Handbook for Per Diem Teachers

Office of Human Capital
131 West Broad Street
Rochester, NY 14614

Every Student by Face and Name. Every school, every classroom. To and through graduation.

Revised 7/2022

Dear Per Diems:

Welcome to Per Diem teaching in the Rochester City School District. You have chosen a path that will be, at times, demanding, but also highly rewarding. You play an important role in ensuring that there is little or no interruption in our students' educational process. In addition, this role is being increasingly shaped to meet the challenge and expectations of our school system's motto 'Every Student by Face and Name. Every school, every classroom. To and through graduation.'

The role of a Per Diem has evolved from being merely a coverage person to one that provides quality instruction on an ongoing basis. You are an integral part of student learning. As a result, just simply "covering a class" no longer describes the full expectations. The same high standards and accountability demonstrated from permanently assigned teachers are also expected from you.

The Office of Human Capital has created this handbook primarily:

- To clarify processes associated with being a Per Diem
- To describe instructional expectations for Per Diems
- To introduce best practices that will enable you to succeed in our schools

The need for Per Diems varies throughout the school year, however, several other factors also affect the frequency with which you may be called. These include your weekly availability, your successful completion of your Per Diem teaching assignments, and your flexibility.

If you have any questions concerning your Per Diem teaching employment, please call the Substitute Management Division Office at 262-8554.

We recognize and appreciate your efforts and hope that your experiences will be productive and rewarding.

Sincerely,

Substitute Management Division
Human Capital

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◣◤ Certification Requirements for Per Diems ◢◥

No certificate is offered by New York State specifically for Per Diem teaching. Any New York State certificate allows an individual to work as a Per Diem.

 A school district may employ an individual as a Per Diem in a position held by a teacher who is absent but expected to return. Employment of a Per Diem does not require a certificate **but is preferred**.

There are three (3) categories of Per Diems:

1. Persons holding valid certificates may Per Diem for any length of time in any area.

2. Persons without certification but who are preparing to be certified may Per Diem for any length of time in any area. Persons who do not hold a valid teaching certificate may Per Diem teach if they are "completing collegiate study towards certification, at the rate of not less than six semester hours per school year." A copy of transcripts or test scores must be sent to the Office of Human Capital each semester or each time the test is taken.

3. Persons without certification and who are not preparing to become certified are limited to a maximum of 40 days per year.

Per Diems employed for long-term absences are expected to hold or be working toward certification in the specific field or area in which they are substituting. For details of the requirement, see Commissioner's Regulations 80-8.5.

◣◤ The School Day ◢◥

Start Time:

You should report to your assigned schools at least fifteen (15) minutes prior to the students' arrival. (There are times when you will receive late calls, and it will be impossible to arrive early.)

Upon arrival, you should:
1. Report to the main office.
2. Introduce yourself to the school secretary and give the name of the absent teacher and job number.
3. Inquire about the correct budget code that will needed for your timecard
4. Inquire about the absent teacher's daily schedule. All Per Diems are entitled to a duty-free period of 30 minutes.
5. Obtain the room key (if required) and locate the classroom.
6. Become familiar with the building (washrooms, cafeteria, nurse's office, etc.) as well as any building procedures (discipline, fire drills, etc.)

The Classroom

1. Locate and read the Per Diem folder. **Call the main office if the Per Diem folder does not contain a lesson plan.**
2. Direct any questions concerning the Per Diem folder to the building principal or designee.
3. Meet the "neighbors" (teachers in neighboring classrooms).
4. Write, on the blackboard, your name and any rules which will be used.

Student Arrival

1. Introduce yourself and pronounce your name.
2. Explain any classroom rules being used that day.
3. Set the "tone" for the day. The first impression made will remain throughout the day.
4. Take attendance.
5. Follow the school's discipline policy if any problems should arise.

End of Day Responsibilities

1. Classroom should be neat before students depart.
2. Prepare lesson plans for the following day, if necessary, or leave a brief summary of the day's activities.
3. Lock classroom windows and doors.
4. Report to the main office. Return all classroom keys. Ask whether or not the absent teacher will return on the following day or if continuity of instruction is required.
5. If you did not get a job number at the beginning of the day, make sure you get one before you leave the building.
6. If you haven't already done so, input your time into Time and Labor.

▰▰ Student Discipline Policy ▰▰

It is the fundamental expectation of the District that mutually respectful behavior and attitudes will be consistently and routinely shown by parents, teachers, administrators, students and members of the school community.

Order and discipline are essential to an effective education, and each person in a community must contribute to this orderly environment. Disciplinary rules must be enforced by the parents, community and school staff in order to have safe schools.

The Board of Education has adopted a policy on school conduct and discipline which is designed to encourage that a safe learning environment exists for each student. The rules of expected conduct and the possible consequences *if* these rules are violated can be found in the "Students Rights and Responsibilities Handbook" which is distributed to students each year. In addition, each school has a "Rights and Responsibilities Week" during which school conduct and discipline is explained to the parents and students.

The District's expectations are as follows:

Students are expected not to carry any weapons, any deadly, dangerous or sharp pointed instrument, or any hand tool for which the student does not have a legitimate school purpose to possess while on school property.

Violation of this rule will result in a suspension.

> ➢ Students are expected to attend school regularly and to be on time.
> ➢ Parents, guardians, and/or siblings who call for students at school should arrange to meet them at times and places which will in no way disrupt instruction or operation of the school.
> ➢ Students are expected to remain in supervised areas in the school and not to loiter in unsupervised areas such as school parking lots.
> ➢ Students are expected to leave school grounds at dismissal unless authorized to participate in after-school activities.
> ➢ Students are expected to follow reasonable instructions of staff members.
> ➢ Students are expected to refrain from disruptive behavior and illegal acts.
> ➢ Students are expected to adhere to fire safety procedures and other safety procedures.

Corporal Punishment

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any District employee is strictly forbidden.

However, in situations where alternative procedures and methods that do not involve the use of physical force cannot reasonably be used, State regulation provides that reasonable physical force may be used to:

1. Protect oneself, another student, teacher or any person from physical injury.
2. Protect the property of the school or others.
3. Restrain or remove a student whose behavior interferes with the orderly exercise and performance of school district functions, powers and duties, if that student has refused to refrain from further disruptive acts.

The District will file all complaints about the use of corporal punishment with the Commissioner of Education in accordance with Commissioner's regulations.

Code of Ethics

General

- Employees of the Rochester City School District hold their positions to serve and benefit the public, not for personal gain or advantage.
- Compliance with ethical standards rests primarily on the personal integrity of the employee.
- Employees shall conduct themselves in a manner that will maintain the public trust and confidence in the District.
- Employees shall not use their official positions to secure unwarranted privileges or exemptions for themselves or others.
- In no event shall an employee have any romantic, sexual or other unprofessional relationship with a student, even if the relations ship is consensual.

Use of Public Funds

- Employees will not give, loan or contribute District money, credit, property, or services to anyone for a private purpose. This includes charitable organizations.
- Employees will not use or permit the use of District property for private purposes.
- Employees will not request to be reimbursed for the purchase of personal items.

Gifts and Contributions

- Employees will not solicit, accept, or receive gifts from any person who has a contract with the District. This includes money, property, services, loan, travel, entertainment, and hospitality.

Code of Conduct

From time to time, questions arise regarding general expectations for the conduct of City School District employees. We want to make sure that all employees have a clear idea of the general types of expectations which are essential in the public work place. School District personnel are expected to exercise the highest levels of discretion, responsible judgment, and courtesy. In our work, not only do we serve our students but we also represent the image of the District to the community members with whom we interact as we perform our duties.

Listed below are types of activities which are considered to be violation of District standards and may lead to discipline:

- Theft or removal, without authorization, of District property or theft from other employees, or visitors on the premises;

- Falsification of records, reports, or employment documents;

- Unauthorized alteration of time records;

- Unprofessional or abusive interactions with other employees, students, or the public;

- Possession of weapons on School District property;

- Excessive absenteeism, repeated tardiness, or absence without proper notification;

- Possession or use of alcoholic beverages or illegal drugs on School District property;

- Reporting to work under the influence of, or in possession of any illegal drug or alcoholic beverage;

- Deliberate, misuse, damage, or abuse of School District property;

- Failure to wear required safety equipment or violation of established safety rules.

Reporting Improper Governmental Action
And
Protecting Employees Against Retaliation (District Whistleblower Policy)
Statement of Policy

General Policy.

The District can achieve its mission best if it is made aware of potential improper governmental action and has the opportunity to investigate and fix problems. That goal is served when District employees know that they can bring such concerns to the attention of the Superintendent or the Board, without concern that they might be penalized for sharing such information. The interests of the District (knowledge and opportunity to correct) and those of employees (freedom from fear of retaliation) are interconnected.

It is the policy of the Board of Education to (1) encourage employees, acting in good faith, to report what the employee reasonably believes to be true and reasonably believes to be an improper governmental action or wrongdoing by District officers or employees; and (2) to protect District employees who, in good faith, have reported such improper governmental actions or wrongdoing in accordance with this policy and with such administrative regulations as the Superintendent of Schools may issue. This policy is equitable in nature; therefore, a disclosure made by an employee which may reasonably be construed as an effort to exonerate the employee himself or herself, or to

mitigate or prevent adverse disciplinary consequences for one's own wrongdoing shall not be accorded protection under this policy.

This Policy supplements such additional protections as may be provided under New York State law for the protection of employees.

Examples of improper governmental behavior will be included in the Superintendent's regulations.

Employee's Duty of Disclosure As Precondition to Whistleblower Protection

The protections of this Policy against retaliatory action shall apply to an employee who first makes a good faith effort to provide all information available to him or her regarding what is reasonably believed to be an improper governmental action, as defined herein, to the Superintendent of Schools, or the Superintendent's designee for the purpose, or to the full Board of Education as appointing authority, each of whom shall have a reasonable time to investigate and to take appropriate action. Except where there exists an *imminent and serious* danger to public health or safety, the protections of this section shall not apply to an employee who does *not* bring the matter to the attention of the Superintendent, the designee for this purpose or to the full Board of Education, or does not give the District a reasonable opportunity to investigate and take corrective actions appropriate to the circumstances.

Definitions

"*Improper Governmental Action*" for purposes of this Policy means any action by a District officer or employee:

1. That is undertaken in the performance of the District officer's or employee's official duties, whether or not the action is within the scope of the officer or employee's employment; **and**
2. That is (a) a violation of any federal, state or local law or regulation which creates and presents a substantial and specific danger to the public health or safety; or (b) is a substantial abuse of authority. "Improper governmental action" for purposes of this Policy does *not* include personnel actions taken in the course of conducting the District's business. Such matters, where an employee believes himself aggrieved, are most appropriately addressed by reference to the various collective bargaining agreements and by further reference to the protections afforded District employees under the Civil Service Law and/or the Education Law.

"*Retaliatory Action*" means any adverse personnel action or other action harmful to any person, taken knowingly and with the intent to retaliate, which is directly attributable to the making or support of a good faith report of improper governmental action; and which does not flow from an evaluation or assessment of performance or nonperformance of the reporting or supporting employee's own work. The Board does not condone the use of this Policy as a mechanism for avoiding or deflecting the consequences of an individual's own deficient work performance, and nothing in this Policy is intended to interfere with legitimate employment decisions.

Protection of Employees & Employer

Employee Protection

(a) **No Retaliation**. The District shall not take any retaliatory action against any employee who in compliance with Section 9645.02, above, does any of the following:

- Discloses, or threatens to disclose to the Board of Education, the Superintendent, or the Superintendent's designee an activity, practice or procedure which he or she reasonably believes to violate a statute or regulation which violation creates and presents a substantial and specific danger to the public health or safety; or
- Provides information to, or testifies before any public body (as defined in New York Labor Law § 740) conducting an investigation, inquiry or hearing into any such violation of a statute or regulation by the District; or
- Objects to, or refuses to participate in any such activity, practice or policy in violation of a statute or regulation.

(b) **Reasonable Confidentiality**. All reports under this Policy will be handled with reasonable confidentiality; and personally identifiable information from the report will be shared only to the extent necessary to conduct a complete and fair investigation. Reporting to the Superintendent or designee, or to the full Board of Education rather than to immediate supervisors is intended, in part, to increase the assurance of reasonable confidentiality and non-retaliation.

(c) **Affirmative Defense**. Where an employee is subject to dismissal or other discipline under the disciplinary provisions of a collective bargaining agreement, under Education Law § 3020-a, or under Civil Service Law § 75, such employee may raise as an affirmative defense the claim that such action would not have been taken but for action protected by this Policy. If a court, arbitrator or hearing officer makes a finding that dismissal or other action is based *solely* upon a violation of this Policy by the District, such fact finder may dismiss the disciplinary proceeding, and in the case of a member of a collective bargaining unit, may make such action as is permitted by the applicable collective bargaining agreement.

Employer Protection

Nothing in this Policy shall be deemed to diminish or impair the rights of the District to manage its employees under any statute, regulation, rule or collective bargaining agreement; nor to prohibit any personnel action which otherwise would have been taken regardless of the disclosure of information. It shall also be a defense to any action or proceeding commenced by an employee or former employee that a personnel action was predicated upon grounds other than the employee's exercise of any rights protected by this Policy.

RETALIATION & FALSE CLAIMS

Reasonable actions will be taken to prevent retaliation against anyone making a good-faith complaint of improper governmental action or who participates in investigations of such

complaints. The District will investigate allegations of retaliation made by any complainant or witness. The District may take such steps as are reasonably appropriate to the findings of such investigations. Where the District has reason to believe that a claim of improper governmental action or a claim of retaliation is false; or that a claim has been made in bad faith, or with a malicious intent, the District expressly reserves the right to make such inquiries as it deems appropriate, and to exercise its discretion regarding discipline or other consequences for assertion of a false or malicious claim. This policy may not be invoked by any individual for purposes of avoiding adverse consequences for one's own actions, or for purposes of obtaining exoneration or mitigation of a disciplinary penalty for an improper governmental action to which the reporting person was a party. An employee wishing to receive the benefit of this policy must report improper governmental action to the appropriate District official promptly, and may not actively participate in such improper governmental action.

REGULATIONS & ADMINISTRATIVE POLICY

9645.41 Promulgation of Regulations.

The responsibility for developing, publishing and enforcing regulations to implement this Policy (including complaint procedures, and investigation procedures), rests with the Superintendent of Schools, as authorized by Board of Education Policy # 3310. Such regulations should adhere to all applicable federal or state laws and regulations. The Superintendent of Schools, with the advice and counsel of the District's Department of Law is expressly authorized to prepare, update, maintain and implement administrative regulations. Such regulations shall cross-reference this Policy, and shall be disseminated to District staff in a manner(s) reasonably designed to assure accessibility.

Collective Bargaining & District Code of Conduct

The provisions of this Policy shall be deemed to be independent of, and supplemental to, the provisions of collective bargaining agreements between the District and its unions relative to grievance procedures, and to terms and conditions of employment. Any employee discipline imposed under this Policy upon an individual covered by a collective bargaining agreement will be done in a manner consistent with the discipline provisions of such agreement and subject to the grievance provisions of such agreement, unless a different approach is mandated by federal or state law or regulation. The foregoing shall not be construed, however, as a limitation upon the right of the District to pursue criminal law remedies when there is evidence of commission of a crime under federal or state law.

No Special Duty Assumed by District.

This Policy, and any Regulations adopted to implement it, are designed and intended to meet the requirements of federal and state law, and to provide the framework for the District's overall approach for the *collective* benefit of its students and employees. Nothing in this Policy or in accompanying regulations shall be construed as limiting any interest or right of action available under federal or state law, nor shall this Policy or accompanying regulations be deemed or construed to create or expand any new or additional interest or right of action in favor of any person or group. Nothing in this Policy or accompanying regulations shall be deemed or construed

to offer or promise a special duty of any nature or type to any individual or group, upon which such person or group may rely to their detriment. Nothing in this policy shall be deemed to require the District to compensate an employee for participation in any investigation, hearing or inquiry held by an appropriate authority (such issues being addressed exclusively by collective bargaining agreements or by the Regulations applicable to the Superintendent's Employee Group), nor does it impair the rights of any employee under a collective bargaining agreement.

Cross-ref.:   1510, "District Policy Against Harassment of Students or Employees" New York Civil Service Law §75-b; New York Labor Law §740; Adopted: Resolution # 2005-06: 336 (October 20, 2005)

▼▼ Continuity of Instruction vs. Advance Assignments ◀▲

If you are asked by an administrator or designee to remain in the same class for additional days, you will be expected to do so unless:

a. You have an advance assignment of five or more consecutive school days at another City School District Elementary School, or

b. You have an advance assignment at a Suburban District School.

It is your responsibility to:

> ➢ check your Per Diem assignment record
>
> ➢ inform the administrator of your advance assignment, i.e., school, absent teacher, job number
>
> ➢ honor the advance assignment or if needed, **immediately** call SmartFindExpress and cancel your acceptance of the advance assignment
>
> ➢ ask the administrator to obtain a new job number for the extended assignment
>
> ➢ Update SmartFind Express when you are temporarily unavailable to work
>
> ➢ Use SmartFind Express to manage your job assignments.

Professional Courtesy Between School Districts

Per Diems will not be expected to provide continuity of instruction in the City School District if they were hired in advance to Per Diem teach in a suburban school district.   However, the City School District expects the same professional courtesy extended if you are needed for continuity of instruction in a suburban school district but were hired in advance to substitute teach in the City School District.

▼▼ Union Membership and Agency Shop Fees ◀▲

The Rochester Teachers Association (RTA) is the sole and exclusive bargaining representative for a collective bargaining unit consisting of all Per Diems who received assurance of continued employment,

and also including all others employed by the City School District as Per Diems during this school year. An agency shop provision is in effect wherein Per Diems have the right to join the RTA and pay association membership dues via authorized payroll deductions.

Agency shop fees are required and are deducted from the wages of Per Diems who are not RTA members. This deduction will appear as "SUB DUES" under the section entitled "TAXES/DEDUCTIONS" on the Per Diems paycheck stubs.

▼▼	**IM&T Help Desk**	▲▲

Welcome from the IM&T Helpdesk! We are providing this information to help you get started using your computer. If you have any questions, please contact the Helpdesk at 262-8151 or 700-8151 internally.

Computer Logon Information	**How to Log On**
	• Press Ctrl + Alt + Delete.
	• For New Users:
	  o User name = Employee ID Number
	  o Initial passwords are: Two-digit birth month, CAPITAL FIRST INITIAL, lowercase last initial, two-digit birth day, $$, and lastly the two-digit birth year.
	    ▪ For example, if your birthday is March 23rd, 1976 and your name is John Smith, your password would be 03Js23$$76.
	• For Rehires:
	  o Your password has not been reset. If you do not remember your last password, please call the Helpdesk to have it reset.
	ds must be at least ten characters and contain 3 of the 4 following categories: ▪ Uppercase letter
	    ▪ Lowercase letter
	    ▪ Numbers (0-9)
	    ▪ Special Characters which include, !, $, #, %, etc.
	
	How to Change a Password
	• Once logged in, press Ctrl + Alt + Delete.
	• Click the 'Change Password…" button.

Email Information	• Microsoft/Outlook – First name, Last name@**rcsdk12.org**. (John.Smith@rcsdk12.org) • Google – Employee ID Number@**rcsd121.org** (1234567@rcsd121.org)

Phone Information	**Accessing your mailbox**
	• **To access your mailbox from your extension:**
	  o Dial **6999** or **3200** for Central Office
	  o Enter your **passcode** when prompted
	
	• **To access your mailbox from outside the office:**
	  o Call the Auto Attendant Number **585-263-3200**
	  o Enter your mailbox number (your extension number) followed by the star key o **You must enter the entire seven-digit extension mailbox number (7XX-XXXX)** o Enter your **passcode** when prompted
	
	Your entire 7-digit mailbox/extension number should be (7) + (School number) + (extension number)

Frequently Asked Questions

Should I turn off my computer before I leave work?	Desktops – please leave on, but logged off. Laptops – always be sure to turn them off fully before putting in a bag, so that they don't overheat.
Should I ever lock my workstation?	Yes. You should lock your workstation any time you leave your desk for more than five minutes. To lock your computer, press Ctrl + Alt + Del and choose "Lock Computer."
Where do I put in a Helpdesk ticket/request?	You can enter your ticket online at https://helpdesk.rcsdk12.org or in your Roconnect portal any time 24x7, or by calling 262-8151 during business hours.
What are the Helpdesk hours?	The Helpdesk is open Monday – Friday, hours do vary. Please check https://helpdesk.rcsdk12.org for current business hours.
Want to know more….	https://www.rcsdk12.org/rcsdlearns

SmartFind Express

To register your SmartFind, call 585-262-8350. Your Access ID is the same as your Employee ID. When registering, your PIN is also the same as your Employee ID. As part of the registration process, you will set a new PIN.

You can access SmartFindExpress as follows:

- Directly through the link: https://rcsd.sfe.powerschool.com/

- External Access (via ROCONNECT), instructions to download will be provided during your New Hire Orientation
- By calling the SmartFind system 585-262-8350 (employee identification number and password required)

▼▼ Employee Time Entry Process for Per Diem Substitutes

This procedure describes the steps for an employee to enter days worked as a per diem substitute teacher via Time & Labor in PeopleSoft 9.1

1. **RESPONSIBILITY**
- Employees are responsible for entering time online directly into PeopleSoft Time & Labor.
- Employees are responsible for honest and accurate reporting of their days worked and for completing and verifying data entry in a timely fashion.
- Employees are responsible for completing manual timesheets for missed days and/or incorrect days previously reported.

2. **NAVIGATION**
   a. **Log in to PeopleSoft.** Open a browser window (e.g. Internet Explorer) and type peoplesoft.rcsdk12.org in the URL line as shown below.

   b. The PeopleSoft login page will appear. Enter your User ID and password. This is the same User ID and password that you used to log into Windows on your computer.

c. The PeopleSoft Portal page is shown below, Click on the **Human Resources** tab.

d. Click on the **Human Resources 9.1** link. Your PeopleSoft Human Resources Main Menu will appear (see next page).

e. Click on the **Self Service** link

f. Click on the **Time Reporting** link

g. Click on **Report Time** and then **Timesheet**

3. **Time entry**
   a. An entry should be made for each day/half day the employee accepts a job assignment and works. Otherwise the hours field for a particular day should be left blank.
   b. Enter the value 1 for a full day worked or .5 for a half day worked in the **Day of Week field(s).**
   c. Substitute are paid biweekly and need to enter their time for the two weeks that fall in the payroll period, you can navigate between the two weeks by clicking **Previous Week/Next Week**
   d. Select **[Time Reporting Code]** (TRC) SUB – SUBSTITUTE PAY
   e. If more rows are needed to report working at additional locations and/or substituting for a different teacher, click on **[+] Add a New Row.**
   f. *If substituting for a teacher*, leave the check box **Not substituting for a teacher?** blank. Enter the **teacher id** and then the account code should automatically populate (also known as budget code).
   g. If the teacher id is unknown, click on the magnifying glass icon to search and select the teachers name.
   h. Do not check the Billable box; leave it blank.
   i. *If substituting for a vacant position* check box **"Not substituting for a teacher?"** then tab to the column **"Please enter teacher id"** select from the drop down or type in the reason **VAC POS-92**.
   j. The employee will then be required to type in the account code that matches the school they substitute taught at. Please refer to the charts below. If subbing for a grant funded position do not use account codes below and obtain the correct code from your Administrator/Principal.

Timesheet — ORACLE

Favorites | Main Menu > Manager Self Service > Time Management > Report Time > Timesheet

New Window Help http

Timesheet

Employee ID:

Job Title: Per Diem Teacher - Certified   Empl Record: 0

Instructions

*View By: Week   Reported Hours: 0.00   Previous Week   Next Week
Date: 02/16/2014   Scheduled Hours: 0.00

From Sunday 02/16/2014 to Saturday 02/22/2014

Sun 2/16	Mon 2/17	Tue 2/18	Wed 2/19	Thu 2/20	Fri 2/21	Sat 2/22	Total Days	Time Reporting Code	Type	Not substituting for a teacher?	Billable	Please enter teacher id	Account Code
		1.00						SUB - SUBSTITUTE PAY	Hours	☐	☐	2007990	5148A2730521
			0.50					SUB - SUBSTITUTE PAY	Hours	☑	☐	VAC POS-92	5148A2730521
											☐		

Submit   Apply Schedule

▶ Reported Time Status

▶ Reported Time Summary

Local intranet   100%

Description	Budget Code*
Teacher Sub – Daily Regular Ed	5148 A xxxxx 2110 1505
Teacher Sub – Daily Special Ed	5148 A xxxxx 2250 1505
Notes:	xxxxx – Represents Department ID (see below)

Dept ID**	Description	Dept ID**	Description
26604	James Monroe Lower School	14202	# 42 - Abelard Reynolds - ES
10202	# 2 - Clara Barton - ES	14302	# 43 - Theodore Roosevelt - ES
10302	# 3 - Nathaniel Rochester	14402	# 44 - Lincoln Park - ES
10402	# 4 - George M Forbes - ES	14502	# 45 - Mary McLeod Bethune-ES
10502	# 5 - John Williams - ES	14602	# 46 - Charles Carroll - ES
10702	# 7 - Virgil I Grissom - ES	14902	#106 - RISE Community School – ES
10802	# 8 - Roberto Clemente - ES	15002	# 50 - Helen B Montgomery - ES
10902	# 9 - Dr Martin L King Jr - ES	15202	# 52 - Frank Fowler Dow - ES
11002	# 10 – Dr. Walter Cooper Aca-ES	15302	# 53 - Montessori Academy
11202	# 12 – Anna Murray Douglas - ES	15402	# 54 - Flower City School - ES
11502	# 15 - Children's School – ES	15702	# 57 - Early Childhood - ES
11602	# 16 - John W Spencer - ES	15802	# 58 - World of Inquiry - ES
11702	# 17 - Enrico Fermi - ES	24805	LyncX Academy - HS
11902	# 19 - Dr Charles T Lunsford-ES	25104	Jos. C. Wilson Found Acdmy
12002	# 20 - Henry Lomb - ES	25105	Jos. C. Wilson Magnet HS
12202	# 22 - Abraham Lincoln - ES	26105	East Upper School - HS
12302	# 23 - Francis Parker - ES	26104	East Lower School
12502	# 25 - Nathaniel Hawthorne-ES	26604	James Monroe Upper School
12802	# 28 - Henry Hudson - ES	26705	School of the Arts - HS
12902	# 29 - Adlai E Stevenson - ES	26805	School Without Walls - HS
13302	# 33 - John James Audubon - ES	27305	Northeast High School - HS
13402	# 34 – Dr. Louis A Cerulli - ES	22705	Franklin Upper
13502	# 35 - Pinnacle School - ES	27704	Franklin Lower
18201	Rochester Early Childhood Center		
28305	Rochester International Acad	29505	Edison Career & Technology - HS
29105	Roch Early College Intrntnl HS	54505	Youth & Justice - HS
29205	All City High - HS	54605	Agency Youth - HS
13902	# 39 - Andrew J Townson - ES	55205	Home/Hospital Tutor Prog - HS
28905	Northwest Junior High School	24105	NorthSTAR Program
23503	Oaces		

Entering the correct account code is a critical step that is often entered incorrectly. When this occurs the employee's, time is not sent to the correct manager to approve payment and may delay the employees pay.

k. Click Submit for each week of the pay period otherwise it will not move forward to Payable Time for approval. You should now get a **Submit Confirmation** message. Click the OK button.

l. You will be returned to the Timesheet. You should now see the name of the teacher in the *Substitute / Para Name* field.

m. **You now have finished entering your time.**

To view the time you submitted:

n. Click the Previous Week/Next Week hyperlinks to move between the various weeks of the pay cycle.

o. Employees cannot enter beyond the current payroll period. A message will appear advising Reported Time on or after xx/xx/xxxx is for a future period. Likewise, employees cannot enter for a prior payroll period. A message will appear advising Reported Time on or before xx/xx/xxxx is for a prior period.

p. You can view Payable Time Needs Approval (Navigation: Main Menu, Self-Service, Time Reporting, View Time, Payable Time Detail). During the Approval period it is important for employees to monitor the approval of time reported. Enter the start date and end date of the payroll period and click on Get Rows.

Per Diem Rates

DAY TO DAY ASSIGNMENTS

Step 1...$128
*Step 2 - 50 Day Rate..$191
      Per Diems employed by the District for fifty (50) days or more

**Step 3 - 100 Day Rate..$208
      RCSD Retirees, Psychologists, Social Workers, Counselors, Speech & Language

Building Based Sub Rate..$239

*Per Diems who reach the 50-day rate must continue to work 10 days every school year thereafter to maintain 50-day rate of pay.

**Per Diems who reach the 100-day rate must continue to work 100 days every school year thereafter to maintain 100-day rate of pay.

Per Diem Rate – Continuous

Per Diems who substitute for the same teacher, at the same school, with the same students, and in the same assignment CONTINUOUS (every scheduled day based upon the available open position) are entitled to pay differentials on the 16th and 46th day, furthermore, on the 61st day of a continuous assignment Per Diems are eligible to apply for medical and dental benefits.

Day 1... Your current Pay Rate

*Day 16 ....Current rate increases by $15.00
      (applicable day 32 for half-day assignments)

Day 46..$239
      (applicable day 92 for half-day assignments)

**Day 61...Eligible for Medical/Dental benefits

*Per Diem Subs on the 16th day are considered as being in a long-term assignment and accumulate 5 unpaid days off that can be taken without effecting the increased pay rate. If more than the allotted 5 days are taken off, your long-term assignment count will be reset and your pay rate will be decreased.

** Per Diem Subs on the 61st day in a long-term assignment accumulate 2 additional unpaid days off. If more than the allotted 2 additional days are taken off, your long-term assignment count will be reset and your pay rate will be decreased.

Per Diems eligible for pay rate increases due to a long-term continuous assignment could take up to two pay periods to process due to the two-week lag in the per diem payroll.

▰▰ Itinerant Assignments ◣◣

Same Teacher, Multiple Locations

A Per Diem assigned to work for a teacher whose regular schedule requires travel to multiple locations (itinerant assignment) may receive a $9.00 differential.

The Itinerant Assignment form must be submitted as proof of working at multiple assignments. (see page 29)

Both sections of the form must be completed, signed by an administrator, and sent to the Substitute Management Division in the Human Capital Office.

▰▰ Extra Block/Extra Period ◣◣

The number of teaching periods, administrative assignments and other duties shall not exceed the number of teaching periods, administrative assignments and other duties normally taught on the assigned teaching day by the teacher or other person the Per Diem is replacing.

For secondary schools only, if a Per Diem is asked and agrees to work an extra period beyond the absent teacher's schedule and in excess of five (5) periods per day, he/she shall be compensated at the rate of $30 per period or $40 per block period for each extra period worked. No extra time shall be added to the Per Diem's total number of days worked.   Extra Block/Extra Period time worked must be entered into the Peoplesoft Time and Labor system.   The extra block/extra period form should only be completed if the substitute has failed to enter his/her time into the district's time and labor system by the payroll

▰▰ Extra Block Extra Period Employee Time Entry Process ◣◣

An entry should be made for each Extra Block and/or Extra Period the employee works.

The compensation for an extra period is $30 and for extra block it is $40.

1. Enter the value 1 for each Extra Block and/or Extra Period worked in the *Day of Week* field(s)
2. Select the correct Time Reporting Code (TRC)
    SXB for Sub Extra Block
    SXP for Sub Periods
3. If more rows are needed to report working at additional locations Click on [+]
    Add a New Row.

Job Title:	Per Diem Teacher - Certified							Empl Record:		0	

Instructions

*View By:	Week ▾					Reported Hours:		0.00		Previous Week	Next Week
Date:	01/01/2017					Scheduled Hours:		0.00			Next Employee

From Sunday 01/01/2017 to Saturday 01/07/2017

Sun 1/1	Mon 1/2	Tue 1/3	Wed 1/4	Thu 1/5	Fri 1/6	Sat 1/7	Total Hours	Time Reporting Code	Type	Billable	Account Code
								SUB - SUBSTITUTE PAY		☐	🔍
								SXB - PER DIEM SUB EXTRA BLOCK		☐	🔍
								SXP - PER DIEM SUB EXTRA PERIOD ▾		☐	🔍

Submit		Apply Schedule

1. Do not check the Billable Box; leave it blank.

2. Choosing the correct Account Code is a critical step that is often entered incorrectly. When this occurs, the employee's time is not sent to the correct manager to approve payment and may delay the employee's pay.

3. Click submit for each week of the pay period otherwise it will not move forward to Payable Time for approval.

4. Click the OK button and you will receive a confirmation. You will then be returned to the Timesheet.

If Extra Block/Extra Period time is not entered on your time sheet in Peoplesoft by the payroll schedule deadline, it will be necessary to submit a manual Extra Block/Extra Period form to payroll. Manual forms can be found in this handbook or at your schools' main office.

▶▶ Building Based Per Diem ◀◀

All provisions of the Per Diem Contract apply to building substitutes.

Building substitutes shall report to the assigned school every day students are in attendance up to 185 days, including testing days, as well as attending all Superintendent's Conference Days, regardless of location. Building substitutes shall be paid at the 46-day Long Term Rate.

All certified unit members who have worked a minimum of fifty (50) days shall be eligible to apply for building substitute positions.

Building substitutes will be selected by a process developed by each school-based planning team.

Building substitutes shall be evaluated according to current procedures for the observation and evaluation of non-tenured teachers as agreed upon by the Association and the District. All components

of those procedures shall apply to building Per Diems.

Building substitutes will be granted eight (8) unpaid absence days and two (2) paid absence days to be used in any one school year. Building Per Diems who work in the position for less than the full school year will receive a prorated allocation of paid absence days. Building substitutes who work in the position for less than the full school year must work at least one-half (½) of the semester to receive that semester's day.

Building substitutes will be required to attend all Superintendents Conference Days, are not eligible for Holiday Pay, and are eligible to receive health and dental benefits.

Building substitutes will be paid for all scheduled days regardless of cancellations due to weather or other reasons.

In the event that no Per Diem work is available in the assigned building, building substitutes may be reassigned by the building principal to other duties within the building or to a Per Diem position in another building.

Each "building substitute" shall be a full-time employee assigned to a particular school from the start of the assignment through the end of the school year.

At the discretion of their building principal, building substitutes may be offered long-term assignments in their schools and retain their status as building substitutes for that school for the remainder of the school year.

▶▶ Employee Time Entry Process for Building Substitutes

This procedure describes the steps for an employee to enter days worked as a per diem substitute teacher via Time & Labor in PeopleSoft 9.1

4. RESPONSIBILITY

- Employees are responsible for entering time online directly into PeopleSoft Time & Labor.
- Employees are responsible for honest and accurate reporting of their days worked and for completing and verifying data entry in a timely fashion.
- Employees are responsible for completing manual timesheets for missed days and/or incorrect days previously reported.

5. NAVIGATION

g. **Log in to PeopleSoft.** Open a browser window (e.g. Internet Explorer) and type peoplesoft.rcsdk12.org in the URL line as shown below.

h. The PeopleSoft login page will appear. Enter your User ID and password. This is the same User ID and password that you used to log into Windows on your computer.

i. The PeopleSoft Portal page is shown below, Click on the **Human Resources** tab.

j. Click on the **Human Resources 9.1** link. Your PeopleSoft Human Resources Main Menu will appear (see next page)

k. Click on the **Self Service** link

l. Click on the **Time Reporting** link

h. Click on **Report Time** and then **Timesheet**

6. Time entry

1.0 Enter the value 1 for a full day worked or a .5 for a half day worked in the **Day of Week Field(s).**

2.0 Select **[Time Reporting Code]** (TRC) SUB – SUBSTITUTE PAY

3.0 Mark "Not substituting for a teacher?"

4.0 Enter reason for substituting – type or select **BLDG SUB** (or **BLDG SUBABS** if you are taking a day off. Note building subs are granted eight unpaid absence days and two paid absence days to be used in any one school year)

5.0 The Account code should automatically populate after the reason for substituting is entered. If it does not automatically populate, click on the magnifying glass and only one account code should appear. Click on the account code that appears.

6.0 Click Submit for each week of the pay period otherwise it will not move forward to Payable Time for approval. You should now get a **Submit Confirmation** message. Click the OK button.

7.0 You will be returned to the Timesheet. You should now see be able to view the time you submitted.

8.0 **You now have finished entering your time!**

�发▗发 Resumption of Per Diem Teaching Employment ◢◢

If three or more years have lapsed the Per Diem must follow the same application procedure as a new Per Diem applicant.

▀▀ Commitment for Per Diem Teaching Employment ◢◢

To retain employment, Per Diems are encouraged to work at least 10 days per school year.

▀▀ Late Arrivals ◢◢

In the event that you will be late for an assignment, you should call the school to which you are assigned. The school should be advised of the circumstances as well as your estimated arrival time. Remember to identify your assignment by the job number.

▀▀ Request for Removal from the Per Diem List ◢◢

If, during the school year, you wish to remove your name from the City School District's Per Diem list, please submit your written request to the HR Substitute Management Division. Your name will be removed from the Per Diem list upon receipt of your written request.

▀▀ Duty Free Lunch ◢◢

All Per Diems shall be entitled to a duty-free lunch period of thirty (30) minutes.

▀▀ Summer Employment ◢◢

Per Diems are not eligible for summer school assignments.

Personnel Files

Upon request and by appointment you may review the contents of your personnel file except for confidential references. Appointment requests should be made at least twenty-four (24) hours in advance.

No materials derogatory to a Per Diem's conduct, service, character or personality shall be placed in his/her file or any other records or files maintained by the District, unless the Per Diem has been given or mailed a copy of the material.

A Per Diem shall have the right to submit a written reply to such material and attach it to the file copy. This clause shall not apply to reference information supplied by former employers or by colleges and universities.

Expanded Day/Saturday School Program

Per Diems that accept Expanded Day/Saturday School assignment are required to sign an Authorization for Substitute to Work form which is obtained from the school's main office. The form will be submitted to the Substitute Management Division office for approval by the school. The rate of pay will be $30/per hour.

Weather Emergency Days

A sub will be paid for a snow day or any other days schools may have been closed for emergencies provided that the substitute teacher accepted an assignment before the school closing and works the workdays before and after the closing in the **same** assignment. Substitutes in a long term assignment shall have the emergency days count toward the days accumulated for higher pay.

*a long-term assignment is defined as a continuous assignment for the same teacher/classroom for a minimum of 16 days.

Assignment Change after Accepting Assignment

When a Per Diem reports to a school that subsequently cancels the assignment, the Per Diem must contact the Substitute Management Division for another assignment. Every effort will be made to find him/her another assignment. If no assignment is available, the per diem shall be compensated for that day.

▼▼   Accepting Assignments   ◢◢

Per Diems should accept assignments only from a principal and/or their designee or by using SmartFindExpress.

Teachers do not arrange for their own Per Diems. If a teacher would like you to work for them please encourage them to contact an administrator so that a job number in SmartFindExpress can be created.

Make sure to record the date, time, location, job number and other information pertinent to the assignment. The beginning and ending times for Per Diems will vary from school to school. Per Diems must report to work at least 15 minutes before students arrive.

Please be flexible when you arrive for the assignment. There may be times that the school may not need you for the assignment that you picked up, due to the needs of the children, and will assign you to a different classroom.

▼▼   Cancelling Assignments   ◢◢

In the event you are unable to report to work the assignment should be cancelled in SmartFindExpress and a courtesy call placed to the school to notify them that the assignment may be unfilled.

Per Diems that cancel assignments in SmartFindExpress will not receive notification of other assignments during the callout period.
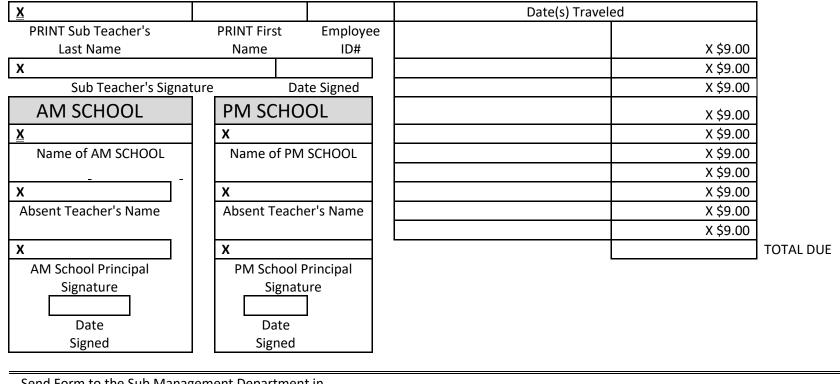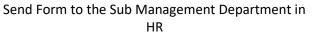
▼▼   New York State Teachers' Retirement System   ◢◢

Effective January 1, 1985, New York State law requires that school districts inform Per Diem teachers of their eligibility to join the New York State Teachers' Retirement System.   Per Diems are required to read and sign a statement verifying that they have been informed of their eligibility to join the New York State Teachers' Retirement System.
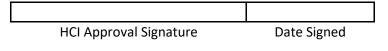
If you are a member of the New York State Teachers' Retirement System, please complete the New York State Retirement Number Registration Form and return it to the Payroll Department.   This will ensure proper retirement account credit.

Itinerant Assignment Verification for Substitute Teachers

			Date(s) Traveled	
X				
PRINT Sub Teacher's Last Name	PRINT First Name	Employee ID#		X $9.00
X				X $9.00
Sub Teacher's Signature		Date Signed		X $9.00
AM SCHOOL	**PM SCHOOL**			X $9.00
X	**X**			X $9.00
Name of AM SCHOOL	Name of PM SCHOOL			X $9.00
				X $9.00
X	**X**			X $9.00
Absent Teacher's Name	Absent Teacher's Name			X $9.00
				X $9.00
X	**X**			TOTAL DUE
AM School Principal Signature	PM School Principal Signature			
Date Signed	Date Signed			

Send Form to the Sub Management Department in HR

5424A9051990890000 SUB

		Pay Period	
HCI Approval Signature	Date Signed	Check Date	

Substitute Teacher/Substitute Administrator

EMPLOYEE NAME (LAST, FIRST, MI)	EMPLOYEE ID	Record #	DEPT ID/LOCATION	JOB TITLE

Separate lines are required for different account codes and or different Teachers
Report Elapsed time in Half Days .5, or Full Days 1.0 only

From Sunday _____ MM/DD/YYYY   To Saturday _____ MM/DD/YYYY

Account Code (when required)

Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Name and Empl ID# of employee subbed for, or if not substituting for an employee - Provide Reason	Acct Fund Org Program Sub-Class xxxx - x - xxxxx - xxxx - xxxx

From Sunday _____ MM/DD/YYYY   To Saturday _____ MM/DD/YYYY

Account Code (when required)

Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Name and Empl ID# of employee subbed for, or if not substituting for an employee - Provide reason	Acct Fund Org Program Sub-Class xxxx - x - xxxxx - xxxx - xxxx

I certify that this is a correct record of days/hours worked for the stated period.

EMPLOYEE SIGNATURE	DATE	AUTHORIZED SIGNATURE	DATE
I understand that if I have failed to provide all the information the time sheet will be returned to me for correction.		I understand that I am still responsible for approving the time worked in the PeopleSoft system.	

EXTRA BLOCK/EXTRA PERIOD PAYROLL FORM

Today's Date _____

FOR SECONDARY SCHOOLS ONLY: If a Per Diem Substitute is asked and agrees to work an extra period(s) beyond the absent teacher's schedule and in excess of five (5) periods per day, he/she shall be compensated at the rate of $30 per period or $40 per block period for each extra period worked. No extra time shall be added to the per diem substitute's total number of days worked.

Employee ID#:

EMPLOYEE NAME   (LAST, FIRST, MI)

DATE WORKED	5 DIGIT SCHOOL CODE	# PERIODS @$30.00	# BLOCKS @$40.00	TOTAL
				$
				$
				$
				$
				$

EMPLOYEE SIGNATURE   DATE

PRINCIPAL SIGNATURE REQ FOR SCHOOLS/ Dept. Manager Signature   DATE

Please Return Completed Form to the PAYROLL Department
131 West Broad Street
1st Floor
Rochester, NY 14614

SUBSTITUTE MANAGEMENT…. **262-8554**   smd@rcsdk12.org

HUMAN CAPITAL

Anne Brady……………...............**262-8585**   Anne.Brady@rcsdk12.org
Senior Director of Human Capital

Stephanie Whitfield........................**262-8578**   Stephanie.Whitfield@rcsdk12.org
Senior Personnel Analyst

TEACHER PAYROLL

Amy Genge ....**262-8645**   Amy.Genge@rcsdk12.org
Per Diem Substitute Payroll Clerk

RTA REPRESENTATIVE

George Greven ....**546-2681**   georgegreven@frontier.com

PASSWORD RESET

IM&T Helpdesk ....**262-8151**   helpdesk@rcsdk12.org

WEB BROWSER

Smart Find Express ....**262-8350**   https://rcsd.sfe.powerschool.com/

Peoplesoft   https://peoplesoft.rcsdk12.org

Substitute Management Division   https://www.rcsdk12.org/Page/871