



2018-19 NEW SUBSTITUTE ORIENTATION

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○ INSIGHTS INTO THE SCHOOL DISTRICT AND THE COMMUNITY

- The school district is a high performing district that has historically met the high expectations of the community.
- There are many supportive groups and organizations committed to our schools:
 - Our athletics program is almost fully funded by the San Juan Island Park and Recreation District –Island Rec.
 - The University of Washington Marine Labs provides marine biology immersion for our K-12 students with field work and science methodology.
 - The San Juan Public Schools Foundation and the San Juan Island Community Foundation each contribute many thousands of dollars more to school programs.
 - Citizens pass our local levies at the highest rate allowed by state law. They also generously support us with capital funds.
 - Every spring our community awards over \$275,000 in scholarships to our graduating seniors. This is a place that values and supports schools.
- While the population on the island is highly educated, there are some significant economic gaps.
- We are living in a ‘fishbowl’ so it’s important that we’re all mindful about what we say, where we say it and about whom. ***Confidentiality, respect and discretion- especially in regard to students - are all essential.***

- **SJISD WEBSITE** [HTTP://WWW.SJISD.WEDNET.EDU/](http://www.sjisd.wednet.edu/)

The District website provides helpful resources for all staff. Highlights are under the Departments tab as follows:

- **Staff page:** The Staff page is the primary go to for links to tools we use most:
 - AESOP – Absence Management tool
 - Help Desk ticketing system
 - SafeSchools
 - Skyward – Employee Access
 - Outlook Web Email (OWA)
 - Employee Forms
 - Collective Bargaining Agreements (SJEA and PSE)
- **Human Resource page:** Find Important Deadlines, Employee Handbooks, Benefits, Employment Opportunities and more

- **EMPLOYEE & SUBSTITUTE HANDBOOKS**

Your Handbook is enclosed with your orientation packet materials. If reading electronically, the link to the online version is here, [2018-19 SUBSTITUTES' HANDBOOK](#). Please sign and return the acknowledgement page at the back. We put a great deal of effort into providing these handbooks as a centralized resource to simplify access to high-level information commonly needed over the course of your work life with the District. Highlights of information you will find are,

- Contact numbers
- Attendance, leaves and subs
- Payroll information
- Important Board Policies
- Etc...



Please peruse your hardcopy of the handbook and keep it handy through the course of your work with the District. And if you have any suggestions for improvement, by all means, please let us know! Email your suggestions to hr@sjisd.wednet.edu. Thank you!

o 'AESOP' ABSENCE MANAGEMENT SYSTEM

Access via [SJISD | Department | Staff page](#)

All **employees** (except Bus, Custodial, Kitchen) report all absences in Aesop.

All **substitutes** (except Bus, Custodial, Kitchen) manage jobs via Aesop and the automated call system. Subs have the option to purchase and use [Jobulator](#), a mobile application available for a fee, online.



How to look for and accept unfilled absences:

Frontline provides excellent training videos that will show you what to expect in more detail. Please visit The <https://absence-help.frontlineeducation.com/hc/en-us>. The module [Getting Started as a Substitute](#), is a good place to start. Summary of the basics are as follows.

Steps:

1. Log into Aesop using your user ID and password (HR will send an invitation email to you where you will create your secure user ID and password.)
2. You will arrive at the 'Available Jobs' page. If jobs are available that fall within your skillset, school & schedule preferences, they will be listed under 'Available Jobs'.

Absence Management
Formerly Aesop

Mickey Mouse 0 Available Jobs 1 Notifications Questions? Logout

Stuck doing this? **jobulator** FREE YOURSELF Rather be doing this?

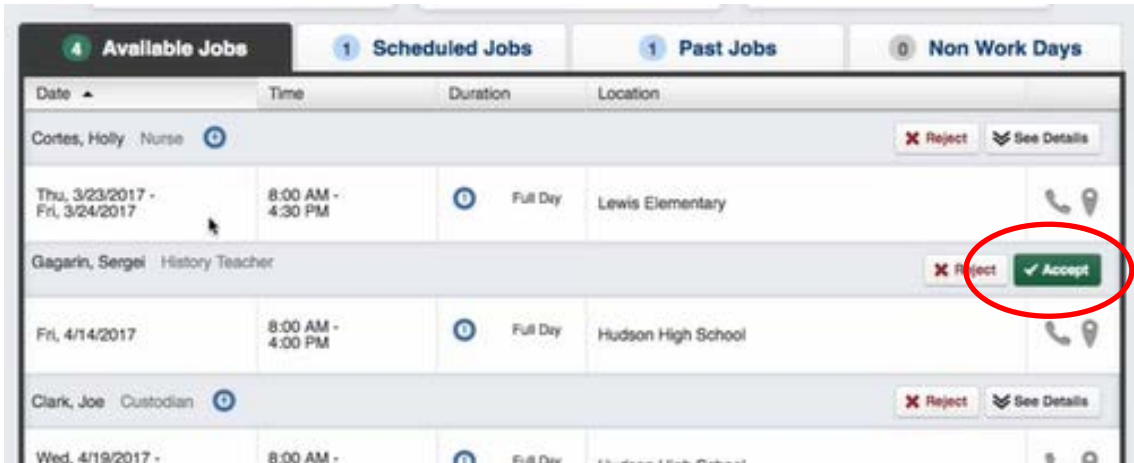
Available Jobs History Preferences Frontline Support

January 2018 February 2018 March 2018

0 Available Jobs 0 Scheduled Jobs 0 Past Jobs 0 Non Work Days

Date	Time	Duration	Location
I'm sorry. There are no available assignments at the moment. Please check back later for new postings!			

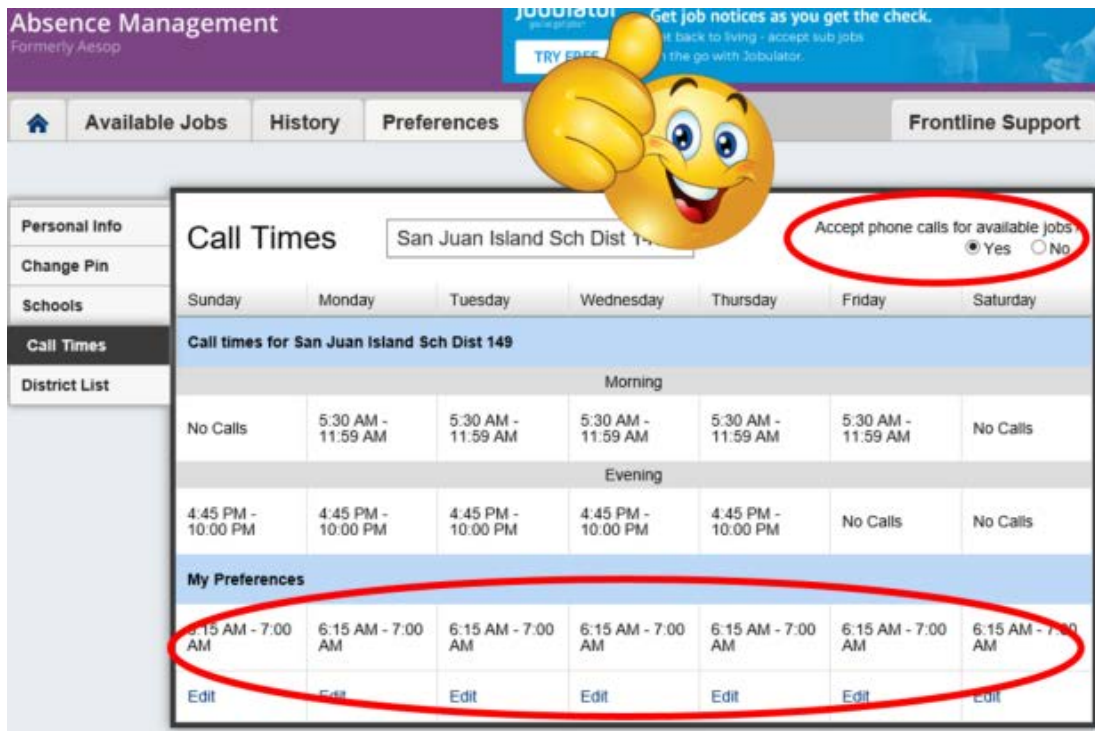
a) To accept a job, click on the 'Accept' button, as shown below.

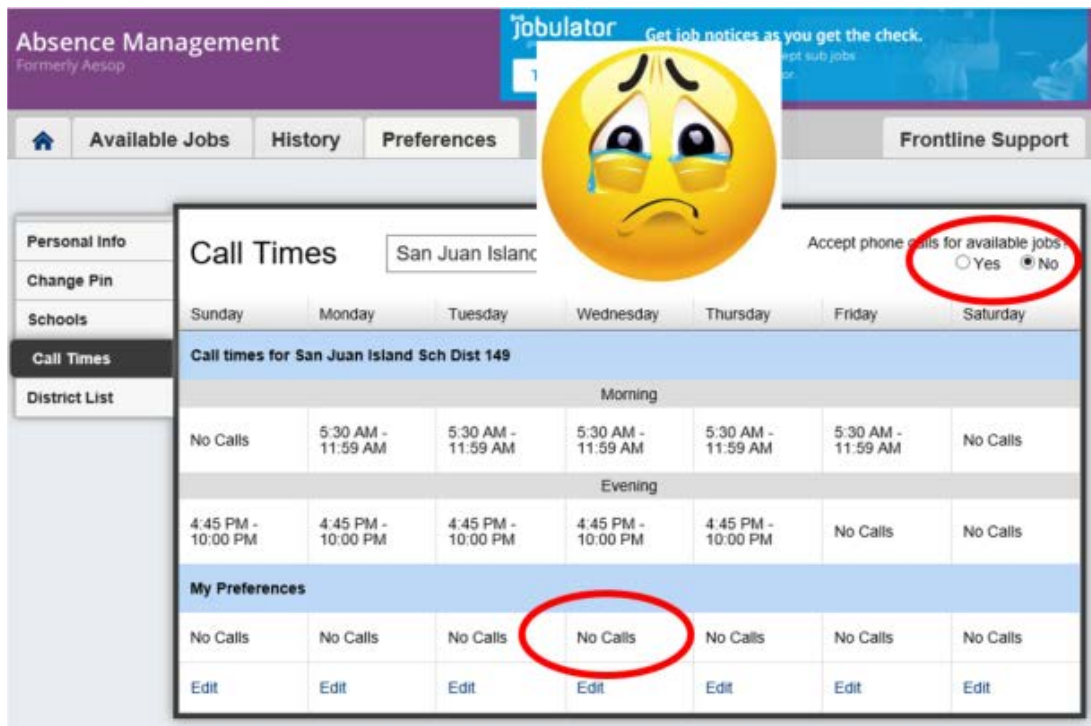


Availability

One of the first responsibilities of substitutes is to be **available on short notice** to help the schools support students and learning with as little disruption as possible. Your being there -- having our backs -- is a key support that enables us to work toward fulfilling the district's mission every day, and is far more important and appreciated than you might realize.

To that end, we urge substitutes to refrain from using the 'Do Not Call' feature in Call Time Preferences tool. Instead, if you don't want to be called as early as 5:30 AM or on certain days, then we encourage you to set your **Call Preferences** to the times that work best for you. Examples are below.





Automated Calling

When an employee submits an absence that requires a sub, the system will automatically search for an available substitute who fits the needed profile. Once it finds a match, the system will automatically call that sub.

The number that will appear on your caller ID is **(1800) 942-3767**. You will listen to voice prompts and accept or reject the job via the phone by following the simple prompts.

Additional online resources for subs:

- **Example of a call from Aesop:**
<https://absence-help.frontlineeducation.com/hc/en-us/articles/115003266307-A-Phone-Call-from-Absence-Management?>
- **Quick Start Guide for Subs:**
[http://help.frontline12.com/WebNav/Docs/SubstituteQuickStartGuide\(English\).pdf](http://help.frontline12.com/WebNav/Docs/SubstituteQuickStartGuide(English).pdf)

Jobulator

"Jobulator gives you access to all your Frontline Education Absence Management (formerly Aesop®) job notifications on the go, so you have the flexibility to go about your daily business. You don't have to be tied to your computer anymore, waiting for available jobs." Jobulator is optional and purchased at substitutes' expense.

o **TIMESHEETS**

Classified staff and Substitutes are responsible for maintaining monthly timesheets as shown below. Check in with the School secretary who will help you set up your time sheet and hold it in a binder at the front desk.

Each day, you will update the timesheet in the school's binder. At the end of the month, secretaries reconcile the timesheets and turn them in to Payroll for processing.

Substitutes

- o Enter date and **time in** and **time out** for each and every day worked
- o Sign timesheet at the end of each month
- o Substitutes are paid the month following the month worked. So, if you work 10 hours in October, you'll be paid for this time at the end of November.

SAN JUAN ISLAND SCHOOL DISTRICT NO. 149
Substitute Employee Time Sheet

Employee		Signature		Month/Year		
Date	Time In	Time Out	<u>Classified</u> # Hours To Be Paid * Deduct ½ Hr. Lunch	<u>Teachers</u> Note Full or Half Day	First and Last Name Person Subbed For	Specify Type of Other Work Performed / Additional Comments
1						
2						
3						
4						
5						



o **SAFESCHOOLS TRAINING MANDATES**

Access via SJISD | Department | Staff page.

Find more information on the SJISD website via Departments | Staff | SafeSchools

All personnel including substitutes are required to complete training modules to comply with training mandates.

- *What Every Employee Must be Told (New hires, only)*
- *Blood borne Pathogens Exposure Prevention**
- *Boundary Invasion*
- *Sexual Harassment in the School Workplace**
- *Discrimination Awareness in the Workplace**
- Position-specific training, if required

**Annual requirement*



To complete your training:

1. Using your web browser, go to the web page <http://sjisd.wa.safeschools.com>. (No "www" is necessary.) Or go to the Staff tab on our website www.sjisd.wednet.edu and click on the Safeschools link.
2. Log in with your enter your username, which follows the following format: <first name><last name>. No password is required.
3. Your specific requirements will be listed. Simply click on the course you wish to begin and follow the course instructions.

Your deadline to complete training as a new hire is 30 days from your start date.

o **FOOD FOR THOUGHT PROGRAM**

Find more information via [SJISD | Departments | Food Service](#)



The Food for Thought Program sustainably nourishes the students and staff of our schools through a pioneered program that focuses on health, regional sustainability, education and fiscal responsibility.

Our district-run program offers nutrient-rich whole foods on the salad bar, homemade bread, baked goods and sauces - all unprocessed, locally-sourced, and prepared by a knowledgeable staff with the help of culinary minded students.

We maintain uncompromising quality in the meals we prepare and the skills we impress upon the student chefs.

We host **COMMUNITY DINNERS** as a way to showcase our program and provide a chance for all of us to share a meal.

The proceeds support the Student Chef Internship and Food for Thought Program.

lvarvaro@sjisd.wednet.edu
www.facebook.com/foodforthoughtprogram

All personnel are invited to enjoy fresh wholesome lunch prepared on the premises by the staff and students of the **Food for Thought Program**.

Open an account and pay in advance using a credit card, via Skyward. Detailed instructions are provided on the district website via [Departments | Food Service | Staff Food Service Balances and Online Payment Instructions](#).

Cash customers can pay building secretaries. No point-of-sale payment is accepted at the lunch counter.

Enjoy!

o TECHNOLOGY RESOURCES

• Tech Support

There are currently two ways to get tech support:



1. Email '**helpdesk**' helpdesk@sjisd.wednet.edu . This will automatically create a ticket in the Help Desk tracking system and alert technicians to your issue. This is the preferred method. However, if you can't access your email to use this method, then
2. Open a ticket in the Help Desk system directly via SJISD website | Departments | **Staff**. Note that we cannot create a help ticket if accessing the website from **outside** the district network. Email is the preferred method.

• Skyward - Employee Access

[Access via SJISD | Department | Staff page.](#)



Skyward is the primary system we use to track a tremendous amount of data for all staff and student information. It is our primary Fiscal, Payroll, HR and Student database. All staff, including substitutes, have **self-service access** to Skyward in the **Employee Access** module. Employee Access gives us the ability to view personal demographic information, payroll information, personal address, Food Service account, Employee Letters and other important information.

Access Skyward via the district website at **Department | Staff**. Use your network ID (first-namelastname) and Skyward password which HR will email to you.

The screenshot shows the Skyward Employee Access interface. At the top, it says 'SAN JUAN ISLAND SCHOOL DISTRICT' and 'SKYWARD'. The user is logged in as 'Cynthia McVeigh'. The main navigation area has 'Home', 'Employee Information', and 'Time Off'. Below this is the 'Employee Access' section. On the left, there are two main menu categories: 'Employee Information' and 'Payroll'. The 'Employee Information' menu includes 'Personal Information', 'Calendar', 'Modify HR Calendar Events', 'Accounts Payable Payments', and 'Online Forms'. The 'Payroll' menu includes 'Check History', 'Check Estimator', 'Calendar Year-to-Date', 'Fiscal Year-to-Date', 'Direct Deposit Information', 'W2 Information', 'W4 Information', and '1095 Forms'. On the right, there is a 'Jump to Other Systems' menu with options like 'Educator Access Plus', 'Employee Access', 'Financial Management', 'Human Resources', 'Student Management', and 'Product Setup'. Two red callout boxes are present: one pointing to the 'Employee Information' menu with the text '2nd Click Employee Information to expand the menus below.' and another pointing to the 'Employee Access' menu item in the 'Jump to Other Systems' list with the text '1st Click Employee Access...'. There is also a 'My Print Queue' link at the bottom right.

- **Email**

All substitutes are set up with SJISD email accounts. However, email sent to those addresses are redirected to substitute's external email address. This is to ensure that substitutes receive important SJISD communications. Subs rarely, if ever, log into SJISD to view district-related email and are not expected to do so.



- **PROOF OF MEASLES IMMUNITY**

We request that all our employees (born after January 1957) provide status of documentation of Measles vaccines or immunity. As a new employee in our district, you are also required to provide such documentation. We want to be prepared in the eventuality of a measles outbreak in our schools.

Please provide to me one of the following:

1. Documentation of Measles **disease, or**
2. Documentation of at least one **MMR vaccine, or**
3. Documentation of a **titer**, a blood test that shows positive immunity to Measles
4. If you are born before January 1, 1957, you are presumed immune and do not need to provide any proof.

All people born before Jan 1, 1957 are presumed to be immune to Measles. Staff born after this date need to provide proof of having had the disease, or of having the vaccine. Only documentation that is signed by a health care provider will be accepted; oral history does not fulfill the requirement. If you do not have documentation of measles immunity, then two pathways are available:

1. **Vaccination:** Getting vaccinated may be the less costly option.
2. **Titers test:** This is a blood test to measure antibodies in the blood and can detect immunity to measles, mumps and rubella.

SJISD recommends that you talk to your health care provider for guidance.

Note: If Measles is found in the school population (as was the case in 2015) staff who have not provided this documentation will not be able to come to work for up to 21 days past the last known case.



○ **NEW WASHINGTON STATE SICK LEAVE ACCRUAL LAW**

Under Initiative 1433, effective January 1, 2018, employers in Washington will be required to provide their employees with paid sick leave. Substitutes and coaches are covered by this law.

Paid Sick Leave Requirements

Accrual

- Most employees must accrue paid sick leave at a minimum rate of 1 hour of paid sick leave for every 40 hours worked. This includes part-time and seasonal workers.
- Paid sick leave must be paid to employees at their normal hourly compensation.
- Employees are entitled to use accrued paid sick leave beginning on the 90th calendar day after the start of their employment.
- Unused paid sick leave of 40 hours or less must be carried over to the following year.
- Employers are allowed to provide employees with more generous carry over and accrual policies.

Usage

Employees may use paid sick leave:

- To care for themselves or their family members.
- When the employees' workplace or their child's school or place of care has been closed by a public official for any health-related reason.
- For absences that qualify for leave under the state's Domestic Violence Leave Act.
- Employers may allow employees to use paid sick leave for additional purposes.

*Applicable for Substitutes as follows: Classified - after 30 consecutive days in one assignment; Certificated - after 20 consecutive days in one assignment.

- LEAVING THE DISTRICT

Please notify Human Resources at hr@sjisd.wednet.edu if you decide to stop subbing for the district.

It is important that we know when you're ending your relationship with SJISD so that we can comply with termination procedures, which include deactivating your accounts.

Note that if you later decide to return, you will need to re-apply for the position.

THANK

YOU!

...for all that you do...