



# **TEMECULA VALLEY UNIFIED SCHOOL DISTRICT**

## **SUBSTITUTE TEACHER HANDBOOK**

**Human Resources Development**

Updated 1/8/2024

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## Greetings from Human Resources Development

### *Welcome to the Temecula Valley Unified School District team!*

In the Temecula Valley Unified School District, our substitutes play an important role in the daily operation of our 27 school sites. Substitutes allow learning to continue in the absence of permanent teachers. In doing so, our experienced and dedicated guest teachers make it possible to carry on a quality educational system with minimal disruption to the instructional program.

As a new or veteran substitute teacher, you are expected to continue with the regular educational expectations and present instructional lessons, as detailed in the teacher provided lesson plans in a safe and professional manner. It is our hope that this handbook will help clarify procedures and expectations and prepare you for your substitute responsibilities.

Please do not ever hesitate to contact our department with any concerns or questions. A complete [department directory](#) is available on the [Human Resources Development webpage](#). You may also contact our Substitute Services Technicians at 951-676-2661:

Blake Archiquette (A-K) extension 21406 or [barchiquette@tvusd.us](mailto:barchiquette@tvusd.us)

Laufuti “Lupe” Valdez (L-Z) extension 21405 or [lvaldez@tvusd.us](mailto:lvaldez@tvusd.us)

Whether you are just starting your career or are a long-standing substitute in the District, please know that we very much appreciate your efforts in caring for the educational and social-emotional needs of our students.

Respectfully,

E. Joe Mueller

Executive Director

Human Resources Development

## **GENERAL ONBOARDING INFORMATION**

### **CERTIFICATION**

Substitute Teachers must hold either a valid California teaching credential or a 30-Day Substitute Permit. The permit allows the individual to substitute teach for one calendar year and is renewable online annually via the California Commission on Teacher Credentialing (CTC) website ([www.ctc.ca.gov](http://www.ctc.ca.gov)). \*A substitute holding a 30-Day Substitute Permit is restricted to no more than 30 days in any one general education classroom per school year and no more than 20 days in any one special education classroom.

The substitute teacher is responsible for renewing and maintaining a valid teaching credential or permit through the CTC and informing Human Resources of renewal/additional credentials. Information about the application/renewal process can be found at [www.ctc.ca.gov](http://www.ctc.ca.gov). Failure to renew your credential before it expires will eliminate you from the substitute list and cause a delay in payroll. Current fees for California Teaching Credentials/Permits are \$100 (+\$2.50 service fee) for both first- time applicants and renewals, at the expense of the employee.

\*AB 167 temporarily increased this limitation from 30 - 60 days until the end of the 2022-2023 school year.

### **FINGERPRINTING**

Every new employee is required by State law to be fingerprinted and cleared through the D.O.J. The approximate cost to the new employee is \$42 - \$123. Authorized fingerprinting agencies are shared with new employees during the onboarding process.

### **TB CLEARANCE REQUIREMENTS**

A TB skin test or chest x-ray form, or a Risk Assessment Questionnaire and Certificate of Completion form from the California Department of Public Health (CDPH), any from a medical provider, is required by law every four (4) years and must be submitted to the TVUSD Human Resources Development Department.

You may obtain these services through your healthcare provider.

### **WITHHOLDING EXEMPTION**

An Employee's Withholding Certificate (W-4 Form) for federal tax & an Employee's Withholding Allowance Certificate (CA DE-4 form) for state tax, must be filed with the Human Resources office at the time of your employment. If, at any time, you wish to change your number of dependents or your filing status, it will be necessary to complete new IRS W-4 & CA DE-4 forms. These forms are available in the Business Support Services Department, Building 31.

## **STATE TEACHER RETIREMENT SYSTEM (STRS)**

Substitute teachers who are currently members of the State Teachers Retirement System (STRS) will continue to have deductions taken from all earnings. Former STRS members who have not withdrawn their funds will also continue to have deductions made. Recent legislation grants substitutes the right to irrevocably elect to become a STRS member upon performance of any certificated service of one day or more. However, a substitute teacher may choose to remain under former STRS regulations and not become a member until he/she has worked 100 days in a school year in our district.

## **3121 RETIREMENT SAVINGS PLAN**

Substitute teachers who initially decline enrollment in the State Teachers Retirement System (STRS) and who are not part of CalPERS, are required to participate in the District approved 3121 Retirement Savings plan. However, certificated substitutes are automatically enrolled in STRS after 100 days as a Certificated substitute. Once that occurs, the District will suspend future contributions to the 3121 account.

## **REASONABLE ASSURANCE LETTERS**

Each year, typically around Spring Break, the District will send out Reasonable Assurance letters to substitutes who are being asked to return for the following school year. Once received, it is the substitute's responsibility to return the letter to the Human Resources Development. Failure to return your letter may result in your being removed from the certificated substitute list.

Please also be aware that the District only provides Reasonable Assurance of work during the student regular school year as noted on the District's website. Work is not available during scheduled recess periods such as summer vacation, winter break, spring break, and holidays. In the first year of employment, Reasonable Assurance of work begins on the employees first day of paid service through the remainder of the current school year.

## **OATH OF ALLEGIANCE FOR PUBLIC EMPLOYEES AND CIVIL DEFENSE WORKERS**

All TVUSD employees are required to take the oath of allegiance swearing or affirming to support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic. The oath also outlines that as a public employee, all TVUSD employees are disaster service workers pursuant to Government Code 3100 and 3102. Therefore, in the event of natural, manmade or war-caused emergencies which result in conditions of disaster or extreme peril to life, property and resources, TVUSD employees are subject to disaster service activities assigned by their supervisors.

## **REQUIRED SUBSTITUTE TRAINING**

As a school district employee and to comply with the State of California, you are required to complete the following mandatory training prior to your first day of work. New employees will receive links to these online

training modules after participating in the New Hire Orientation. Once all training is completed, you will be activated to accept subbing assignments (trainings are non-paid):

### **Child Abuse & Neglect Mandated Reporter Training Course AB1432**

If in your professional capacity, you have knowledge of or reasonable suspect a child has been the victim of child abuse, it must be immediately reported to a Child Protective Agency (CPS). Please take your concerns directly to the school principal if you need assistance in reporting abuse. Although not required, you may share the concern with the site administration prior to making your report. However, doing so does not absolve you from making your own report to a CPA. By law all school district employees must report any suspected incidents of abuse, neglect, or exploitation of students (AB 1432). This course meets these requirements.

### **Sexual Harassment Prevention (SHP) Training SB1343**

Senate Bill 1343 mandates that all school employees also complete a one (1) hour mandatory Sexual Harassment Prevention (SHP) training every two (2) years.

- New Hire Orientation
- General Responsibilities
- Sexual Misconduct: Staff to Student
- Medical Provider Network - Workers' Compensation
- Bloodborne Pathogen Exposure Prevention

Mandated Reporter and Sexual Harassment Prevention recertification notices will be sent directly to employees by Human Resources Development.

## **PROFESSIONAL STANDARDS - STAFF/STUDENT BOUNDARIES**

The Board of Trustees expects district employees to maintain the highest ethical standards, exhibit professional behavior, follow district policies and regulations, abide by state and federal laws, and exercise good judgment when interacting with students and other members of the school community. Employee conduct should enhance the integrity of the district, advance the goals of the district's educational programs, and contribute to a positive school climate.

Inappropriate employee conduct includes, but is not limited to:

1. Engaging in any conduct that endangers students, staff, or others, including, but not limited to, physical violence, threats of violence, or possession of a firearm or other weapon.
2. Engaging in harassing or discriminatory behavior towards students, parents/guardians, staff, or community members, or failing or refusing to intervene when an act of discrimination, harassment, intimidation, or bullying against a student is observed.
3. Physically abusing, sexually abusing, neglecting, or otherwise willfully harming or injuring a child.
4. Engaging in inappropriate socialization or fraternization with a student or soliciting, encouraging, or maintaining an inappropriate written, verbal, or physical relationship with a student.
5. Possessing or viewing any pornography on school grounds, or possessing or viewing child pornography or other imagery portraying children in a sexualized manner at any time.
6. Using profane, obscene, or abusive language against students, parents/guardians, staff, or community members.
7. Willfully disrupting district or school operations by loud or unreasonable noise or other action.
8. Using tobacco, alcohol, or an illegal or unauthorized substance, or possessing or distributing any controlled substance, while in the workplace or at a school-sponsored activity.
9. Dishonesty with students, parents/guardians, staff, or members of the public, including, but not limited to, falsification of information in employment records or other school records.
10. Divulging confidential information about students, district employees, or district operations to persons not authorized to receive the information.
11. Using district equipment or other district resources for the employee's own commercial purposes or for political activities.
12. Using district equipment or communications devices for personal purposes while on duty, except in an emergency, during scheduled work breaks, or for personal necessity.
13. Causing damage to or engaging in theft of property belonging to students, staff, or the district.
14. Wearing inappropriate attire.

## **Acceptable and Recommended Boundary Behaviors**

1. Emails and phone calls to students must be professional and pertain only to school activities or classes. Communication should be limited to school devices and emails.
2. Avoid being alone with students. If necessary, keep the door open when alone with a student.
3. Always keep reasonable space between yourself and students.
4. Stop and correct students if they cross your own personal boundaries.
5. Notify site administration when a significant issue develops with respect to a student.
6. Keep before/after-class discussions with student(s) professional.
7. Ask for advice from fellow staff or administrators if you find yourself in a difficult situation related to boundaries.
8. Immediately involve your supervisor if conflict arises with the student.
9. Immediately inform site administration about situations that have the potential to become more severe.
10. Make detailed notes about an incident that could evolve into a more serious situation later.
11. Recognize your responsibility to stop unacceptable behavior of students or coworkers.

## **Examples of Unacceptable Behaviors**

1. Giving gifts to individual students that are of a personal and intimate nature.
2. Physical contact with students.
3. Sending emails or letters to students if the content is not about school activities.
4. Contacting, friending, and/or following students on social networking sites, such as Facebook, Twitter, Instagram, Snapchat, and/or online gaming sites.
5. Sending text messages (of any kind) to students.
6. Engaging in any type of physical contact with a student in a private situation.
7. Becoming emotionally involved with a student, including discussing inappropriate personal troubles or intimate issues with a student.
8. Making or participating in sexually inappropriate comments or jokes.
9. Listening to or telling stories that are sexually oriented.
10. Intentionally being alone with a student away from the school.
11. Being alone in a room with a student at school with the door closed.
12. Giving students a ride to/from school or school activities.
13. Providing personal contact information.
14. Allowing students in your home.
15. Making remarks about the physical attributes or development of anyone.
16. Providing excessive attention toward a particular student.
17. Becoming involved with a student to the point where a reasonable person may suspect inappropriate behavior.



## **Online Communication Tips**

- Don't use private or personal technology (social networking, blogs, text messages, instant messaging devices, etc.) to communicate with students or parents.
- Take active measures to make and keep your personal online profiles and material private.
- Keep track of what is posted about you online on websites such as Google and Facebook. Take steps to correct inaccurate information.
- Don't "friend" students on social networking sites.
- Make sure your friends don't publicize personal information about you.
- Do not access social networking sites, instant messaging devices, or blog during work hours.
- Don't post information about students or the District on a personal website, webpage or social networking site.

## **SUBSTITUTE ASSIGNMENTS**

Assignments are to be recorded in the automated substitute calling system (Frontline). DO NOT MAKE FINAL ARRANGEMENTS WITH A TEACHER. It is the teacher's responsibility to complete the appropriate steps to ensure that a substitute is scheduled for the absence. Frontline allows for scheduling of jobs in advance and for subs to call or check on-line to secure jobs in advance. It is permissible to make tentative arrangements with a teacher or site secretary and advise them of your availability. However, your job assignment must come via the Frontline system, unless other arrangements have been made through the Human Resource Development department or in the event of an emergency authorized by site administration.

NOTE: The District/site administration may change your assignment at any point throughout the day.

### **ACCEPTING DAY-TO-DAY ASSIGNMENTS**

Substitutes who have not already secured an assignment will be called for work by the District's automated substitute-calling system (Frontline). Substitutes are usually contacted either the day of the absence in the morning hours beginning at 5:00 a.m. or in the evening prior to the job between 4:00 p.m. and 10:00 p.m.

When accepting work, be sure to note the name of the school, the name of the teacher, the grade(s) to be taught, when to report, the length of the assignment, and a specific job number. Be sure to listen to the entire substitute assignment, noting any special details.

NOTE: Regular cancellations may result in your being removed from the substitute list.

## **SEARCHING FOR DAY-TO-DAY ASSIGNMENTS IN ADVANCE**

Substitutes are encouraged to regularly check the automated substitute calling system (Frontline) website in advance to select assignments that best match their preferences and experience.

## **CONFIRMATION EMAIL**

Once you have accepted an assignment, either by phone or online, you will be sent an email with the job number and the details of the assignment. Make sure you keep this information for your records.

## **LONG-TERM ASSIGNMENTS**

Placement of a substitute in a long-term assignment is made in consultation with site administration, teacher, and/or the Director of Human Resources. Usually, the length of the assignment can be approximated, allowing the substitute to make appropriate plans prior to acceptance of the assignment. The long-term substitute assignment assumes the same responsibilities as the regular classroom teacher. Non-Special Education substitute assignments requiring a substitute for longer than 30 days are only available to substitutes with a valid California Multiple Subject or Single Subject Credential. Special Education substitute assignments requiring a substitute for longer than 20 days are only available to substitutes with valid Special Education teaching credentials.

## **REPORTING TO YOUR ASSIGNMENT**

Substitute teachers are expected to work the hours of the assignment as they are reported by the Frontline system. Substitutes are not to leave prior to the end of the assignment, even if your particular class leaves early. Substitutes must remain on campus during the teachers assigned prep time, and may be assigned to cover other classes during this time. Half day assignments (or less) are not entitled to a lunch break. On modified school days, substitutes are expected to work a full day assignment, unless other arrangements are made in advance.

Try to report to your assignment as early as you can before class begins (if you have received your assignment in sufficient time). This permits you to become familiar with the lesson plans and any before, during, or after-school supervision responsibilities for the day. Also, you should plan to stay for a short while after the completion of your assignment, so you can write a brief synopsis of the day for the returning teacher.

Report directly to the school office for instructions and to receive your room assignment and pick up room keys, if needed. Upon checking in, all substitutes must use the Raptor System to receive a visitor name tag. Please be prepared to scan your Driver's License. Prior to leaving the office, discuss any questions you may have with the school secretary or site administration, if available. This is also an opportunity to sign your timesheet.

## **EVALUATION**

Remember that your actions, your behavior, your manner, and your professionalism all reflect upon your ability to be a successful classroom substitute teacher and/or permanent teacher. Keep in mind that someone is always

observing your work as a substitute teacher, whether it is the students, other teachers or staff, or administration at the school site. Remember to act in a professional manner at all times. Being repeatedly requested by the school is, of course, one of the best evaluations you can have.

Actual daily substitute classroom performance is evaluated by the returning teacher and site administration. Please be sure to leave a complete daily report for the returning teacher. Your end of the day note is a great way to demonstrate your attentiveness to the assignment. Considering answering the questions below:

- Did any students struggle with the content/concepts covered? If so, who? What happened?
- Did any students struggle with behavior during the substitute assignment? If so, who? Is follow up required?
- Were you able to complete all of the material in the provided lesson plan? If not, why?
- Were any students sent to the office? If so, why?
- Were there any emergencies? If so, explain the circumstances.

## **FREQUENCY OF SERVICE**

It is impossible to predict the amount of service that a substitute can expect. Frequency of employment depends on the absence rate of the regular staff, the number of available substitutes, and the quality of service rendered by the substitute.

## **LESSON PLANS**

Daily lesson plans should be provided for all day to day assignments. If you do not receive instructional directions, please contact the principal or school secretary immediately. **You need to know exactly what to do and this is your first priority!**

For an anticipated absence, you should find detailed daily plans; for an unanticipated absence, you might find "emergency" lesson plans or less detailed plans. If the provided lesson plans are insufficient, please contact the office.

## **SUBSTITUTE RESPONSIBILITIES**

### **CLASSROOM CLIMATE**

The substitute is responsible for the conduct of the class. When and if special problems arise, you should feel confident to turn to a fellow teacher or the front office for assistance. You should not feel that such a request for assistance is, in itself, a reflection of your ability or that it will be so considered by the site administration.

You are responsible for the full schedule of the regular teacher. This includes the classroom, supervision duty (if requested), and any special responsibilities performed by the absent teacher. The substitute is expected to follow the plans of the teacher as closely as possible. Remember, you set the tone for the day within your classroom; students follow your lead. The first ten minutes in a classroom can set the stage in a proper manner and assure your success for that school day.

## **SUBSTITUTE’S RESPONSIBILITIES**

It shall be the substitute's responsibility to:

1. Follow the teacher’s lesson plans.
2. Check with the office concerning daily attendance reporting.
3. Maintain normal classroom routines and discipline procedures. Site administration should be contacted in case a serious discipline problem arises. Corporal punishment or any physical contact of any kind shall NOT be used by the substitute or any other school personnel.
4. Leave the regular teacher a written report of the work done, especially if lesson plans have been altered.
5. Correct papers, if requested. The regular teacher should post the scores in the grade book.
6. Leave adequate notes regarding absences, new students, emergencies, etc.
7. Leave the room as neat as possible at the end of the day, with items in approximately the same place as originally found.
8. Lock the classroom whenever you and the students are out of the room. This should be the policy of the school site. At the end of the day, ensure that all windows and doors are locked.
9. If there are no sufficient supplies in the classroom, contact the school office or seek assistance from a fellow teacher.

## **INSTRUCTIONAL PROGRAM AND THE SUBSTITUTE**

The substitute should refrain from doing the following without authority from site administration:

- Change seating.
- Change groupings.
- Dismiss class ahead of time.

Under NO circumstances should the substitute:

1. Become distracted by personal devices, cell phones, or books.
2. Talk on your cell phone or text during instructional time. You are free to use your cell phone during lunch or other non-instructional class times or periods.
3. Leave the class unattended at any time.
4. Leave money or valuables in or on the desk.
5. Resort to the use of CORPORAL PUNISHMENT, PHYSICAL CONTACT, or ABUSIVE LANGUAGE.
6. Release a child from their jurisdiction during school hours without written permission from the school office.
7. Leave the school site without checking out through the school office.
8. Initiate bulletins or notes to parents without first seeking authorization from site administration. (Several lines of communication with a parent concerning some specific action or condition of the child may already have been initiated by the regular teacher, nurse, and/or Principal.)
9. Do not take pictures of students, take “selfies,” or post student related information or pictures on social media.

## **MEDICAL/EMERGENCY INFORMATION**

### **MEDICATION AT SCHOOL**

Medication may be given at school only in special cases by the Health Clerk or trained office personnel. For this reason, should you become aware that a student is in possession of medication, prescription or otherwise, please **discreetly** notify the school's health office. DO NOT administer any medication or store it in the classroom.

The school has its own disaster preparedness plan and accompanying first aid kit. This kit is to be used for disasters only and not designed for everyday minor first aid use. Please refer to the disaster plan and site administration for your assignment during a disaster. An evacuation map should be posted in all rooms for use during the monthly fire/earthquake drills. If one is not posted, please notify the school office for its replacement.

### **HEALTH AND FIRST-AID**

The school nurse and/or health clerk may spend only part of their time at the school. Their services include routine checks, certain surveys and special referrals by teachers.

Potential contagious diseases are to be discreetly reported to the office as soon as known or suspected.

All head injuries, no matter how minimal, MUST be referred to the office for further investigation. On head injuries of any type, please notify the office directly for examination. If sending the student to the office, have a responsible student or adult (if available) accompany the injured child.

If you suspect serious injury (i.e., - broken bones, neck or back injury), do not move the student. Notify the office immediately via a messenger or phone. Make the child as comfortable as possible and if in doubt, be over-cautious.

All student accidents must be reported to the school office. Never send a sick or injured student home. They should be referred to the front office for a decision regarding their medical status.

In case of an accident involving personal injury, the substitute teacher shall notify the school office and seek medical aid. The substitute must also fill out an Employee Report of Industrial Injury and any applicable Workman's Compensation documentation that will be supplied by the site secretary.

### **NATURAL DISASTER/EMERGENCY/DRILLS**

For emergencies such as a natural disaster or lockdown, please see the safety information/procedures in the lesson plans/classroom. If emergency information is not provided/easily visible, ask the front office for procedures. Also note: an emergency drill may be scheduled during your sub assignment.

## **TIPS FOR NEW SUBS**

- Follow lesson plans – If you can't locate them, call the office immediately.
- No corporal punishment of students. This includes grabbing a student by their arm or clothing, etc.
- No verbal abuse of students, i.e. name calling, speaking to them with disrespect, etc.
- No profanity, foul language or gestures.
- Do not lose control. Take a minute to calm down before disciplining. Ask for help, if needed.
- Do not discuss your personal/business problems in class.
- Do not offer personal information to students, i.e. email, social media, phone number, etc.
- Do not take “selfies” or photos of any students with your cell phone or personal device.
- Do not post student-related information or pictures on social media.
- Adhere to the teacher's classroom management (discipline) rules.
- Do not discuss controversial issues.
- Do not dismiss the students early or late.
- Be punctual (job assignment by Frontline System is 30 minutes prior to school start time).
- Do not leave campus without notifying the front office.
- If you have questions, do not hesitate to contact the front office for assistance and support.
- Leave a feedback sheet for the teacher.
- Leave the classroom in order.
- Return the classroom key.

## **SUBSTITUTE GUIDELINES**

- Positively reinforce appropriate behavior.
- Student records and cumulative files are confidential and are to be treated in a professional manner. Unless you are in a long-term assignment and have been requested to do so by the principal, day to day substitutes are not permitted to access confidential student records and cumulative files.
- Be firm, fair, and consistent in control of the class.
- Start class work promptly. Let the students know that you plan to carry on a regular day and that student cooperation is expected.
- Refer to the Principal or Assistant Principal students who demonstrate repeated acts of misbehavior or serious infraction(s) of the rules.
- Use the regular teacher's rules. If these are not available, contact the school office.
- Expect good behavior – students tend to respond to whatever we expect of them.
- Avoid ridicule and sarcasm. Treat students with dignity and respect.
- Recognize the importance of every child.
- Personal and academic information regarding students is to be treated as confidential.
- Substitutes should never show films or videos unless they are chosen by the teacher and included in the daily lesson plans.

- Always try to be objective, rather than personal in your relations with students.
- Remember students like to know their boundaries. Be firm, low-keyed, open to their opinions, and impartial in judgment. A positive attitude, a warm feeling for children, and a sense of humor will help foster a good classroom atmosphere.
- The reason for a teacher's absence is confidential information. Substitutes should not give out any information to students or other employees.

## **MAJOR VIOLATIONS**

Should the previous classroom management techniques fail or a special problem occur, the substitute teacher should immediately contact the site administration for assistance. Examples of special problems either in the class or on the campus may include, but are not limited to:

- Continued disrespect
- Fighting
- Suspected possession of drugs, alcohol, smoking, including vaping
- Destruction of school property
- Theft
- Possession of weapons or other dangerous objects, including matches

## **EXPECTATIONS FOR STUDENTS**

- Ask permission to be out of seat (except for specified activities)
- Keep hands, feet, and objects to yourself
- Immediately follow all directions of adults (in the classroom and elsewhere)
- While adult is talking, raise your hand and wait for permission before speaking

## **RAINY DAY OR INCLEMENT WEATHER SCHEDULE**

Clarify an individual site's procedures when you check in at the front office. Modification in the daily schedule can arise from: rainy conditions, excessive heat, strong winds, air quality, etc.

Generally: Substitute teachers are to be in the classroom with doors open to students before school begins on an inclement weather schedule. As public employees, even on a substitute basis, we have the responsibility to ensure student safety at all times.

When inclement weather changes impact lunch schedules, classroom coverage will be arranged by the site administration, so that everyone is given required breaks and a thirty-minute lunch period. It is important to demonstrate flexibility on these challenging days.

## **BEFORE LEAVING SCHOOL**

If you are going to leave school for any reason at lunchtime or the end of the day, you must report to the office prior to leaving campus. Site administration or designee may have further instructions for you. Return the room key and any other materials that you may have been using. Also, during checkout, the Principal and the teacher will appreciate you letting them know of any special problems you have not already communicated to the office during your assignment.

## **THANK YOU**

Please don't hesitate to contact the Human Resources Development department if we can assist you, (951) 676-2661, Blake Archiquette (A-K) ext. 21406; Laufuti "Lupe" Valdez (L-Z) ext. 21405.



## **COVID-19 SUBSTITUTE HEALTH AND SAFETY PROCEDURES**

The health and safety of our students and employees on school campuses and District facilities is of extreme importance. Staying home when sick can lower the risk of spreading infectious diseases, including COVID-19, to other people. Students, teachers, and staff who have symptoms of infectious illness, should stay home and consider seeing their healthcare provider for testing and care. Each campus and division at the District Office has a unique QR code so that itinerant staff are able to be notified if there is an exposure at the workplace.

Employees, including substitutes, who test positive for COVID-19, or who are required to isolate/quarantine per California Department of Health guidelines, are required to notify the District by submitting a Let's Talk ticket through the [TVUSD website](#).

### **FACE COVERINGS**

On February 28, 2022, CDPH issued an update on face coverings. Per CDPH, "After March 11, 2022, the universal masking requirement for K-12 and Childcare settings will terminate." On September 20, 2022, CDPH issued Guidance for Use of Face Masks which discussed how "California is shifting its masking recommendations to a framework intended to provide information and recommendations that each Californian should consider based on the unique circumstances happening within their own community and county." Due to the end of the federal public health emergency on May 11, 2023, the CDC is no longer calculating COVID-19 Community Levels. For more information on masking, CDPH recommends referencing their [Get the Most out of Masking](#) document.

Per CDPH's [Get the Most out of Masking](#) document, "An effective mask has both good fit and good filtration. Gaps between the face and mask, such as above the nose or at the sides, allow air carrying virus particles to easily leak in or out without being filtered. [Facial hair](#) (PDF) can also interfere with a good fit. Even a gap smaller than the size of a dime will allow the majority of air to bypass the filter, significantly reducing the effectiveness of any mask. Generally, masks that have head loops (rather than ear loops) have better fit, forcing the air that you breathe in and out to go through the mask and be filtered. No matter what kind of mask you wear, check the fit and try to eliminate gaps above the nose or on the sides.

Personal face masks will be allowed in compliance with the dress code policy.

No employee can be prevented from wearing a mask, including a respirator as specified in California Code of Regulations, Title 8, section 3205(f)(4). All employees who are working indoors or in vehicles with more than one person can request respirators for voluntary use in compliance with subsection 5144(c)(2). No person can be prevented from wearing a mask as a condition of participation in an activity or entry into a school, unless wearing a mask would pose a safety hazard (e.g., watersports).

## **When are Masks Required for Employees?**

If an outbreak is declared per Cal/OSHA's definition, all employees in the exposed group regardless of vaccination status must wear face coverings when indoors, or when outdoors and less than six feet from another person, unless an exception applies.

Per Cal/OSHA's COVID-19 Prevention Non-Emergency Regulations and Riverside County Public Health's Protocols for Staff in K-12 School Settings, staff returning from isolation before Day 11 are required to wear a mask that fits snugly over their nose and mouth when around others or sharing indoor airspace for a total of 10 days from symptom onset or if no symptoms, from test collection date.

Per Riverside County Public Health's Protocols for Staff in K-12 School Settings, staff who are exposed to a COVID-19 positive individual and are asymptomatic, are required to wear a well-fitting mask when sharing indoor airspace for 10 days from last close contact.

## **Availability of Face Coverings for Staff**

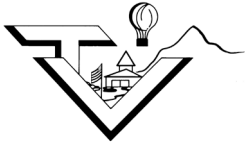
- Paper masks are widely available on every campus.
- Clear masks may also be provided for staff who work with students who require visual access to the movement of lips for instruction.
- Respirators, upon request, are available to any employee along with instructions on how to ensure the mask fits appropriately.

## **Exemptions and Accommodations - Employees**

If an employee is required to wear a facemask due to an outbreak, returning early from isolation or due to an exposure, or voluntarily wants to wear a mask and is unable to do so due to a medical condition, mental health condition, or disability, that employee shall work through the interactive process with Risk Management.

## **Other Essential Protective Gear**

We evaluate the need for personal protective equipment (PPE) (such as gloves and face shields) as required by California Code of Regulations (CCR) Title 8, section 3380, and provide such PPE as needed. PPE, cleaning and sanitizing supplies can be ordered through Maintenance and Operations. At school sites, administrators will monitor the PPE supplies.



## **TVUSD SCHOOL SITE LISTING**

### **Elementary Schools:**

AES – Alamos Elementary Alamos Preschool	38200 Pacific Park Drive, Murrieta 92563 (same as above)	(951) 294-6760 (951) 294-6771
ARES – Abby Reinke Elementary	43799 Sunny Meadows Drive, Temecula 92592	(951) 302-6610
BES – Ysabel Barnett Elementary	39925 Harveston Drive, Temecula 92591	(951) 296-5579
CHES – Crowne Hill Elementary	33535 Old Kent Road, Temecula 92592	(951) 294-6370
FVES – French Valley Elementary	36680 Cady Road, Winchester 92596	(951) 926-3643
JES – Helen Hunt Jackson Elementary Helen Hunt Jackson Preschool	32400 Camino San Dimas, Temecula 92592 (same as above)	(951) 305-5199 (951) 294-6811
LES – Susan LaVorgna Elementary	31777 Algarve Avenue, Winchester 92596	(951) 294-6385
NVES – Nicolas Valley Elementary	39600 N. General Kearney, Temecula 92591	(951) 695-7180
PES – Paloma Elementary	42940 Via Rami, Temecula 92592	(951) 302-5165
PVES – Pauba Valley Elementary	33125 Regina Drive, Temecula 92592	(951) 302-5140
RES – Rancho Elementary	31530 La Serena Way, Temecula 92591	(951) 635-7150
RHES – Red Hawk Elementary	32045 Camino San Jose, Temecula 92592	(951) 302-5125
TES – Temecula Elementary	41951 Moraga Road, Temecula 92591	(951) 695-7130
TLES – Temecula Luiseño Elementary	45754 Wolf Creek Dr. N. Temecula 92592	(951) 294-6340
TTES – Tony Tobin Elementary	45200 Morgan Hill Drive, Temecula 92592	(951) 294-6355
VES – Vail Elementary	29835 Mira Loma Drive, Temecula 92592	(951) 695-7140
VHES – Vintage Hills Elementary	42240 Camino Romo, Temecula 92592	(951) 635-4260

**TK-8 Schools:**

HIIA – Home Instead Innovation Academy	42240 Camino Romo, Temecula 92592	(951) 294-6150
SA – Summit Academy	35780 Abelia Street, Winchester 92596	(951) 294-6121

**Middle Schools:**

BVMS – Bella Vista Middle	31650 Browning Street, Murrieta 92563	(951) 294-6600
DMS – James L. Day Middle	40775 Camino Campos Verdes, Temecula 92591	(951) 699-8138
GMS – Earl Stanley Gardner Middle	45125 Via Del Coronado, Temecula 92592	(951) 699-0080
MMS – Margarita Middle	30600 Margarita Road, Temecula 92591	(951) 695-7370
TMS – Temecula Middle	42075 Meadows Parkway, Temecula 92592	(951) 302-5151
VRMS - Vail Ranch Middle	33340 Camino Piedra Rojo, Temecula 92592	(951) 302-5188

**High Schools:**

CHS – Chaparral High	27215 Nicolas Road, Temecula 92591	(951) 695-4200
GOHS – Great Oak High	32555 Deer Hollow Way, Temecula 92592	(951) 294-6450
TVHS – Temecula Valley High	31555 Rancho Vista Road, Temecula 92592	(951) 695-7130

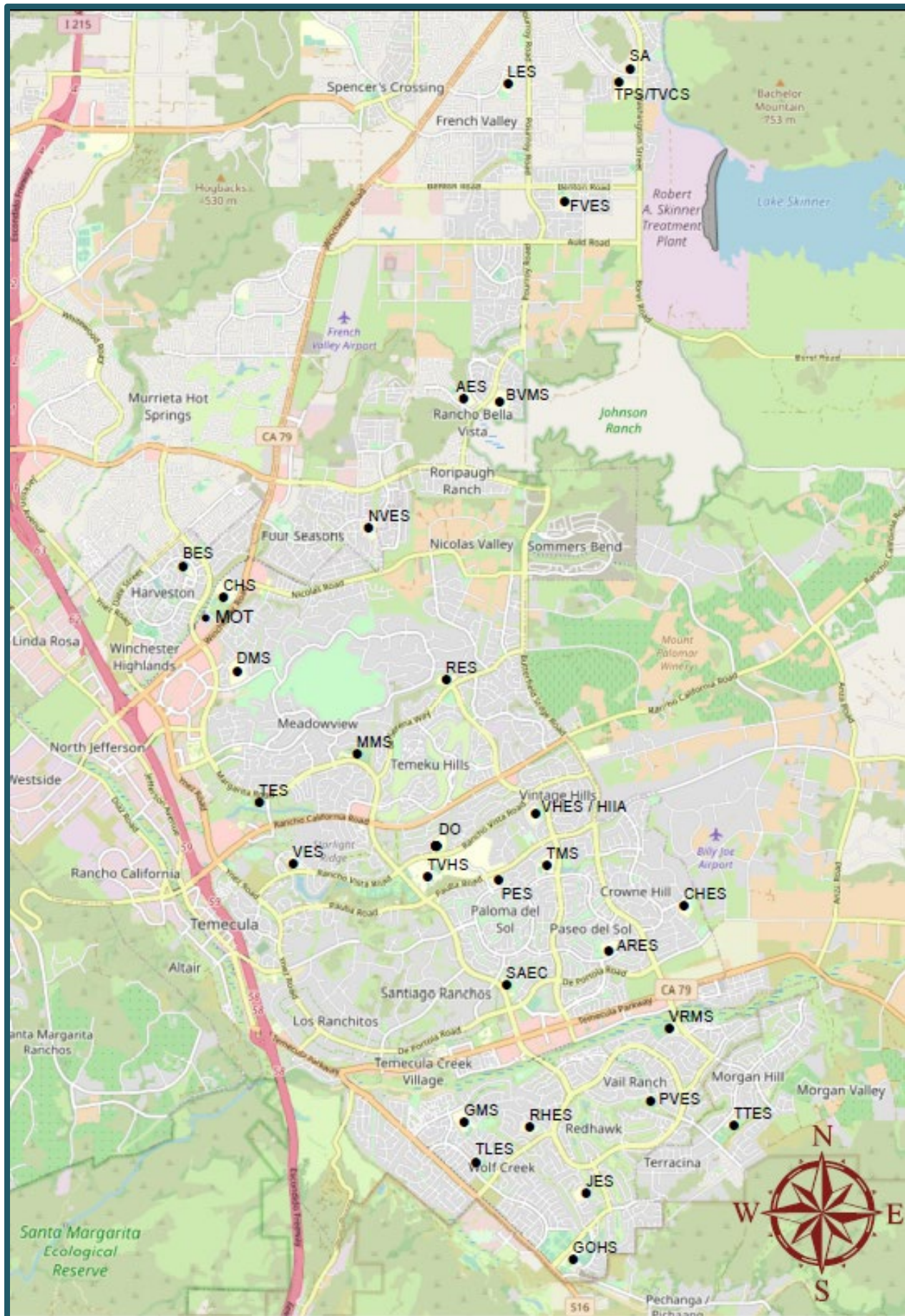
**SAEC (Sparkman Alternative Education Center):**

RVHS – Rancho Vista High	32225 Pio Pico Road, Temecula 92592	(951) 695-7320
SNS – Susan H. Nelson High	(same as above)	(951) 695-7360
TAVS – Temecula Advantage Virtual (6-12)	(same as above)	(951) 506-7908
EXA – Excelsior Academy	(same as above)	(951) 294-6512
TVAS – Temecula Valley Adult	(same as above)	(951) 294-6512

**DISTRICT OFFICE:**

DO – District Office (Administration)	31350 Rancho Vista Road, Temecula 92592	(951) 676-2661
MOT – Maintenance, Operations & Transportation	40516 Roripaugh Road, Temecula 92591	(951) 695-7115

# TVUSD DISTRICT MAP



# FRONTLINE QUICK START GUIDE



## Absence Management

### SIGNING IN

Type [aesonline.com](http://aesonline.com) in your web browser's address bar or go to [app.frontlineeducation.com](http://app.frontlineeducation.com) if you have a Frontline Account.

The Sign In page will appear. Enter your ID/username and PIN/password and click **Sign In**.

### RECOVERING CREDENTIALS

If you cannot recall your credentials, use the recovery options or click the "Having trouble signing in?" link for more details.

### SEARCHING FOR AVAILABLE JOBS

You can review available jobs directly on the homepage. These potential jobs appear in green on the calendar and in list form under the "Available Jobs" tab.

To accept a job, click the **Accept** button beside the absence (or click **Reject** to remove a job from the list).

Month	SUN	MON	TUE	WED	THU	FRI	SAT
April 2018	1	2	3	4	5	6	7
April 2018	8	9	10	11	12	13	14
April 2018	15	16	17	18	19	20	21
April 2018	22	23	24	25	26	27	28
April 2018	29	30					
May 2018			1	2	3	4	5
May 2018	6	7	8	9	10	11	12
May 2018	13	14	15	16	17	18	19
May 2018	20	21	22	23	24	25	26
May 2018	27	28	29	30	31		
June 2018						1	2
June 2018	3	4	5	6	7	8	9
June 2018	10	11	12	13	14	15	16
June 2018	17	18	19	20	21	22	23
June 2018	24	25	26	27	28	29	30

Date	Time	Duration	Location	Filter
Barker, Bob				
Mon, 4/30/2018	11:00 AM - 8:00 PM	1 hr 00 min	Victoria County School District Victoria County Community Schools	<input type="checkbox"/> Reject <input checked="" type="checkbox"/> Accept



## 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 **Help Resources** and select **Frontline Support**. This opens a knowledge base of help and training materials.

## ACCESSING ABSENCE MANAGEMENT ON THE PHONE

In addition to web-based, system accessibility, you can also find and accept available jobs, manage personal information, change your PIN number, and more, all on 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 begin to call substitutes and try to fill the job.

Keep in mind, when the system calls you, it will call 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.

**Note:** When the system calls, be sure to say a loud and clear "Hello" after answering the call. This will ensure that the system knows you picked up the call.

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). The Absence Management system will list the job details, and you will have the opportunity to accept or reject the job.



## PAYROLL DEADLINES 2023/24



### TEMECULA VALLEY UNIFIED SCHOOL DISTRICT

Dr. Kimberly Velez  
Interim Superintendent

Board of Education  
Allison Barclay  
Danny Gonzalez  
Dr. Joseph Komrosky  
Steven Schwartz  
Jennifer Wiersma

## SUBSTITUTE / HOURLY (A) PAYROLL

### 2023-2024 PAYROLL SCHEDULE

INCLUDES: SUBSTITUTES, HOURLY, STUDENT WORKERS, AVID TUTORS, WALK-ON COACHES

MONTH	PAYROLL #	TIMESHEET WORK PERIOD	TIMESHEETS DUE DATE <sup>1</sup>	PAY DAY
JULY	02A	07/01 - 07/31	07/31/23	08/18/23
AUGUST	03A	08/01 - 08/31	08/31/23	09/20/23
SEPTEMBER	04A	09/01 - 09/30	09/30/23	10/20/23
OCTOBER	05A	10/01 - 10/31	10/31/23	11/20/23
NOVEMBER	06A	11/01 - 11/30	11/30/23	12/20/23
DECEMBER	07A	12/01 - 12/31	12/31/23	01/19/24
JANUARY	08A	01/01 - 01/31	01/31/24	02/20/24
FEBRUARY	09A	02/01 - 2/29	02/29/24	03/20/24
MARCH	10A	03/01 - 03/31	03/31/24	04/19/24
APRIL	11A	04/01 - 04/30	04/30/24	05/20/24
MAY	12A	05/01 - 05/31	05/31/24	06/20/24
JUNE	12P	06/01 - 06/30	06/30/24	07/19/24 <sup>2</sup>

<sup>1</sup> EMPLOYEE SUBMITS TIMESHEET ON THIS DATE. TIMESHEET DUE TO PAYROLL BY THE 5TH OF THE FOLLOWING MONTH.

<sup>2</sup> SUBJECT TO CHANGE BASED ON 12P PAY DATES SET BY RCOE DFS

All submitted timesheets must include: ✓ Employee's Full Legal Name ✓ Employee Number (6-digits)  
 ✓ Employee Signature ✓ Supervisor Signature ✓ Work Period Dates

**LATE TIMESHEETS WILL BE PROCESSED & PAID THE FOLLOWING MONTH**

Paystubs & live checks will continue to be mailed by RCOE to the address on file with TVUSD HRD.  
 These dates are subject to change by RCOE.

07/01/2023