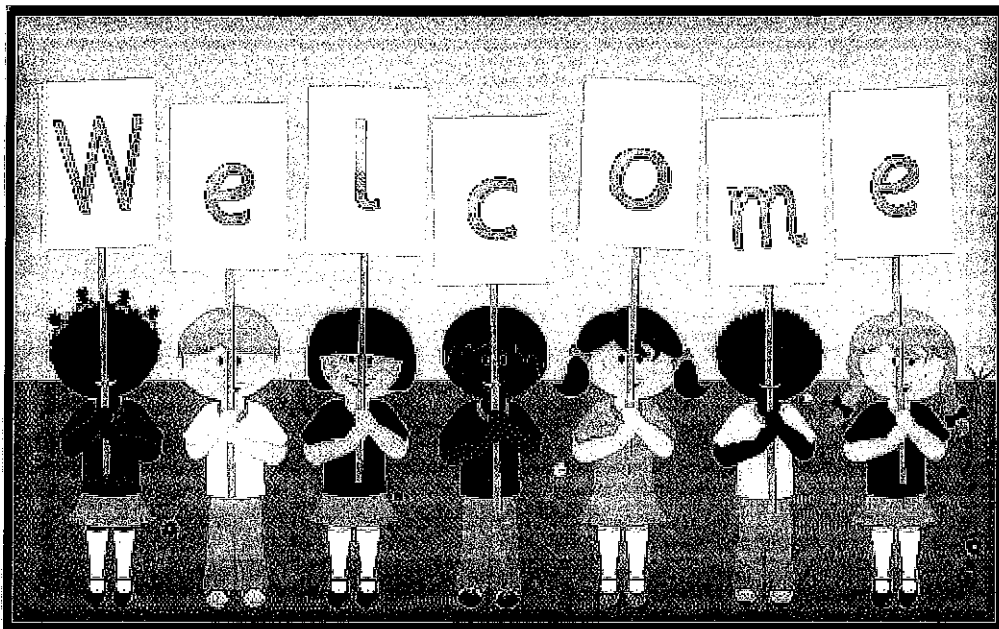
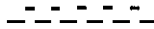


# AUGUSTA SCHOOL DEPARTMENT



**SUBSTITUTE HANDBOOK  
2018-2019**

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# AUGUSTA SCHOOL DEPARTMENT

40 Pierce Drive, Suite 3, Augusta, ME 04330  
626-2468

- ❖ **Superintendent of Schools:** James Anastasio
- ❖ **Assistant Superintendent:** Donna Madore
- ❖ **Business Manager:** Kathy Casparius
- ❖ **Payroll Coordinator:** Barbara Hingos
- ❖ **Special Education Director:** Susan Walters

## CONY HIGH SCHOOL

60 Pierce Drive  
Grades 7-12  
Phone: 626-2460

**Principal:** Kimberly Silsby  
**Assistant Principals:** Stewart Brittner  
Jan Rollins  
Gabriel Levesque  
**Secretaries:** Kimberly Lucas  
Debra McMahon  
Julie Douglass

## CAPITOL AREA TECHNICAL CENTER

40 Pierce Drive  
Grades 11-12  
Phone: 626-2475

**Director:** James Holland  
**Student Services:** Stephanie Turgeon  
**Secretary:** Jody Beaulieu

## FARRINGTON ELEMENTARY SCHOOL

249 Eastern Avenue  
Grades K-6  
Phone: 626-2480

**Principal:** Teresa Beaudoin  
**Secretary:** Sandra Fontaine  
Darlene Grant

## GILBERT ELEMENTARY SCHOOL

Sunset Avenue  
Grades PreK-6  
Phone: 626-2491

**Principal:** Sarah Landry  
**Secretaries:** Deborah Remley  
Debra Cates

## HUSSEY ELEMENTARY SCHOOL

12 Gedney Street  
Grades K-5  
Phone: 626-2461

**Principal:** Troy Alexander  
**Secretaries:** Ellie Dyer  
Lauri Chambers

## LINCOLN ELEMENTARY SCHOOL

30 Lincoln Street  
Grades K-6  
Phone: 626-2483

**Principal:** Heather Gauthier  
**Secretaries:** Diane Cloutier  
Erika Bonenfant

## SUBSTITUTE POLICY & 2018-2019 SUBSTITUTE PAY RATES

**POLICY:** The Augusta School Department strives to provide the best education for its students. Substitutes perform an important role in the education process. This policy has been established to meet the goals of the Augusta School Department as well as meet the requirements set forth by the Maine Department of Education.

POSITION	EDUCATION/CERTIFICATION REQUIRED	RATE OF COMPENSATION	MAX HOURS ALLOWED/DAY*	MAX DAYS ALLOWED/YEAR
<b>Teacher (Daily)</b>	Certified Teacher <i>(within the scope of certificate)</i>	\$13.00/Hour	7	Unlimited
	Certified Teacher <i>(outside scope of certificate)</i>	\$13.00/Hour	7	90 Days
	2 or More Years of College <i>(60 Credits or more)</i>	\$12.00/Hour	7	60 Days
	High School Graduate <i>(to be used in emergency situations only when a more qualified substitute cannot be found)</i>	\$11.00/ Hour	7	10 Days

POSITION	EDUCATION/CERTIFICATION REQUIRED	RATE OF COMPENSATION	MAX HOURS ALLOWED/DAY*	MAX DAYS ALLOWED/YEAR
<b>CATC Teacher (Daily)</b>	Certified Teacher <i>(within the scope of certificate)</i>	\$13.00/Hour	7	Unlimited
	Certified Teacher <i>(outside scope of certificate)</i>	\$13.00/Hour	7	90 Days
	2 or More Years of College <i>(60 Credits or more)</i>	\$12.00/Hour	7	60 Days
	High School Graduate With Two (2) Years Trade Experience	\$11.00/Hour	7	60 Days

POSITION	EDUCATION/CERTIFICATION REQUIRED	RATE OF COMPENSATION	MAX HOURS ALLOWED/DAY*	MAX DAYS ALLOWED/YEAR
<b>Teacher (Long Term)</b>	2 or More Years of College <i>(60 Credits or more)</i>	\$25.00/Hour	7	As Outlined Above
	<i>The Long Term Teacher Substitute Rate will start on the sixth <b>consecutive</b> day substituting for the <b>same teacher</b>, unless hired initially as a Long Term Substitute.</i>			

POSITION	EDUCATION/CERTIFICATION REQUIRED	RATE OF COMPENSATION	MAX HOURS ALLOWED/DAY*	MAX DAYS ALLOWED/YEAR
<b>Educational Technician</b>	Ed Tech Authorization	\$11.00/Hour	7	Unlimited
	90 Approved Credits in Education	\$11.00/Hour	7	90 Days
	60 Approved Credits in Education	\$11.00/Hour	7	60 Days
	High School Graduate	\$11.00/Hour	7	10 Days
<i>Individuals filling an educational technician position as a substitute will be paid the educational technician substitute rate, regardless of their education level or certification.</i>				

POSITION	EDUCATION/EXPERIENCE REQUIRED	RATE OF COMPENSATION	MAX HOURS ALLOWED/DAY*	MAX DAYS ALLOWED/YEAR
<b>School Secretary</b>	High School Graduate with Secretarial Experience	\$11.00/Hour	8	Unlimited
<b>Registered Nurse</b>	RN License	\$20.00/Hour	7	Unlimited
<b>Licensed Practical Nurse</b>	LPN License	\$18.50/Hour	7	Unlimited
<b>Food Service Worker</b>	High School Diploma with Food Service Experience	\$11.00/Hour	8	Unlimited
<b>Custodian</b>	High School Diploma	\$11.00/Hour	8	Unlimited

*\*Prior approval needed to exceed max hours/day. Substitutes exceeding max hours/day without prior approval will not be paid for time over approved max hours.*

## PROCEDURES FOR SUBSTITUTING

Before an individual is eligible to substitute in any position within the Augusta School Department, it is imperative that the following procedures are followed:

1. The Personnel Office is to be provided the following items:
  - *a completed substitute application*
  - *a resume (if available)*
  - *transcripts (if applicable)*
  - *three (3) letters of recommendation*
  - *certification/authorization or approval (if applicable)*
2. Once the above mentioned items have been received and reviewed, the applicant materials will be reviewed and eligibility will be determined.
3. When an individual has been deemed eligible to substitute for the Augusta School Department, employment paperwork must be completed **prior to the first day of substituting**. Employment paperwork includes:
  - *W-4s*
  - *I-9 (Employment Eligibility Verification)*
  - *Maine State Retirement System\*:*
    - ✓ *Application for Membership (if applicable)*
    - ✓ *Designation of Beneficiary Pre-Retirement Death Benefits (if applicable)*
  - *Reasonable Assurance Form (to be completed yearly)*
  - *Explanation of Department of Education Approval Process and Application Material*
  - *Augusta School Department Employee Handbook*
  - *Criminal History Record Check Application (fingerprinting and Initial Certification Application)*

Other orientation information provided at that time includes:

- *Explanation and Receipt of Instructions for the Completion of Timecards*
- *Explanation and receipt of School Year Calendar*
- *Explanation and receipt of Pay Schedule*
- *Explanation and receipt of Substitute Handbook*

**\*Note:** *It is necessary to complete these forms only by those persons eligible to substitute as a teacher or educational technician.*

4. Once the necessary documents and employment paperwork have been received by the Personnel Office, the individual will be added to the active substitute list and will receive a welcome letter with login information for Frontline, our substitute placement program, with login information and pin number.
5. Substitutes will need to set up all preferences and information in Frontline as soon as possible after being notified by Augusta School Department that they have been set up in Frontline and receive a welcome letter.
6. If there are any changes in personal status or substituting availability (*i.e. name, address, phone number, days available, areas of preference, educational level*), please be sure to update your information in Frontline as soon as possible.

## SCHOOL HOURS

🕒 Elementary Schools	7:45 am - 3:15 pm
🕒 Middle School	6:45 am - 2:15 pm
🕒 High School	6:45 am - 2:15 pm
🕒 CATC	8:00 am - 3:00 pm

Please note that these times may differ from what you will see on Frontline, our substitute placement program, due to the fact that Frontline does not allow us to differentiate starting and ending times for each school. You will need to follow the hours stated above based upon what level/school you are hired for and what portion of the day you are hired for. The Administrator and/or Administrative Assistant in each building will notify you of the exact hours they will need you to work when you report for your sub assignment. You are expected to work all of the hours you are hired for and will only be paid for the hours that you actually work.

## SUBSTITUTE PAYMENT PROCEDURES

In order to ensure that substitutes are paid correctly and in a timely fashion, it is important to comply with the following procedures when substituting in the Augusta School Department.

1. When arriving at school for a substituting assignment, be sure to report to the office to let them know that you have arrived and to get any special instructions.
2. You will need to complete a time card. A separate time card is needed for each position you are substituting in. If you are substituting at the same school in the same position for more than one day in a given pay period, you may put all of your substituting time on one card. If you are substituting at a variety of schools during a pay period, it is better to complete a timecard for each day substituted and to leave the timecard at that school. This ensures that time cards are not lost, forgotten or turned in too late to meet payroll deadlines.
3. There are maximum hours allowed per day for each substitute position, see Substitute Policy & Substitute Pay Rates on Page 3. Substitutes are not allowed to exceed the max hours/day for any position without prior approval. Substitutes exceeding the max hours/day without prior approval will not be paid for time over the approved max hours.
4. You will be provided a school year pay schedule in your Substitute New Employee packet. The Augusta School Department pays its staff on a bi-weekly basis. It is imperative that your timecard(s) be turned in no later than the Friday prior to a payday.
5. Checks may be picked up at the Superintendent's Office on payday. If you do not pick up your check by 3:00 p.m. on that day, the check will be mailed.
6. Upon receiving your check, review the number of hours or days for which you were paid. If you have any questions regarding the amount paid or you believe you were not paid correctly for time worked, please contact the Payroll Department (626-2468) immediately.

## GENERAL HEALTH POLICY

1. No student should be sent to school if there are symptoms of illness present.
2. Exclusion from school shall result when any of the following conditions are found to exist:
  - a. Communicable disease
  - b. Contagious or infectious diseases of the skin, mouth, or eyes.
  - c. Any suspicious rash with or without accompanying symptoms.

The student will be expected to receive diagnosis and/or treatment for these before returning to school. Parents will be notified if a student is to be sent home. Written excuses are required for all absences from school.

## **PROCEDURE FOR ACCIDENT/INJURY**

- Never leave an injured child alone.
- Send another student to get adult, if needed.
- Water and ice only are to be applied.
- If it appears to be a break don't move the child.
- Alert appropriate personnel: school nurse, principal, assistant principal or secretary.
- Complete an accident form and leave it in the office.

## **ELEMENTARY ALTERNATIVE SCHEDULES**

Students may be pulled out of class to participate in one of the following programs: Gifted and Talented, Special Education, English-as-a-Second Language, and Title I. The specific students should be identified in the substitute teacher's folder.

Art, physical education, and music are specials taught to whole classes periodically throughout the week. These schedules for specials are found in the teacher's plan book.

## **LIBRARY PROCEDURES**

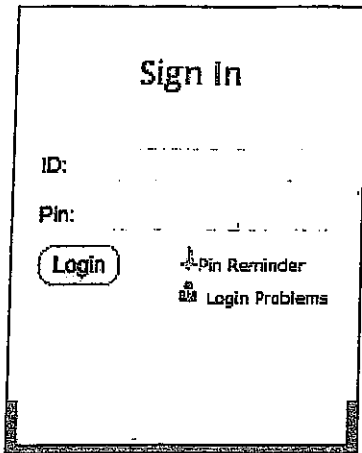
Classes of students can be scheduled for activities in the library. Teachers must accompany students to the library and remain with the class. Teachers are expected to help with the discipline; teachers are expected to advise students on the appropriateness of the book selected and reading level of that selection (meeting the student's reading level).

Reference books should remain in the library. Older reference material will be set aside for signing out on a daily basis. However, those materials must not go home and must be returned the same day.

## **MISCELLANEOUS INFORMATION**

Substitutes should not bring any tree nuts, peanuts, or foods containing nuts to school. We have students with nut allergies, and these products are not allowed in the schools.

# Absence and Substitute Management



## LOGGING IN ON THE WEB

To log in to the absence management system, type [aesoponline.com](http://aesoponline.com) in your web browser's address bar.

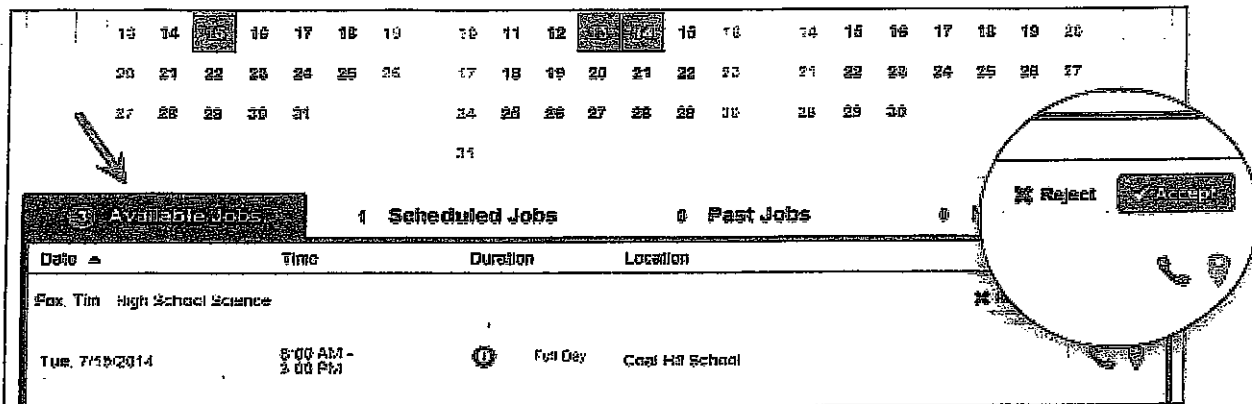
The Sign In page will appear. Enter your ID and PIN and click **Login**.

## 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.

## SEARCHING FOR AVAILABLE JOBS

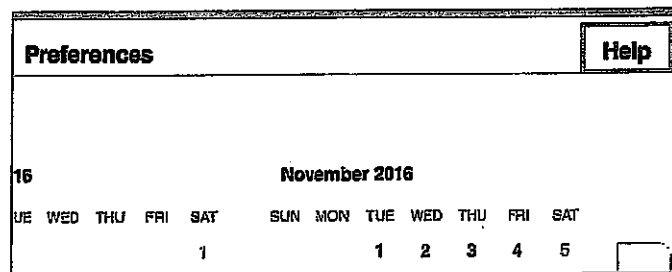
The system makes it easy to find available jobs right on the homepage. Available jobs appear in green on the calendar and in list form under the "Available Jobs" tab.



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

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 Learning Center to search a knowledge base of help and training materials.





## ACCESSING ABSENCE MANAGEMENT ON THE PHONE

Not only is the system 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 into Absence Management

To call, 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).

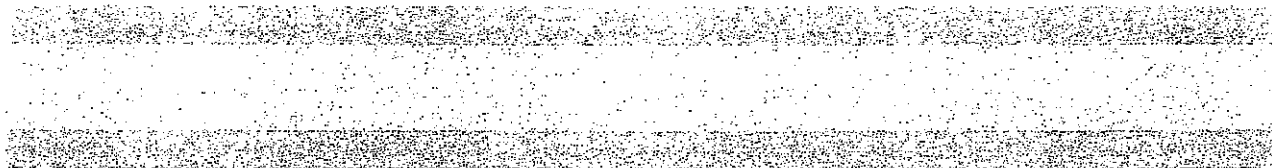
When calling the absence management system, you can:

- 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 the Absence Management System Calls You

If an available job has not been filled by another substitute two days before the absence is scheduled to start, the system will automatically start calling substitutes, trying to fill the job.

Keep in mind, when the system calls you, it will be calling about one job at a time, even if you're eligible for other jobs. You can always call in (see "When You Call into Absence Management" section above) to hear a list of all available jobs.



When you receive a call, you can:

- Listen to available jobs – **Press 1**
- Prevent absence management from calling again today – **Press 2**
- Prevent absence management 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, the absence management system will list the job details, and you will have the opportunity to accept or reject the job.





***Please remove this form from the handbook, print name, date, and sign this form, and return with new hire paperwork to the Human Resources Administrative Assistant***

I have reviewed the Substitute Handbook and understand that it contains general information and guidelines concerning being a substitute in Augusta School Department. Clarification of policies and/or procedures can be obtained by contacting the Human Resources Administrative Assistant.

\_\_\_\_\_  
**Substitute Name (*printed*)**

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
**Substitute Signature**