EAST VALLEY SCHOOL DISTRICT NO. 361

SUBSTITUTE EMPLOYEE FACT SHEET

• **WORKERS COMPENSATION CLAIM PROCEDURES**

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- **Contact Person: Ray Stookey, Manager of Human Resources 241-5053**

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- *If you become injured on the job, you must fill out a Report of Accident/Injury. Opening a Workers Compensation claim on your injury is **optional**. This would be necessary if you seek medical care or require time loss from work as a result of your injury.*

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- **1) Report injury to immediate supervisor.**

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- **2) Fill out Report of Accident/Injury as soon as possible.** Have supervisor fill in his/her portion and sign.

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- **3) Fill out Self-Insurer Accident Report (SIF-2) only in the case of opening a claim for your injury.** Call Karen Mahnken at 789-3516 to open a claim.

**\*\*It is every employee's duty to promote safety and to prevent accidents to yourself as well as other staff, students and visitors.**

**MISCELLANEOUS INFORMATION**

Equal Opportunity: the District is an equal opportunity employer. It is illegal to discriminate on basis of age, race, creed, color, sex, martial status, national origin, religion or disability.

ADA & FLSA: the District complies with the Americans with Disabilities Act and the Fair Labor Standards Act.

Drug Free Workplace: alcohol or drugs are prohibited on any District properties.

Smoking Policy: tobacco products are prohibited on any District properties.

Harassment Policy: District employees will deal with all persons in a way, which conveys respect and consideration for all individuals.

Wellness Program: District's program to promote good health among all staff. Employees are encouraged to participate through their worksite.

E.A.P.: District's program to assist each employee in need of crisis counseling, problem solving or support in any personal matter.

## EAST VALLEY SCHOOL DISTRICT NO. 361

### DISTRICT CONTACT PERSONS

Main Switchboard 924-1830

- \* John Glenewinkel                    Superintendent of Schools – 924-1830  
glenewinkelj@evsd.org
- \* Jodi Brown                            Administrative Assistant to the Superintendent – 241-5032  
brownj@evsd.org
- \* Jan Beauchamp                      Asst. Superintendent of Academic Affairs – 241-5022  
beauchampj@evsd.org
- \* Al Swanson                            Director of Financial Services – 241-5036  
swansona@evsd.org
- \* Ray Stookey                          Manager of Human Resources – 241-5053  
[stookeyr@evsd.org](mailto:stookeyr@evsd.org)
- \* Tammy Fuller                         Director of Student Learning – 241-5023  
fullert@evsd.org
- \* Maureen Lyden                       Director of Special Education – 241-5020  
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- \* Barbara Cruse                        Principal – Alternative Programs – 241-5013  
cruseb@evsd.org
- \* Brian Wallace                        Director of Technology Services – 241-5025  
wallaceb@evsd.org
- \* Bev Woehrlin                         Accounts Payable – 241-5029  
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- \* Terry Massender                      Payroll Officer – 241-5030  
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- \* Melissa Lund                         Payroll Specialist – 241-5067  
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- \* Punky Rasor                          Accounting Specialist – 241-5019  
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- \* Claudette Spence                    Human Resources Secretary – 241-5047  
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- \* Linda Sly                              Substitute Coordinator/Secretary – 241-5046  
slyl@evsd.org