

2019-2020
Perris Union High School District
Substitute Handbook

PERRIS UNION
HIGH SCHOOL DISTRICT
HUMAN RESOURCES

Certificated-Classified

Vision and Mission Statements
Board Approved March 2017

Vision Statement

Perris Union High School District will be a caring, diverse, and supportive learning environment in which all are committed towards working in relationships to foster innovative and creative learning opportunities.

Mission Statement

The mission of Perris Union High School District is to create high quality relevant learning opportunities for all in a safe and caring environment. We will develop a high quality, caring staff who will be dedicated to learning, and connect students to their education and potential goals. We will care for all students while developing a growth mindset through collaboration, creativity, communication, and critical thinking.

District Goals
Board Approved June 2018

Goal #1 - All students will attain grade level proficiency in English Language Arts and mathematics

Goal #2 - All students will graduate from high school prepared for post-secondary and career options or obtain a certificate of high school completion

Goal #3 - All departments and sites will provide a safe and positive environment for all students and staff.

Goal #4 - Secure and strengthen home-school-community connections and communications



Welcome to the Perris Union High School District!

Thank you for joining PUHSD as a substitute employee. Whether you are a certificated of classified substitute employee, we value your contributions. We are excited to have you as part of our organization and are committed to your success.

Perris Union High School District strives to create high quality relevant learning opportunities for all in a safe and caring environment. We endeavor to connect students to their education while developing a growth mindset through collaboration, creativity, communication, and critical thinking. Your role as a substitute is critical to that goal.

You are vital to the daily efficiency of operating our school programs and sites. When a regular employee is absent, you bridge the gap - making you an invaluable part of our team. Every school day is important to a student's educational growth; therefore, a "routine" should be adhered to whenever possible in all District assignments.

This handbook will explain our procedures, assist you in becoming a successful substitute, and answer some of the questions you may have about substituting with PUHSD. As a substitute, you are a great asset to our district as you work together with our teachers and staff at our sites to provide an invaluable service by stepping in for our teachers and staff in order to maintain an educational environment of respect, kindness, and compassion for our students. We want your time with PUHSD to be beneficial to our organization and students, as well as rewarding for you.

We trust that experience substituting at PUHSD will be professionally fulfilling to you and educationally profitable to our students. We need strong substitutes who will take on the responsibility to ensure the educational process is not interrupted at our sites. All of our substitute employees, Nutrition Services Assistants, Custodians, Campus Supervisors, Clericals, Paraeducators, LVN's, Guest Teachers, and Administrators provide services daily that impact the educational environment of our sites. Your efforts to provide continuity in the regular employee's absence is extremely important and appreciated.

Thank you for your time, creativity, and enthusiasm required to work in an environment where excellence is an expectation. If you have any questions or need assistance, please do not hesitate to contact us.

Sincerely,

Perris Union High School District
Human Resources

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Human Resources

155 East 4th Street, Perris, CA 92570
Monday -Friday, 7:30 am - 4: 30 pm
Phone: (951) 943-6369 / Fax: (951) 943-9852

Kirk Skorpanich
Assistant Superintendent, Human Resources
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Mayra Chavez
Administrative Assistant
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Nick Hilton
Director, Human Resources
(951) 943-6369, Ext. 80304
nick.hilton@puhsd.org

Brenda Arenas
Confidential Secretary
(951) 943-6369, Ext. 80304
brenda.arenas@puhsd.org



Jocelyne Vasquez
Personnel Technician (Substitutes, Coaches, AVID)
(951) 943-6369, Ext. 80316
jocelyne.vasquez@puhsd.org

Juno Fernandez
Personnel Technician (Classified)
(951) 943-6369, Ext. 80308
juno.fernandez@puhsd.org

Delisa Provost
Personnel Technician (Certificated)
(951) 943-6369, Ext. 80307
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Anjanette Bargas
Senior Clerk
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anjanette.bargas@puhsd.org

Corey Leutz
Office Assistant
(951) 943-6369, Ext. 80311
corey.leutz@puhsd.org

Patricia Martinez
Receptionist
(951) 943-6369, Ext. 80319
christina.wood@puhsd.org

PUHSD LEADERSHIP TEAM



Grant Bennett, Superintendent
Anna Fetzner, Executive Assistant



Candace Reines, Deputy Superintendent, Business Services

Alisha Fogerty, Director of Fiscal Services
Dawn Bray, Director of Purchasing
Audrey Mitchell, Director of Nutrition Services
Rick Linsalato, Field Supervisor
Judy Miller, Director of Risk Mngmt/Enviro. Safety
John Hannon, Coordinator - Safety & Security

Art Fritz, Director of Facilities Services
Hector Gonzalez, Director of Facilities
Ruben Arras. Director of M&O
Chris Genton, Plant Manager (PHS)
David Aguilera, Plant Manager (PVHS)
Scott Genton, Plant Manager (HHS)



Dr. Charles Newman, Assistant Superintendent, Educational Services

Robert Brough, Director of Pupil Services
Julie Zierold, Director of Curriculum Instruction
Charles Tippie, Director of Learning Support Services
Dian Martin, Director of Learning Support Services
Kerry Bobbit, Coordinator of Student Info. Systems
Mark Synnott, Coordinator of Educational Services
Karna Humbert, ERMHS Therapist

Amil Alzubaidi, Director of Special Education
Casaundra McNair, Coordinator of Special Education
James Holmes III, Project Specialist
Chad Shaner, Project Specialist
Dr. Rebecca Gehlke, Coordinator - Mental Health Services
Kathleen Dougherty, ERMHS Therapist
Bonnie Monfils, ERMHS Therapist



Kirk Skorpanich, Assistant Superintendent, Human Resources

Nick Hilton, Director of Human Resources



Joseph Williams, Executive Director of Technology

James Heckman, Assistant Director of Technology

PUHSD BOARD OF TRUSTEES



Edward Garcia Jr.
President



Anthony Stafford Sr.
Vice President



Dr. Randall Freeman
Clerk



Dr. Jose Luis Araux
Member



David Nelissen
Member

PUHSD SCHOOL SITE ADMINISTRATION



HERITAGE HIGH SCHOOL
Erika Tejeda, Principal
Christopher Cooper, Assistant Principal
Mark Harrell, Assistant Principal
Thomas Larochelle, Assistant Principal



PALOMA VALLEY HIGH SCHOOL
Jennifer Thomasian, Principal
Lee Alfred, Assistant Principal
Kyle Garrity, Assistant Principal
Amy Hall, Assistant Principal
Claire Reis, Assistant Principal



PERRIS HIGH SCHOOL
Juan Santos, Principal
Kristi Coulter, Assistant Principal
Jose Topete, Assistant Principal
Gregory Wise, Assistant Principal



SCHOLAR+ ONLINE LEARNING ACADEMY
Dr. Pauline Garcia, Principal



PINACATE MIDDLE SCHOOL
ChaKwan Jones, Principal
Brenda Burgo, Assistant Principal
Eduardo Pacheco, Assistant Principal
Cindy Ramos, Assistant Principal



CALIFORNIA MILITARY INSTITUTE
Igor Milosavjevic, Principal
Miles Henderson, Assistant Principal
Rebecca Beigle, Assistant Principal



PERRIS LAKE HIGH SCHOOL
Dean Hauser, Principal

PERRIS UNION
HIGH SCHOOL DISTRICT

IMPORTANT PHONE NUMBERS FOR SUBSTITUTE EMPLOYEES



PUHSD SITE SUBSTITUTE COORDINATOR CONTACTS

PERRIS HIGH SCHOOL 175 E. Nuevo Road Perris, CA 92570	Phone (951) 657-2171 Fax (951) 940-5717	**HERITAGE HIGH SCHOOL** 26001 Briggs Road Menifee, CA 92585	Phone (951) 940-5447 Fax (951) 325-5448
Shashonia Carr, Substitute Coordinator	Extension - 21124	Judith Oseguera, Substitute Coordinator	Extension - 20131
Cynthia Avila-Medina, High School Principal's Secretary	Extension - 21101	Uli Stowell, High School Principal's Secretary	Extension - 20101
CALIFORNIA MILITARY INSTITUTE 755 N. "A" Street Perris, CA 92570	Phone (951) 443-2731 Fax (951) 943-0473	**PALOMA VALLEY HIGH SCHOOL** 31375 Bradley Road Menifee, CA 92584	Phone (951) 672-6030 Fax (951) 672-6037
Tracy Assimakopoulos, Substitute Coordinator	Extension - 35114	Kristin Esposito, Substitute Coordinator - Certificated Substitutes	Extension - 22120
Rose Cook, Principal's Secretary	Extension - 35101	Josie Delgadillo, High School Principal's Secretary & Substitute Coordinator - Classified Substitutes	Extension - 22101
SCHOLAR+ ONLINE LEARNING ACADEMY 418 Ellis Avenue Perris, CA 92570	Phone (951) 657-7357 Fax (951) 940-5305	**PINACATE MIDDLE SCHOOL** 1990 S. "A" Street Perris, CA 92570	Phone (951) 943-6441 Fax: 951-940-5344
Stephanie Stafford, School Secretary Arlette Klauer, Secretary II	Extension - 30116 Extension - 30801	Irma Marmolejo, Middle School Principal's Secretary & Substitute Coordinator	Extension - 40101
PERRIS LAKE HIGH SCHOOL 418 Ellis Avenue Perris, CA 92570	Phone (951) 657-7357 Fax (951) 940-5305	**PALS - PATHWAYS FOR ADULT LIFE SKILLS PROGRAM** 515 East 7th Street Perris, CA 92570	Phone (951) 943-6369 Fax (951) 943-6501
Kimberly Cooper, School Secretary & Substitute Coordinator	Extension - 30101	Dorothy Leis, Special Education Secretary	Extension - 81302
PUHSD - DISTRICT ADMINISTRATIVE CENTER 155 East 4th Street Perris, CA 92570	Phone (951) 943-6369 Fax (951) 943-9852	**PUHSD - STUDENT SERVICES CENTER** 1151 North "A" Street Perris, CA 92570	Phone (951) 943-6369 Fax (951) 943-6799
Jocelyne Vasquez, Personnel Technician	Extension - 80316	Helene Astorga, Administrative Assistant	Extension 81102

OTHER CONTACT NUMBERS

PAYROLL		HUMAN RESOURCES	
Robbin Campbell, Payroll Technician (A-G)	Phone (951) 943-6369 Extension - 80219	Jocelyne Vasquez, Personnel Technician	Phone (951) 943-6369 Extension -80316
Liu Yeung, Payroll Technician (H-O)	Phone (951) 943-6369 Extension - 80217	Patricia Martinez, Human Resources Receptionist	Phone (951) 943-6369 Extension - 80319
Lisa Baker-McDaniels, Payroll Technician (P-Z)	Phone (951) 943-6369 Extension - 80218	Frontline Absence Management (Formerly AESOP)	1-800-942-3767

GENERAL INFORMATION

In order to be a more effective substitute in the Perris Union High School District, it is essential that you read and become familiar with the contents of this handbook in its entirety BEFORE accepting your first assignment. Remember, all schools in the district are site-based and this handbook is a generic overview and policies may differ slightly among schools.

Substitute Expectations and Guidelines

- Always be prompt both in reporting for an assignment and in completing assigned tasks. If an emergency makes it necessary for you to be late for your assignment or leave early from your assignment, you must notify the site substitute coordinator immediately.
- No cell phone usage during any job assignment. Cell phone usage should be limited to lunches and breaks.
- No smoking, drinking alcohol, or using any illegal substances on any District property.
- Do not use profanity or obscene overtones while on assignment.
- Set a good example for students.
- Courtesy and cooperation are two basic elements of success in every assignment from the District. Be courteous and cooperative with the public, fellow workers, prospective employees, teachers, students, and parents who are all a part of the District you serve.
- Maintain open lines of communication. If any instructions given by your supervisor are not clear, ask for further explanation to make certain that you understand exactly what is expected of you.
- Always try to work carefully. Mistakes can be costly and at times, dangerous. If you make a mistake, be sure to find out exactly what happened and how to avoid making the same mistake again. Notify your supervisor or substitute coordinator of the mistake.
- Maintain control of your classroom and yourself at all times.
- Remember to keep all District business and school matters confidential. While many things that happen at the District and school sites are a matter of public record, releasing information about them is the responsibility of specific offices and individuals.
- You must submit your timecard to the site substitute coordinator at the beginning of your assignment, and pick up your timecard from the site substitute coordinator at the end of your assignment. Your timecard is your responsibility. You must sign, date and submit your timecard to the Payroll Department at the District Administrative Center by each monthly deadline. ******If you do not submit your timecard by the monthly deadline set by PUHSD, your paycheck will be delayed and may not be paid out until the following month.***
- Return all supplies such as keys, radios, etc, to the site contact of the reporting job assignment. Do not take any of these items home. Do not give students keys for any reason.

Dress Code & Suggested Attire



Classified Substitutes: Dress appropriately for your type of work that you are assigned to. Maintain a well-groomed, clean, neat, and business-like appearance at all times. Remember, you are representing the District to students and the public.

Guest Teachers: The manner in which you dress influences student behavior and learning. Although it is not necessary to dress business formal, please dress professionally, comfortably, and in good taste. Remember that you need to gain the respect of the students. The more professional you look and act, the easier it is to set that tone.

Items that are not appropriate in the work setting include the following:

- Garments that bare or expose undergarments, private areas of the body, or midriffs
- Torn/tattered clothing
- Flip Flops or other beach style sandals
- Hats or headgear, with the exception of attire worn for medical or religious reasons.
- Athletic wear (An exception is made for physical education personnel)
- Clothing or accessories exhibiting obscene, vulgar, profane or derogatory language or illustrations.
- Shorts of any kind (An exception is made for physical education personnel)

- Tattoos and/or brands visible on the body which are provocative or obscene, advocate sexual, racial, ethnic, or religious discrimination, represent affiliation with a gang or that are otherwise of a nature which brings indignity to the educational institution and environment.

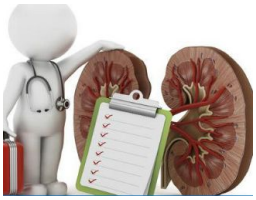
Renewal of Credentials (Guest Teachers & Administrators)

Your certificated credentials are **YOUR RESPONSIBILITY** and must be renewed prior to expiring in order for you to continue teaching in the classroom. Payment DOES NOT signify renewal. The California Commission on Teacher Credentialing (CTC) must grant your renewal. "Pending Status" is not renewal.



- The expiration date of your permit may be found on the permit/credential or is available from the CTC website at www.ctc.ca.gov .
- The renewal of your permit/credential is the responsibility of the substitute teacher.
- For 30-day substitute teaching permit holders , Single Subject, Multiple Subject, and Special Education credential holders you must renew your permit through the Commission website at www.ctc.ca.gov.
- You should renew your credential a minimum of 30 days in advance to ensure that the renewal will go through in a timely manner. Please note, if your credential is expired you will NOT be able to substitute teach until it has been renewed by the California Teaching Commission (CTC).

Renewing your (TB) Tuberculosis Screening



The expiration date of your TB test or assessment is 4 years from the date it was administered. The district will notify you by mail when your TB expiration is approaching. You can stop by the Human Resources office to pick up a voucher to have the TB test or assessment administered at one of the District approved clinics. There is no cost to the substitute. If you fail to renew your TB test or assessment, you will be inactivated as a substitute and will not be able to work in any assignments until a renewal is submitted to the Human Resources office.

Letter of Reasonable Assurance

Each year at the beginning of May, a Letter of Reasonable Assurance is mailed to substitute employees with a notification that the District intends to utilize their services for the upcoming school year. It is the responsibility of the substitute employee to return the Reasonable Assurance Acknowledgement & Substitute Availability Form to the Human Resources Office at 155 E. 4th Street in Perris before the deadline listed on the letter. Failure to do so will serve as notification to the Perris Union High School District that you no longer wish to remain active as a substitute employee for the upcoming school year.

Name, Address, Phone Number, Email, Status Changes

You must notify Human Resources with any changes to the following:



- **Name Changes:** Please complete an address change form and submit to the Human Resources office along with a copy of an updated social security card that shows the new name.
- **Address, Phone Number(s), and/or Email Changes:** Please complete an address change form and submit to the Human Resources office.
- **Temporary Disable Absence Management**: due to illness, travel, etc.s, please contact the Human Resources office..

ID Badge



- Substitutes are required to wear their District ID Badge clearly displaying the picture and name whenever they are on district property.
- ID Badges are processed year round in the Human Resources office Monday-Friday between the 8:00 am - 4:00 pm at 155 E. 4th Street. Please bring a picture ID to receive your new ID Badge.

Retirement

A guest teacher is required to become a member of the State Teachers Retirement System (STRS) if the guest teacher accumulates 100 or more complete days of service in any district during a school year. Once you are a member of STRS, all future service is subject to contributions, the same as permanent teachers. https://www.calstrs.com/

Public Employees Retirement System (PERS) and FICA (Social Security) are mandatory for a classified substitutes who perform 1,000 hours during the school year. Overtime worked is included when counting hours or days for the purposes of qualifying for membership. Once a member of PERS, all service is subject to employee contributions. Retirement contributions are deducted through the payroll procedure. https://www.calpers.ca.gov/

PUHSD Email



Each substitute employee is issued a district email address. Your welcome letter from our Technology Department containing your district email login and temporary password will be attached to your district clearance email sent to you once you have been approved to begin by the PUHSD Board of Trustees. In order to activate your email account, you must sign in from a district desktop computer. You may do this on your first assignment. Once you have signed onto your account on a district desktop computer, your email will be active and you may then access it from gmail. Please remember to check your email daily for any important updates or information from the district. https://www.gmail.com

PUHSD Email Distribution Lists



In order to improve site wide communication to our substitutes, we have configured our email distribution groups for Guest Teachers to be "option". This means that you can choose to be part of any of the available groups that you see fit to be a part of. If you only ever work at Heritage High School, then you can choose to only be part of the hhsguestteachers@puhsd.org group. If you move between sites frequently, you may wish to be part of every group, or you may wish to update your membership as you change sites. Instructions to access the various Guest Teacher distribution groups are available at https://goo.gl/0qf8pc

If you have any questions or concerns regarding the email distribution groups for Guest Teachers (or any other tech item) please feel free to email the ITS helpdesk at helpdesk@puhsd.org or give us a call at (951) 9436369 x 80250.

Separation of Employment

PUHSD will consider that you have voluntarily terminated your employment if you resign from PUHSD. A letter of resignation must be submitted to the Human Resources office. Please include the following information in your resignation letter:

- ❏ Name
- ❏ Employee Number
- ❏ Last Day of Work
- ❏ Clear statement of your intention
- ❏ Forwarding address and contact information



Automatic Separation of Employment

PUHSD will automatically separate a substitute from district employment for the following conditions:

- ❏ Failure to accept an assignment for 1 year due to a leave. You MUST inform PUHSD of any leave of absence needed.
- ❏ No assignment history for 90 days.
- ❏ Less than 20 assignments accepted within a school year.

Substitute Reactivation

- ❏ Substitutes who have been automatically separated from the district may re-apply for a substitute position with PUHSD through Edjoin.org when a substitute position is opened. Rehiring is at the discretion of Human Resources and all applicants will be screened according to district needs. Rehired substitutes will need to complete Live Scan and Drug/TB Screening.
- ❏ Substitutes who resigned from their positions may reactivate when a substitute pool opens without reapplying on Edjoin if the resignation is within 3 months of reactivation. Reactivated substitutes with more than a 3 month lapse will need to complete Live Scan and Drug/TB Screening.

Letters of Recommendation

The Human Resources office does not write letters of recommendation since we are not out in the field doing observations of substitute assignments. For letters of recommendation, substitutes should rely on administrators and teachers who have actually "observed" you in action at the school site and can provide specific details about your teaching or work skills. Human Resources does provide verification of employment, if requested in writing.

Verification of Employment - Employment Supervisor



The Human Resources office provides Verification of Employment for loan applications, apartment leases, social services, teaching experience, job applications, and any other process that requires proof of employment. When listing your experience as a substitute on a job application, JOCELYNE VASQUEZ, Substitute Personnel Technician, can be listed as your supervisor for Verification of Employment. All VOE's must be faxed or emailed to the Human Resources Office. We do not verify by phone.

Please send all VOE requests to: PUHSD - Human Resources Personnel Office
ATTN: Substitute Personnel Technician
155 E. 4th Street
Perris, CA 92570
Email:
Fax: (951) 943-9852

COMPENSATION & PAYROLL INFORMATION

Guest Teachers

Type of Assignment	30-Day Permit	Trained	Credentialed
Standard Assignment	$140.00	$160.00	$160.00
Long Term Assignment 10th Day	$160.00	$180.00	$180.00

*"Trained" status is obtained by completing a guest teacher training, offered twice a year.
*Long-Term Rates: In addition, guest teachers can earn the long-term rate beginning the first day if we know the teacher will be out for an extended period of time.

Classified Substitutes

Position	Pay Rate
Nutrition Services	$15.09
Paraeducator	$15.85
Clerical	$15.85
Custodian	$15.74
Campus Supervisor	$16.15
Licensed Vocational Nurse	$26.01

Payroll Information



- Federal and state income taxes will be deducted in accordance with current tax table.
- Guest teachers are not eligible for voluntary payroll deductions (e.g. credit union, dues, etc.).
- Guest teachers who are members of the State Retirement System (CalSTRS) will have retirement contributions deducted.
- Classified substitutes who are members of the State Retirement System (CalPERS) will have retirement contributions deducted.
- Pay warrants and direct deposit stubs are available for pick-up in Payroll at the District Office at 155 E. 4th Street in Perris, 2nd Floor, on pay day from 9:00 am to 11:00 am. Those that are not picked up by 11:00 am will be mailed to the address of record.
- All substitutes are eligible for direct deposit. Please turn in Direct Deposit Forms to payroll.

2019/20 Certificated and Classified Substitute Payroll Schedule

Payroll #	Start Date	End Date	Time Card Due	Pay Date
1A	06/10/19	07/08/19	07/09/19	07/19/19
2A	07/09/19	08/06/19	08/07/19	08/20/19
3A	08/07/19	09/09/19	09/10/19	09/20/19
4A	09/10/19	10/07/19	10/08/19	10/18/19
5A	10/08/19	11/07/19	11/08/19	11/20/19
6A	11/08/19	12/05/19	12/06/19	12/20/19
7A	12/06/19	01/06/20	01/07/20	01/17/20
8A	01/07/20	02/06/20	02/07/20	02/20/20
9A	02/07/20	03/09/20	03/10/20	03/20/20
10A	03/10/20	04/07/20	04/08/20	04/20/20
11A	04/08/20	05/07/20	05/08/20	05/20/20
12A	05/08/20	06/04/20	06/05/20	06/19/20

Signed and completed time cards are to be turned in and time stamped in the Payroll Office by 4:30 pm on the day specified on the above schedule. Time cards received after this date are subject to being processed the following month. *Time cards are to reflect the current pay period. Do not carry over time worked or accumulated from one pay period to the next.*

Pay warrants and direct deposit stubs will be available for pick-up at the District Office on pay day from 8:00 AM to 11 :00 AM. Pay warrants and direct deposit stubs not picked up will be mailed to the employee's address of record.

PLEASE NOTE: Direct Deposit is available as an option to all employees.

Timecards

- You may obtain a time card from the Substitute Coordinator at any District site. You may also print a time card from the PUHSD website, www.puhsd.org. Under "About", click on Divisions > Business Services > Forms and Documents > Certificated Substitute Timecard OR Classified Substitute Timecard.
- At the end of the day, it is your responsibility to have the Substitute Coordinator or designee sign your timecard and fill out the budget code for your assignment. A confirmation number/job number is required for payment.
- **YOUR TIMECARD MUST BE SIGNED BY YOU** prior to being turned into Payroll.
- Timecards must be turned into Payroll office no later than the end of the day on the due date. If your timecard is received after the payroll deadline, your payment will be deferred until the next pay date.
- Make sure to print your First and Last name on your timecard as well as your Employee ID Number.
- If you lose your timecard, you are responsible for filling out a new timecard completely and getting all necessary signatures for all assignments from site substitute coordinators.

Substitute Timecard Examples

PERRIS UNION HIGH SCHOOL DISTRICT
Certificated Sub Time Card

Name: Yuyi Morales

Employee #: 654321
Pay Period Starts: 2 / 07 / 19
Pay Period Ends: 3 / 07 / 19

Please Note: Signed and completed time cards are to be turned in to the Payroll Office by 3:30 PM on the day specified on the District Payroll Schedule. Time cards received after this date are subject to being processed the following month. Please use **blue or black ink only**. **NO Pencil or Red ink and DO NOT USE white out.**

Employee Fills Out This Portion						Office Use Only				
Date	Site Abbreviation	# of Periods	Subbed for:	FrontLine Confirmation #:	Description of Work	Funding Source (xx-xxx-xxxx-0-xxxx-xxxx-xxxx)	Leave Code	Long Term	Admin Approval	Payroll Use Only
2/7/19	PVHS	7	Niel Gaiman	888111888	Math					
2/8/19	PVHS	7	Niel Gaiman	888111888	Math					
2/19/19	HHS	7	J.R.R. Tolkien	777111777	P.E.					
2/22/19	HHS	7	J.R.R. Tolkien	777111777	P.E.					
2/25/19	PMS	7	Ronald Dahl	555111555	English					
3/1/19	PHS	7	Peggy Parish	~~########~~	English					
3/7/19	CMI	7	Judy Blume	333111333	Science					

I HEREBY CERTIFY that I have worked for the Perris Union High School District on the days stated above. I further understand the falsification of district records is grounds for disciplinary action including **Dismissal.**

Guest Teacher Signature

Substitute Signature

District Paid Resource 0000	Requires Other Resource
S - Sick	C - Conference
B - Bearavement	SD - Staff Development
JD - Jury Duty	O - Other Activities
P/N - Personal Necessity (form)	
P/D - Personal Discretion (form)	
W/C - Workers Comp.	

PERRIS UNION HIGH SCHOOL DISTRICT
Classified Sub Time Card

Name: Willie Wonka
Emp # 123456

Pay Period Start: 2 / 07 / 19
Pay Period End: 3 / 07 / 19

Please Note: Signed and completed timecards are to be turned in to the Payroll Office by 4:30 PM on the day specified on the District Payroll Schedule.
Timecards received after this date are subject to being processed the following month. Please use blue or black ink only. NO Pencil or Red ink and DO NOT USE White out.

Employee Fills Out This Portion															Office Use Only			
Date	Start Time	Lunch From	Lunch To	End Time	Total Hours	Site	Substituted For:	FrontLine Confirmation #:	Position Type (Check one) Cleri	Cust	CS	Nutr	Para	Nurse	Funding Source xx-xxx-xxxx-x-xxxx-xxxx-xxxx	Abs Code	Admin Int.	Payroll Use Only
2/7/19	740	1200	1230	310	7.5	PHS	Paddington Bear	222111222		x								
2/14/19	100	300	330	930	8	HHS	Amelia Badelia	333111222		x								
2/15/19	600			900	3	CMI	Fancy Nancy	444111555		x								
3/5/19	740	1200	1230	310	7.5	DAC	Mary Poppins	222555444		x								
3/6/19	740	1200	1230	310	7.5	DAC	Mary Poppins	222555444		x								
3/7/19	100	300	330	930	8	PVHS	Dennis Menace	333888999		x								

GUEST TEACHER ASSIGNMENTS





Arrival Time for Guest Teachers

It is important to familiarize yourself with the campus locations before accepting your first assignment. Regardless of bell schedules, as a Guest Teacher, your assignment begins at 7:45 am, Monday through Friday at all PUHSD Sites and 7:30 am, Monday through Friday at CMI.. **Please report to the school site no later than 7:30 am (PUHSD) or 7:15 am (CMI).**

Full Day Assignment Policy

In an effort to increase certificated coverage throughout the district, Perris Union High School District adopted a Full Day Assignment Policy for all Guest Teacher assignments.

What does this mean for you as a Guest Teacher?

This means that when you accept an assignment for a teacher, you will be expected to report to the school site for a full day, regardless of the assignment hours listed in Absence Management. All assignments, regardless of reporting times in the Absence Management system or bell schedule, begin at 7:30 am (PUHSD) / 7:30 am (CMI) and end at 3:10 pm. Please report to the school site 15 minutes before your assignment begins.

Secondary Assignments and Prep Periods - PUHSD Only

If you accept an assignment, you may be asked to substitute in another classroom during the regular teachers "Prep Period". Due to your status as a guest teacher, you are not entitled to this prep period. Therefore, if you are asked to cover another class or do an alternative assignment during this designated "Prep Period" you must cover this assignment.

If you accept a partial day assignment that starts later in the school day you must still report at the normal start time. You will be expected to "Period Sub" in another classroom or do an alternative assignment until your assignment begins.. If your assignment begins at the beginning of the school day, you will be expected to remain on campus until the end of the school day to period sub after your partial assignment concludes.

Expectations for Late Start/Early Release Days

Every Friday is an early release day at Pinacate Middle School. In addition, each school has 1-2 "Late Start" days per week. Since a full day is considered 7.5 hours, you may be asked to complete an alternate assignment before or after the students leave in order to complete your entire 7.5 hours of work time. If you accept a position on an early release or late start day, you must be willing to complete the alternative assignment. A pattern of arriving late and/or leaving early will constitute grounds for your removal from the approved substitute list.

PUHSD SCHOOL SITE BELL SCHEDULES

2019-2020 School Year	California Military Institute	Heritage High School	Paloma Valley High School	Perris High School	Pinacate Middle School	Perris Lake High School	Scholar + Online Learning
Monday	8:45 am - 3:15 pm	PLC/Collab 7:45 am - 9:05am Late Start 9:05 am - 3:10 pm	PLC/Collab 7:45 am - 9:05am Late Start 9:05 am - 3:10 pm	PLC/Collab 7:45 am - 9:05am Late Start 9:05 am - 3:10 pm	PLC/Collab 7:45 am - 8:20 am Start Time 8:20 am - 3:10 pm	PLC 7:45 am - 8:45 am Start Time 8:45 am - 2:22 pm Collaboration 2:22 pm - 3:10 pm	7:45 am - 3:10 pm
Tuesday	7:30 am - 3:00 pm	7:45 am - 3:10 pm	7:45 am - 3:10 pm	7:45 am - 3:10 pm	PLC/Collab 7:45 am - 8:20 am Start Time 8:20 am - 3:10 pm	7:45 am - 2:22 pm Collaboration 2:22 pm - 3:10 pm	7:45 am - 3:10 pm
Wednesday	7:30 am - 3:00 pm	7:45 am - 3:10 pm	7:45 am - 3:10 pm	7:45 am - 3:10 pm	PLC/Collab 7:45 am - 8:20 am Start Time 8:20 am - 3:10 pm	7:45 am - 2:22 pm Collaboration 2:22 pm - 3:10 pm	7:45 am - 3:10 pm
Thursday	7:30 am - 3:00 pm	7:45 am - 3:10 pm	7:45 am - 3:10 pm	7:45 am - 3:10 pm	PLC/Collab 7:45 am - 8:20 am Start Time 8:20 am - 3:10 pm	7:45 am - 2:22 pm Collaboration 2:22 pm - 3:10 pm	7:45 am - 3:10 pm
Friday	8:45 am - 3:15 pm	PLC/Collab 7:45 am - 9:05am Late Start 9:05 am - 3:10 pm	PLC/Collab 7:45 am - 9:05am Late Start 9:05 am - 3:10 pm	PLC/Collab 7:45 am - 9:05am Late Start 9:05 am - 3:10 pm	PLC/Collab 7:45 am - 8:20 am Start Time 8:20 am - 1:30 pm PLC Time 1:30 pm - 3:10 pm	7:45 am - 2:22 pm Collaboration 2:22 pm - 3:10 pm	7:45 am - 3:10 pm

CLASSIFIED & CERTIFICATED SUBSTITUTE ASSIGNMENTS

Reporting to Work

- ❏ Substitutes must report to the main office first to sign in and receive instructions from the site substitute coordinator.
- ❏ All Classified Substitutes must report for their assignment at the time listed in the absence management system.
- ❏ All Certificated Guest Teachers must report for their assignment at the beginning of the school day.
- ❏ For Guest Teachers: Class rosters for attendance must be picked up from the substitute coordinator in the morning and turned into the Attendance Office at the end of each day.

Reporting to Work Late

- ❏ Substitutes may not arrive later than the specified assignment day without the site administrator's permission; unless the assignment is offered after the start time of the job. Substitutes who arrive later than the specified duty day without permission can be cancelled from the assignment that day and may not receive compensation from the site.
- ❏ Substitutes that are in a long term assignment who arrive later than the specified assignment time may be cancelled from the assignment.
- ❏ Substitutes that accept an assignment after the scheduled reporting time must arrive at the site (1) hour from the time he/she accepts the assignment. The substitute must call the school site before reporting for the assignment to make sure that the job is still available.

The Assignment Day

- ❏ A substitute's assignment corresponds with that of the person for whom he/she is substituting. The duty hours may vary; Frontline Absence Management will specify the hours for each assignment.
- ❏ Substitutes are required to arrive at the specified time unless the assignment is offered after the start time of the job.
- ❏ Substitutes have a professional obligation to use extreme caution in expressing personal reactions and opinions about their classroom/office and school/site observations.
- ❏ Observations relative to students, teachers, parents, school programs, or other personnel should be discussed with the administrator in a professional manner if necessary.
- ❏ Please DO NOT leave the site/school during any evacuation drills.

End of Assignment Day

- ❏ Please leave the room/office and its contents in order.
- ❏ A short summary of the activities completed should be prepared for the regular teacher and placed in the lesson plan book. (Guest Teachers)
- ❏ Return all keys and materials to the substitute coordinator
- ❏ Please sign out at the main office with the substitute coordinator and the receptionist.
- ❏ Do not forget to take your timecard.

Emergency Leaves

- ❏ Inform the site substitute coordinator immediately of your emergency.
- ❏ If you become ill during an assignment day, please inform the site substitute coordinator immediately.
- ❏ If an emergency leave occurs before the actual school start time, the substitute will not be compensated.
- ❏ It is the substitute's responsibility to add the non-work day in Absence Management, stating the reason for the emergency leave. All emergency leaves are recorded in Absence Management.



Substitute Cancellations



Same Day Cancellations

The school is left without a teacher in the classroom or staff in support positions when a substitute cancels a previously accepted assignment on the day of the accepted assignment. This is very disruptive to the learning environment and the school is left with little or no opportunity to fill the assignment.

A. Substitutes that cancel an assignment on the same day must follow these steps:
   a. Cancel the assignment in Absence Management if possible.
   b. Please call the site. If you need to leave a message at the site, please include the confirmation number and the name of the employee that you were assigned to sub for. If no one is available when you call the school, please leave your message on the substitute coordinator's voicemail.
   c. Please email the site substitute coordinator stating the information below:
      i. The reason for the cancellation
      ii. The confirmation number

B. If excessive cancellations occur, regardless of the reason, substitutes can be removed from the substitute pool permanently

C. When the site cancels an assignment on the same day, the site will try to contact you. If no contact is made, once you are at the school site, the site will attempt to find you another assignment that day.

D. If the site does not find you another assignment that day, you may be compensated by the district for a minimum of (2) hours for classified substitutes or half day for guest teachers.

Substitute Assignment Cancelled by the Site

- A site may need to cancel a substitute assignment for various reasons; therefore, it is a good idea to double-check that your assignment has not been cancelled before you leave for your assignment.
- When a job is cancelled, the Absence Management system will automatically send a confirmation to the substitute and the site substitute coordinator will attempt to contact the substitute.
- The site must try to give a 2 hour notice to the substitute that is assigned to the job that will be cancelled.
- If the sub arrives at the site after the sub job has been cancelled for the same day, please see guidelines for same day cancellations.

Site	Sub Coordinator	Email Address	Phone Number & Extension
Pinacate Middle School	Irma Marmolejo	irma.marmolejo@puhsd.org	(951) 943-6441, Ext. 40101
Heritage High School	Judith Oceguera	judith.oseguera@puhsd.org	(951) 940-5447, Ext. 20131
Paloma Valley High School	Kristen Esposito	kristen.esposito@puhsd.org	(951) 672-6030, Ext. 22120
Perris High School	Shashonia Carr	shashonia.carr@puhsd.org	(951) 657-2171, Ext. 21124
Perris Lake High School	Kimberly Cooper	kimberly.cooper@puhsd.org	(951) 657-7357, Ext. 30101
Scholar+ Online Learning	Stephanie Stafford	stephanie.stafford@puhsd.org	(951) 657-7357, Ext. 30116
California Military Institute	Tracy Assimakopoulos	tracy.assimakopoulos@puhsd.org	(951) 443-2731, Ext. 35114
District Administrative Center	Jocelyne Vasquez	jocelyne.vasquez@puhsd.org	(951) 943-6369, Ext. 80316
Student Services Center	Helene Astorga	helene.astorga@puhsd.org	(951) 943-6369, Ext. 81102
Special Education (SSC)	Dorothy Leis	dorothy.leis@puhsd.org	(951) 943-6369, Ext. 81302

Substitute Progressive Discipline

The progressive discipline procedures apply to all substitute employees of the District. The progressive disciplinary process strives to address disciplinary issues where standards, conduct, or performance are violated. The District may change any progressive disciplinary step as deemed necessary.

Performance Evaluations

- ❏ Substitutes may be evaluated by the employee for whom they subbed, substitute coordinator, or site administrator.
- ❏ Substitutes who engage in conduct which adversely affects the substitute's ability to do his or her assignment may be released from their assignment by the site administrator.
- ❏ Unsatisfactory job performances and poor evaluations will be assessed on an individual basis by the Human Resources office. Substitutes may be called in to review performance concerns if necessary.
- ❏ If a request is sent to the Human Resources office to exclude a substitute from accepting assignments from a specific site, the Human Resources office will review the information provided by the site, and a letter notifying the substitute of his or her exclusion will be sent to the substitute's home address informing him or her of the incident. There will not be any further investigation performed by the Human Resources office.
- ❏ A substitute has the right to send a rebuttal letter to the Director of Human Resources regarding any incident in which he or she has been
- ❏ The school site has the right to exclude a substitute from their site with Human Resources approval.
- ❏ Under no circumstances shall a substitute directly contact any school site staff member regarding disciplinary action taken by the school site. All disciplinary procedures are handled through the Human Resources office and all correspondence shall be directed to the Director of Human Resources. Please feel free to contact (951) 943-6369, Ext. 80316 if you have any questions regarding this procedure.
- ❏ If the Human Resources office receives (3) requests for exclusions from school sites due to unsatisfactory performance, the substitute may be terminated from employment with Perris Union High School District. If an incident was deemed egregious, a substitute may be terminated immediately. A written letter of termination will be mailed to the substitute's home address indicating a termination date after he or she has met with the Director of Human Resources. The exclusions do not have to be within the same school year, it is throughout your entire employment with PUHSD.
- ❏ As a substitute employee you are an "At Will" employee, which means that you may be released at any time, for any or no reason at all.

Administrative Requests to Exclude

- ➢ Performance Issues
- ➢ Human Resources Investigation
- ➢ Lack of Professionalism
- ➢ Excessive Cancellations of Assignments (regardless of reasons)
- ➢ Excessive Emergency Leaves (regardless of reasons)

Reasons for Dismissal (Including but not limited to the following)

- ➢ If an incident is severe or for cumulative incidents.
- ➢ If three (3) sites direct Human Resources to remove a substitute.
- ➢ If an administrator directs Human Resources to remove substitute, regardless of reason.
- ➢ If substitute engages in conduct, whether on or off the job, which adversely affects the substitute's ability to do his/her job or which reflects adversely on the district or is in violation of Ed Code.

GUEST TEACHER TIPS

In the Classroom



Check to see if the following are available and review them:

1. Daily lesson plans
2. Worksheets or other produced materials for carrying out the school day activities within the classroom
3. Attendance materials
4. Special procedures in that classroom **(it is important that you consistently apply the practices of the regular teacher)**
5. Seating chart
6. Notes regarding specific students (e.g. special education, health or behavior problems)
7. Names of student helpers or class paraeducator(s)

If the first three items above are not available, you should check with the office or a neighboring teacher for assistance. Make sure that the physical conditions of the room are conducive to good learning. Check the lighting, ventilation and temperature for comfortable levels.

When Students Arrive

- ➔ Meet the students at the classroom door. Be sure that they enter the room in an orderly and quiet manner. This could set the tone for the day or period.
- ➔ Introduce yourself to the class; write your name on the board. Don't use your first name.
- ➔ Establish your authority as their teacher for the day. Let the students know your expectations. A positive, but firm attitude will help to make your day successful.
- ➔ Take roll near the beginning of the day (or period). A helpful technique is to ask a dependable student to assist you. Locate or make a seating chart. Make sure that the students are in their proper seats. Changing seats and names is a favorite trick of some students. Announce the names of the students you will be reporting as absent. This may straighten out any seating or attendance discrepancies.

Classroom Techniques

- ➔ **Follow the teacher's lesson plans as closely as you can. If you find it necessary to deviate, be sure to leave a note for the teacher with that information.**
- ➔ It is a good idea to have some plans and activities of your own which can be used if there are no lesson plans or if the class covers the planned material before the end of the day (or period). Other teachers in the same grade level or subject area can be helpful if additional ideas are needed.
- ➔ Use clear, consistent instructions in directing every activity.
- ➔ Whenever possible, the students' understanding of processes and concepts previously introduced should be emphasized, rather than the introduction of new materials. This is especially true in one-day assignments.

Additional Guidelines

- Many times teachers keep personal items in their room/desk. Please do not utilize these items for your own personal use or allow students access to them.
- Keep all assigned students under your supervision at all times.
- Guest teachers are expected to cover non-teaching duties, such as campus supervision, yard supervision, bus duty, and the like, which have been assigned to the permanent teacher (coaching excluded).
- Be careful and professional about sharing personal information about a student. Necessary discussion should be confined to authorized school personnel in private.

Do's and Dont's of Substituting



Do's:

- ❏ Do arrive early.
- ❏ Do let students know your expectations and the rules immediately.
- ❏ Do make sure you know the procedures for a fire drill.
- ❏ Do follow all of the lesson plans the teacher left for you.
- ❏ Do get student's attention by using a positive classroom management strategy. For example, counting, using a timer or raising your hand.
- ❏ Do use positive praise to assist you with classroom management.
- ❏ Do verify the seating chart is accurate. Make your own, if needed.
- ❏ Do use appropriate rewards. Be careful NOT to give students food or candy with peanuts because of a lot of student have peanut allergies.
- ❏ Do ask the principal or office for assistance if needed.
- ❏ Do make assignments due at the end of the period.
- ❏ Do start off with quiet time.
- ❏ Do put student aides to work.
- ❏ Do give points to those who are ready to participate.
- ❏ Do greet adult aides at the door and establish their role.
- ❏ Do have students chorally read aloud.
- ❏ Do make sure you have extra ideas/plans in case you finish the lesson plans early
- ❏ Do carry extra pencils with you in case students need to borrow one.
- ❏ Do introduce yourself to teachers in adjacent rooms whenever possible.
- ❏ Do avoid confrontations.
- ❏ Do leave a note for the teacher at the end of the day.
- ❏ Do Ask the sub coordinator if you have any other duties.
- ❏ Do call the office if a student vomits in the classroom so it can be cleaned appropriately.
- ❏ Do report any allegations of suspected child abuse or neglect to the administration or the secretary.

Dont's:

- Don't yell at the class or an individual student. This is not a good way to get the class' attention
- Don't use belittling or foul language to discipline students.
- Don't throw things to get the attention of the class.
- Don't lose control, take a minute to calm down before disciplining. Ask for help, if needed. Don't use a student's name on the board as a discipline measure. The name on the board may not work for this age group in the same way as it does at the elementary level.
- Don't use worksheets with fill-in-the blank activities because students can finish a whole packet in just a few minutes and then be idle.
- Don't discuss controversial issues.
- Don't use the computer in the classroom for internet access for yourself.
- Don't conduct any personal business during instructional time.
- Don't talk about your personal life or business with students.
- Don't use your cell phone when you are on the job. Use of a cell phone is permitted during lunch break.
- Don't leave the classroom unattended. Please call the office for assistance if necessary.
- Don't follow your own lesson plans. Use the lesson plans left by the teacher.
- Don't make comments to a parent regarding a student's particular handicap, condition, or personal hygiene.
- Don't take the classroom key home
- Don't allow students to take any type of medication.

School Emergency Preparedness

Hour-Zero is our Emergency Preparedness Program designed specifically for schools.

We believe that safety is essential to the learning environment, and nothing is more important than the safety of the students entrusted to us and the dedicated staff who work directly and indirectly with them.

The Hour-Zero program is supported by a robust web application, which ensures that the District has a plan that is easily maintained and kept current. The program provides mapping, first responder collaboration, Incident Command System (ICS) integration, online training, drill development, and much more.

Log in to Hour-Zero to find out about your assignment during an emergency and/or response protocols, update your personal information, complete the staff skills assessment, and become more familiar with our emergency resources. If you need assistance logging into Hour Zero, contact your site administrator or site designee.

All staff members are required to update their information in Hour-Zero at the beginning of each school year. To make sure you can be contacted in an emergency please update your Primary Phone Number in Hour-Zero to a personal or work cell number, or other personal phone number (not a district or school site number.)

CLASSROOM SUMMARY EMERGENCY FUNCTIONAL PROTOCOLS

LOCK-DOWN

If you hear "LOCK-DOWN"...

1. Direct people to the closest lock-down zone/room. (Check emergency maps for locations)
2. Lock and secure ALL doors and windows.
3. Take attendance. **DO NOT use Status Cards**, unless requested by Incident Commander.
4. Barricade door(s) and take cover, as appropriate.
5. If possible, cover ALL windows. Turn off lights and remain quiet.
6. Keep away from windows and doors, and out of sight lines.
7. Do not allow anyone in or out of room until Incident Commander issues ALL-CLEAR **AND** doors are unlocked by Incident Commander and/or police.
8. Maintain situational awareness and be prepared to execute further action (e.g. run-hide-fight) as good judgement dictates.

HOLD AND SECURE

If you hear "HOLD AND SECURE"...

1. All exterior doors/windows to be locked; interior doors remain in normal state.
   - Class in session - continue activities.
   - Class outside - return to building, continue activities indoors.
   - Class not in session - direct students to designated rooms.
2. Take attendance, report status using Status Cards.
3. Security Team check and lock all exterior doors and windows.
4. Keep away from exterior doors and windows. If possible, cover exterior windows.
5. Wait for instructions from Incident Commander before allowing movement.
6. Do not allow anyone in or out of building until Incident Commander issues ALL-CLEAR.
7. If fire alarm goes off, prepare for EVACUATION and follow Incident Commander instructions. Maintain situational awareness.

SHELTER IN PLACE

If you hear "SHELTER IN PLACE"...

1. Direct all persons into designated areas. Check emergency maps for suitable areas.
2. Take attendance, report status using Status Cards.
3. Close windows and doors..
4. **If instructed by Incident Commander or if fumes are seeping into room**:
   - Place plastic sheeting or garbage bags over windows; tape in place.
   - Close outside air vents. Turn off cooling, heating or ventilating systems.
   - Cover cracks under doors with damp cloths and tape openings, e.g., outlets.

5. Keep away from windows and doors.
6. Do not allow anyone to leave designated areas until Incident Commander issuesALL-CLEAR or unless you receive permission to do so from Incident Commander.
7. Prepare for possible EVACUATION or DROP-COVER-HOLD.

All-Clear

Continue protocol until you hear "ALL-CLEAR"...
Incident Commander issues ALL-CLEAR when an incident is brought to closure.
1. Always continue the Functional Protocol until incident Commander issues ALL-CLEAR.
2. If you suspect incident may not be over, continue protocol until released.

ON-ALERT

If you hear "ON-ALERT"...
1. Direct all persons to their classroom; direct to next class if during break.
2. If outside, return to building.
3. Take attendance, report status using Status Cards.
4. Wait for further instructions from Incident Commander.
5. Restrict movement in/out of room until Incident Commander gives ALL-CLEAR.
6. Prepare for other protocols.

EMERGENCY EVACUATION

If you hear EMERGENCY EVACUATION or fire alarm...
1. Visually scan adjacent hallway for hazards; then select suitable route.
2. Instruct students to exit room in an orderly fashion, using a single file.
3. Direct first person to hold door open until entire class is through, then fall in line.
Remind lead students to watch for hazards en route and to lightly touch doors before opening - if door is hot, do not open it and call for staff.
4. Count students as students exit the room.
5. Ensure everyone is out. Leave the room last.
6. Take classroom Folder and/or kit, leave lights in current state and close door.
7. Place Status Card on floor adjacent to room door, ensure it is visible from hallway.
7. Upon arrival at Student Assembly Area situate students so staff can see others.
8. Take student attendance.
9. Display Status Card. Report missing/extra persons with Student Accountability Form.
10. Remain with students until relieved of duties or Buddy Team takes over class.
11. Do not return to building until Incident Commander issues ALL-CLEAR.

DROP-COVER-HOLD

If you hear DROP-COVER-HOLD...
1. All persons drop under desk/sturdy table.
2. Get down onto knees, curl chest to knees, clasp hand behind neck, put face down.
3. Stay under cover, with head down between knees. Cover face and eyes.
4. Hold onto desk. If the desk moves, move with it.
5. Prepare for possible SHELTER-IN-PLACE or EVACUATION.
For people confined to wheelchairs:

- Remain in chair, set brake, and hold onto wheelchair.
- If possible, lean forward so head is lower than back of wheelchair.

If outdoors, move to a clear area away from trees, buildings, sports, playground apparatus (basketball hoops) or downed electrical wires and poles.

STAFF BUDDY TEAM

All personnel are assigned to Staff Buddy teams.
Buddy teams provide:

- Accountability checks to ensure staff accounted for and okay.
- Student supervision coverage for staff assigned and designated School Emergency Response Team (SERT) roles.
- Assistance for buddy team, substitutes or temporary staff

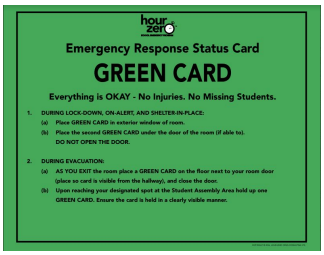
STATUS CARDS

Status cards are used to visually communicate the status of the people in a room or Area. Status cards are placed in exterior windows, under the door and displayed at assembly areas.

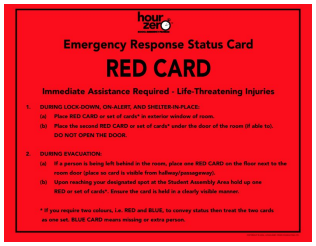
How to use STATUS CARDS

- DO NOT us Status cards during a Lock-Down, unless specifically requested by the Administrator or Incident Commander.
- Display appropriate Card under door, in exterior window and at Assembly Area.
- Accompany Blue Card with a Student Accountability Form.

Red Card	**IMMEDIATE ASSISTANCE REQUIRED** - Immediate assistance needed due to life-threatening situation, severe injury or escalating situation.
Green Card	**OKAY** - Attendance has been taken, all students have been accounted for and class has no injuries.
Yellow Card	**MINOR** - Assistance needed to treat minor injury or stressed individual
Blue Card	**MISSING OR EXTRA** - Cannot account or all students and staff. Can use with Red or Yellow card, or alone. Student Accountability Form is completed to identify missing/extra persons.

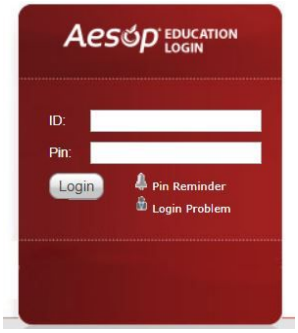






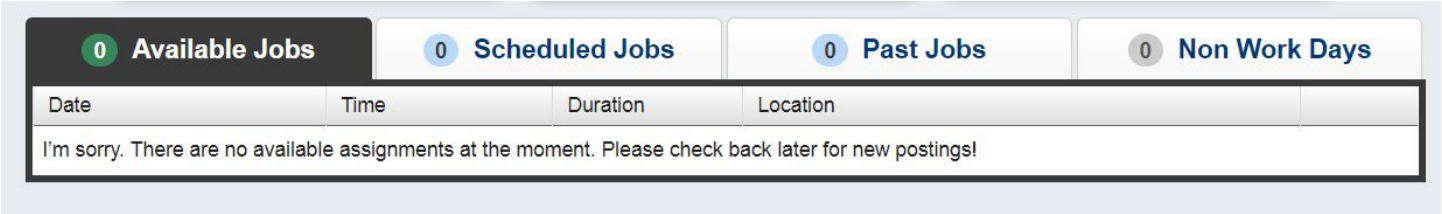


Logging In and Scheduling Assignments



1. Type http://puhsd.aesoponline.com into your browser
2. Enter your ID: first name.last name
3. Enter your PIN: PUHSD network password

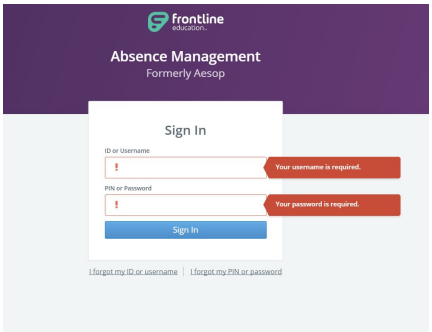
Click on the **"Available Jobs"** tab to see the positions that are in need of a Guest Teacher. If you need any assistance navigating through Absence Management, you may access the Substitute Learning Center by clicking the Help tab in your interface.



Type the link below into your web browser to learn how to get started with absence management in the Substitute Learning Center.

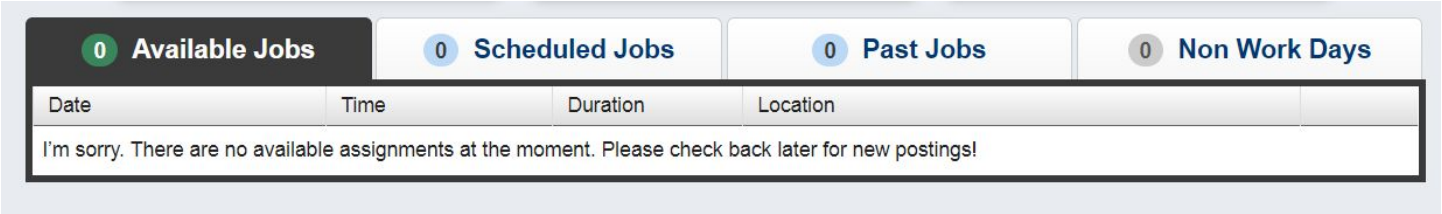
http://help1.frontlinek12.com/customer/portal/articles/1502637-getting-started?b_id=3220

To login to the Absence Management system with a Multiple District ID on the web, please follow these steps:



1. Type www.aesoponline.com into your browser
2. Enter your ID: Your 10-Digit phone Number
3. Enter your PIN: Located in your Welcome Letter OR contact Human Resources at (951) 943-6369, Ext. 80316.

Click on the **"Available Jobs"** tab to see the positions that are in need of a Guest Teacher. If you need any assistance navigating through Absence Management, you may access the Substitute Learning Center by clicking the Help tab in your interface.



When You Call Absence Management

To call Absence Management, 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).

ID: Your 10-digit phone number
PIN: Located in your Welcome Email

When calling Absence Management, 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 Absence Management Calls You

If an available job has not been filled by another substitute two days before the absence is scheduled to start, Absence Management will automatically start calling substitutes, trying to fill the job. Keep in mind, when Absence Management calls you, it will be calling about one job at a time, even if you're eligible for other jobs. You can always call into Absence Management (see "When You Call Aesop" section above) to hear a list of all available jobs.

When you receive a call from Absence Management, you can:

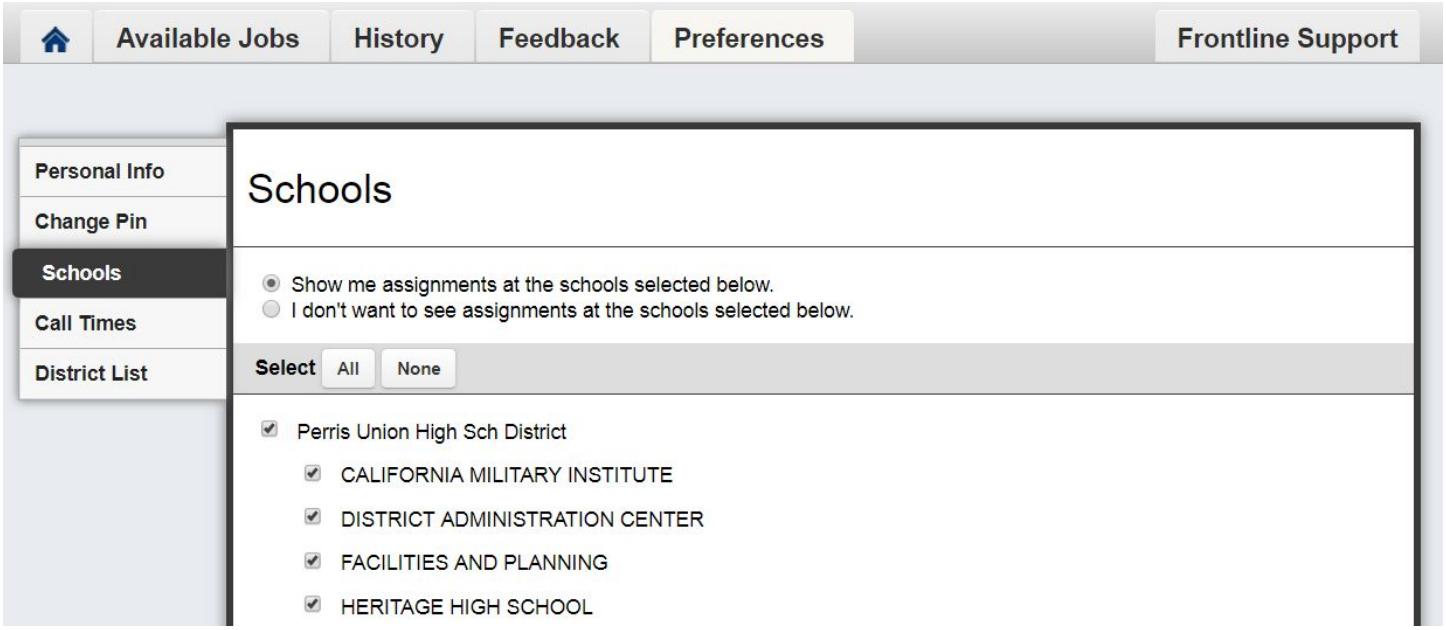
- Listen to available jobs – Press 1
- Prevent Aesop from calling again today – Press 2
- Prevent Aesop from ever calling again – Press 9

If you are interested in the available job, Press 1. You will be asked to enter your PIN number (followed by the # sign). At this point, Absence Management will list the job details, and you will have the opportunity to accept or reject the job.

Choosing Your Preferred Schools

Absence Management gives you the option to choose a list of schools from PUHSD that you want to work at and choose a list you prefer not to work at. If you are a new substitute, you will see assignments at all sites by default. If you would like to continue to view all sites, you do not need to change any settings.

Click on the "Preferences" tab on top, then click on the "Schools" tab to the left.

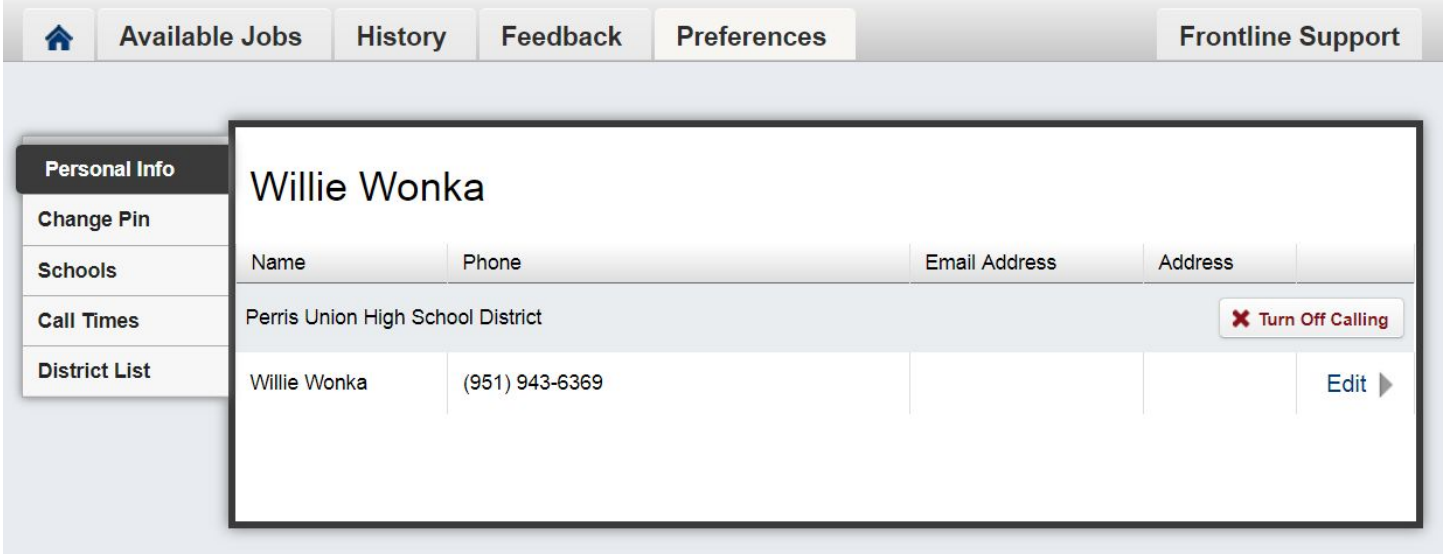


At the top of the screen, you may choose the sites that you prefer to accept assignments and sites that you prefer not to accept assignments. Use the All or None buttons to clear out or fill in your preference list. Preferences may be updated at any time. Once you have finished your lists, click **SAVE** to save changes.

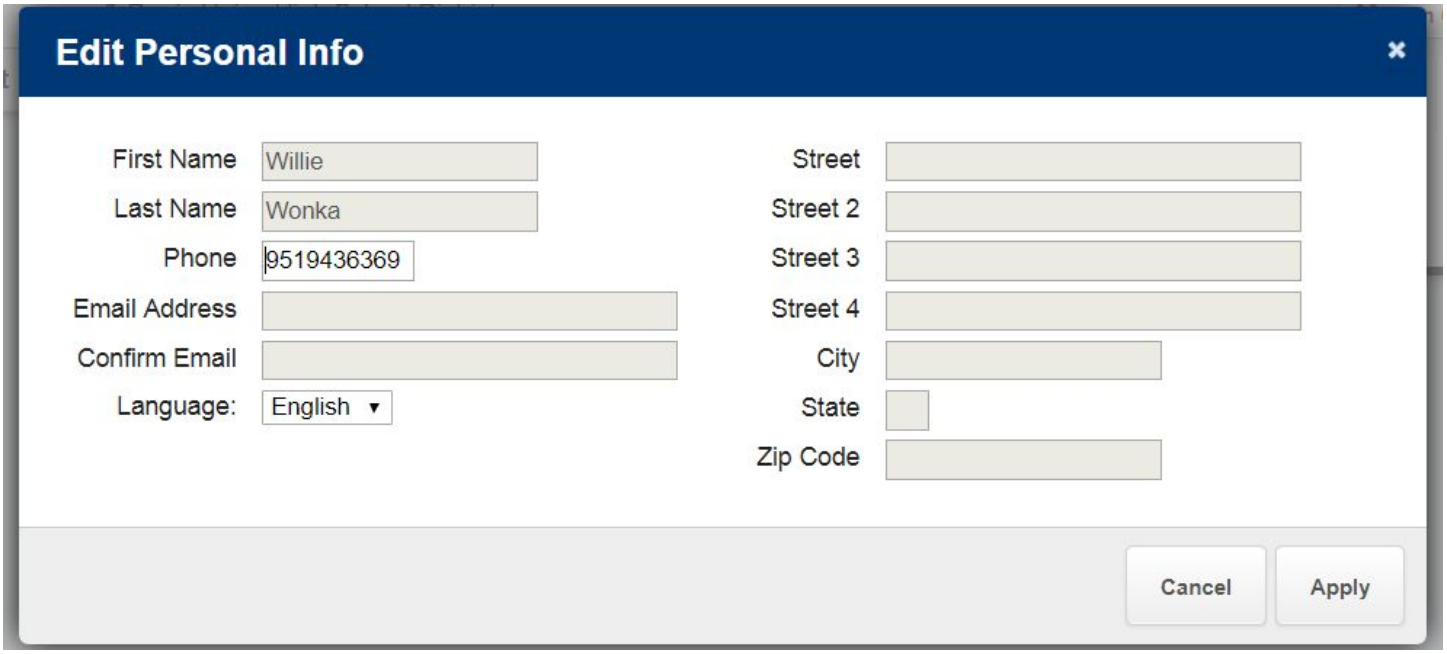
Managing Your Phone Number

PUHSD allows substitutes to change their phone number in Absence Management.

Click on the "Preferences" tab on top, then click on the "Personal Into" tab to the left. Click on "Edit".



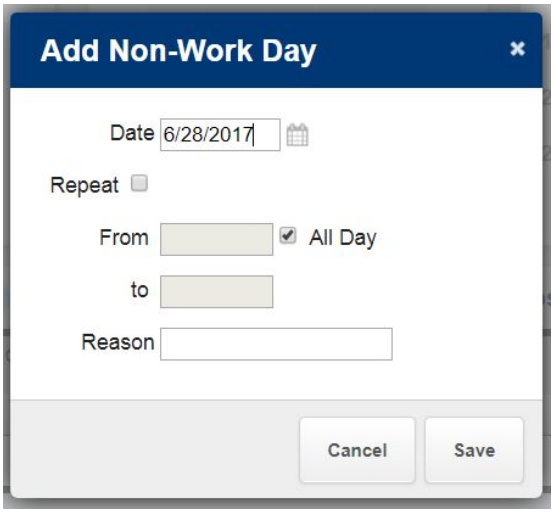
You may update your phone number in the system. If you update your phone number, remember that your login will change to your updated 10-digit phone number. Make sure to click the "Apply" button to save your changes.



Creating Non-Work Days

If you have days or partial days when you are not able to substitute, you can create "Non-Work Days" so that the system will not offer you jobs on those days. Click the "Non-Work Days" tab to view your non-work days and to create new ones. The tab will have a number on it indicating how many Non-Work days you have scheduled.



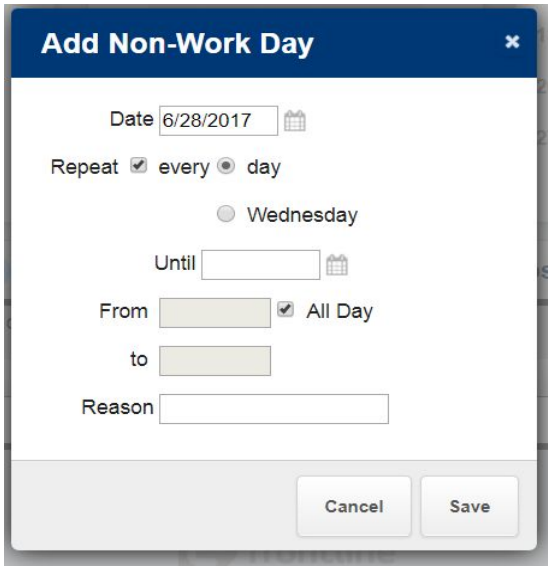


To create a new non-work day, click the **"Add Non-Work Day"** button. This will open a window to enter the non-work day information.

To create a SINGLE non-work way:

- **Date** - Type in the date or use the calendar icon to select the date.
- **From/To** - Enter the start and end times for when you are not able to work. You must uncheck the "All Day" box to edit the time.
- **Reason** - Please enter the reason for your non-work day. This information is not required, but encouraged.

Click the **"Save"** button when you are ready to save the Non-Work Day in the system.



Repeating Non-Work Days:

You may also create a "Non-Work Day" that will repeat. For example, if you are not able to work Wednesdays for the entire month/semester, you can add each Tuesday by using the **"Repeat"** feature.

- When creating the non-work day, simply check the box for **"Repeat"** as shown to the left.
- Then, mark the circle for Wednesday and add the end date of the non-work days. The end date is the date that you would like the Wednesday non-work day to repeat until.

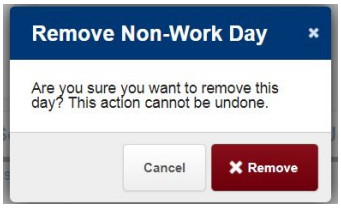
Click the **"Save"** button when you are ready to save the Non-Work Day in the system.

Removing Non-Work Days

In your "Non-Work Days" tab, there is a **"Remove"** button for any non-work days that are scheduled. Click the **"Remove"** button for the specific non-work day you want to remove.

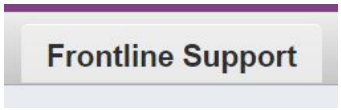


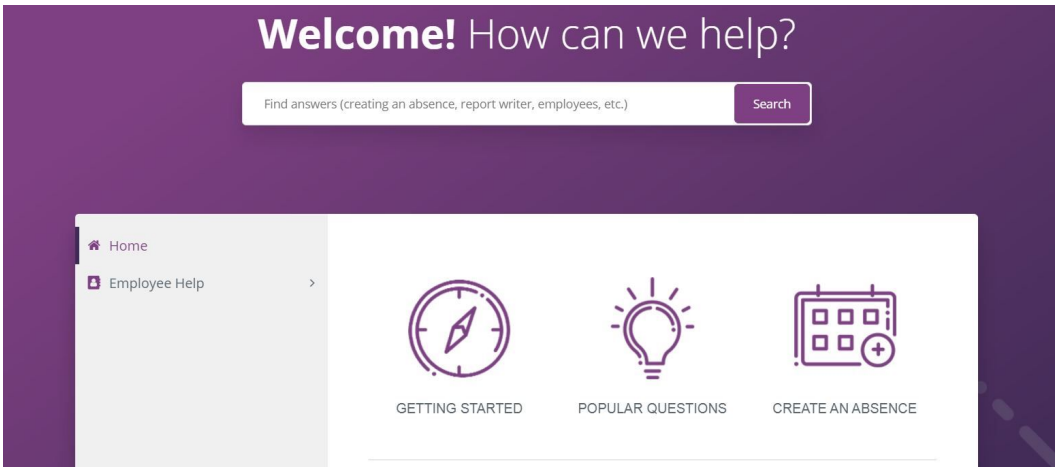
You will receive a confirmation pop-up. Click **"Remove"** to confirm.



Absence Management Learning Center

Absence management provides online support and tutorials through the online Learning Center. To access the Learning Center, click on the "Frontline Support" button on the homepage. This button will direct you to the Frontline Learning Center.







California Healthy Workplace Healthy Family Act of 2014 (AB 1522)

On September 10, 2014, Governor Brown signed into law the Healthy Workplaces, Healthy Families Act of 2014 (commonly known as Assembly Bill 1522 or AB 1522). This bill provides paid sick leave days to non-bargaining unit employees of the district who have not been eligible for this type of leave benefit before. With some limited exceptions, this law specifically requires employers to provide paid sick leave to non bargaining unit employees at an accrual rate of one (1) hour of AB 1522 sick leave earned for every thirty (30) hours worked. California's AB 1522 law went into effect on January 1, 2015. Entitlement to AB 1522 sick leave for employees went into effect beginning July 1, 2015. Eligible employees began earning sick accrual beginning on 7/1/15.

District employees eligible for paid sick leave under AB 1522 are non-bargaining unit employees. Non bargaining unit employees typically include: substitutes, student workers, and employees not represented by PSEA (Perris Secondary Teachers' Association) or CSEA (California School Employees' Association).

ENTITLEMENT OF PAID SICK LEAVE

Sick Plan Year- Begins July 1 - June 30 (same as fiscal year) .



Eligible Employees - Only Employees solely hired in a non-bargaining unit position will be eligible for this sick plan.

- Note: Bargaining Unit employees with an additional non-bargaining position <u>will not</u> be eligible for this plan.

Eligibility of Plan - Employees will be eligible for the sick leave plan from their date of hire.

Accrual Rate - Paid sick leave accrues at the rate of one hour (1) per every thirty (30) hours worked and becomes eligible for use the reporting period after it is earned.

- Example: Timecard hours entered as 30 hours of paid time will result in 1 hour of sick leave accrual.
- Example: Timecard hours resulting in 40 hours of paid time will result in 1.33 hours of sick leave accrual (40/30=1.33)
- Example: Leave Earned from 9/1- 9/30/15 will be available for use beginning on 10/1/15.

Accrual Maximum - Employees will be eligible for a maximum accrual of up to 48 hours per plan year. At no time is an employee allowed to exceed a balance of 48 hours of accrual.

Accrual Carryover Maximum - Employees can carryover a maximum of 48 hours from one plan year to the next plan year.

Rate of Pay for Sick Day - Employees will be paid the regular average hourly rate of pay for the three (3) prior reporting cycles for any sick leave usage.

USAGE

Usage of plan- Current employees may begin using accrued sick leave after 90 days of employment.

Usage of sick leave - Employees may use their paid sick leave for the following :

- Themselves or a family member for the diagnosis, care or treatment of an existing health condition or preventative care.

Family member means the following:

- Child biological, adopted, or foster child, stepchild, legal ward or child to whom the employee stands in loco parentis, regardless of the child's age or dependency status
- Biological adoptive, or foster parent, stepparent or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child
- A spouse, registered domestic partner, grandparent, grandchild, or sibling
- Specified purposes for an employee who is a victim of domestic violence, sexual assault or stalking.

Yearly Limit on usage - Employees will be limited to a maximum of 24 hours of paid sick leave per plan year.

Daily Limit on Usage - Employees will be required to use the sick leave in the following increments of time so long as the employee has the available balance available:

- Minimum of 2 hours
- Employees using paid sick time will not be able to use the sick absence for any time less than 2 hours per paid time off request such as 1 hour or 1 hour and 30 minutes.
- Maximum of 8 hours
- Employees using paid sick time will not be able to use the sick absence for any time in excess of the daily maximum of 8 hours.

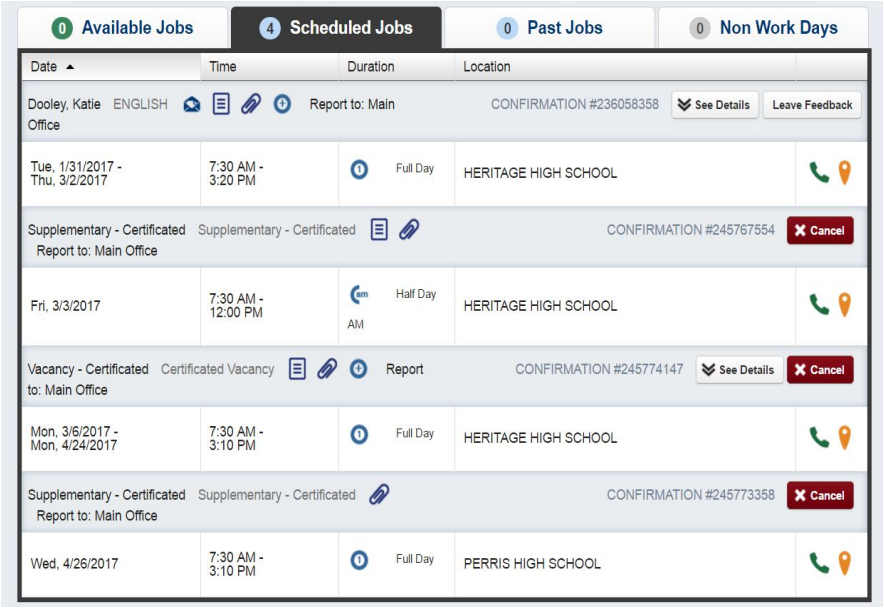
Limit on Available Balance - In addition to the yearly and daily limit, employees will not be able to use paid sick leave when there is no sick leave balance available. Sick leave will not be advanced to employees prior to it being earned (accrued). Employees are not allowed to donate leave to other employees.

HOW TO USE THE BENEFIT

In most instances, non-bargaining unit employees will only be able to utilize their AB 1522 sick leave when they are offered and decline an assignment due to one of the reasons for usage (see *Usage of Sick Leave* above) under AB 1522. Most employees accept/decline assignments via the district's sub system. Non-bargaining unit employees will be able to decline an assignment and report an absence due to a reason covered by AB 1522. It will be the responsibility of the employee to record their absence with the job confirmation number on the appropriate substitute timecard in order to be compensated. Payroll will verify the absence reported on the timecard with the absence information reported in Absence Management. Incomplete information will result in the employee not being compensated for the absence. Any overpayments will be recovered on the next available payroll or as an abatement. Late timecards will not be processed until the next available payroll cycle.

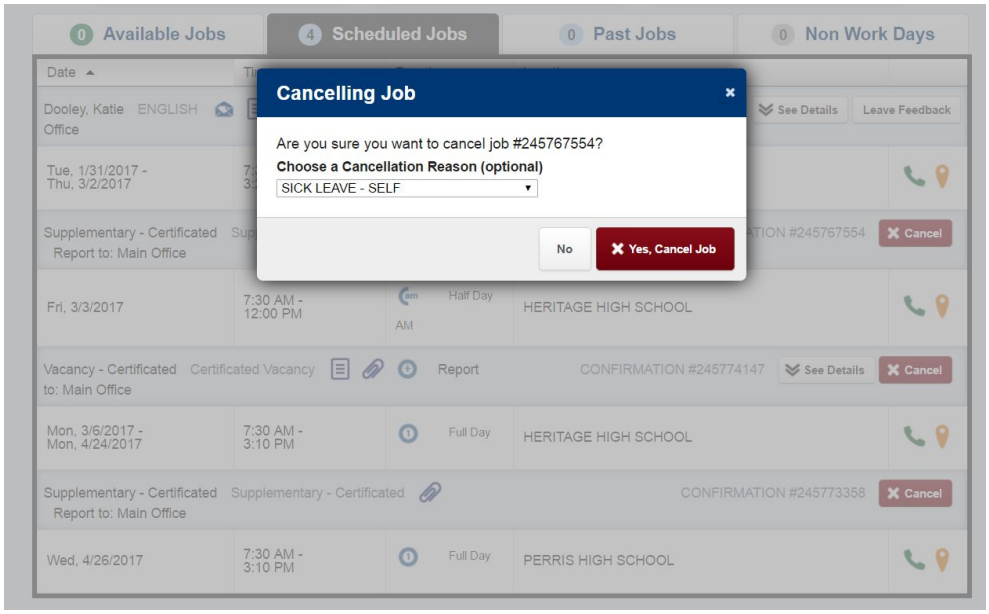
HOW TO RECORD SICK LEAVE

In Absence Management under your **"Scheduled Jobs"** click on the job that you would like to cancel due to illness.



Select sick leave and click **"X Yes, Cancel Job"**. Please make sure to write the job number on your timecard. You must have the job number listed on your timecard in order to receive payment for any available sick leave.

Once you cancel the assignment, you will not be able to view the assignment or job number in your account. It is the employee's responsibility to record the job number properly on the timecard in order to be compensated.



PERRIS UNION HIGH SCHOOL DISTRICT
Classified Sub Time Card

Name: Willie Wonka
Emp # 123456

Pay Period Start: 2 / 07 / 19
Pay Period End: 3 / 07 / 19

Please Note: Signed and completed timecards are to be turned in to the Payroll Office by 4:30 PM on the day specified on the District Payroll Schedule.
Timecards received after this date are subject to being processed the following month. Please use blue or black ink only. NO Pencil or Red ink and DO NOT USE White out.

Employee Fills Out This Portion

Date	Start Time	Lunch From	Lunch To	End Time	Total Hours	Site	Substituted For:	FrontLine Confirmation #:	Position Type (Check one) Cleri	Cust	CS	Nutr	Para	Nurse	Office Use Only: Funding Source xx-xxx-xxxx-x-xxxx-xxxx-xxxx	Abs Code	Admin Int.	Payroll Use Only
2/7/19	740	1200	1230	310	7.5	PHS	Paddington Bear	222111222		x								
2/14/19	100	300	330	930	8	HHS	Amelia Badelia	333111222		x								
2/15/19	600			900	3	CMI	Fancy Nancy	444111555		x								
3/5/19	740	1200	1230	310	7.5	DAC	Mary Poppins	222555444		x								
3/6/19	740	1200	1230	310	7.5	DAC	Mary Poppins	222555444		x								
3/7/19	100	300	330	930	8	PVHS	Dennis Menace	333888999		x								

PERMANENT POSITIONS

Non-bargaining unit employees offered a permanent bargaining unit position will not have this sick leave balance transferred to the new bargaining unit position. The employee will be offered sick leave based on California Education Code and collective bargaining agreement benefits.

SEPARATION FROM EMPLOYMENT

No Payoffs- This sick leave plan is not compensable wages at the time of termination . Employees with a balance from this sick leave plan will not have their sick leave balance paid out at the time of separation from the district.

Transfer of Sick Leave - This sick leave plan is not transferable to any employee or employer .

Balance Available - The sick leave balance will remain available to the employee for one year from the date of separation with the district. If the employee is rehired within one year into a non-bargaining position they will have previously accrued and unused AB 1522 sick balance reinstated and available for use upon re-employment. After one year of separation the unused and accrued sick leave will be deleted from the employee's previous sick balance.

PENSION PLAN and SICK LEAVE

Service Credit - At this time, CalPERS and CalSTRS will recognize compensation paid under AB 1522 as creditable compensation. Additionally, hours paid under AB 1522 will count toward qualifying for CalPERS membership (at 1,000 hours worked). CalPERS and CalSTRS members will not have leave accrued under this sick leave plan reported as unused sick leave in the event of service retirement.

RETIREES

A clean-up bill to AB 1522 (known as AB 304) was signed into law on 7/13/15. As a result of this bill, CalPERS retirees are <u>not eligible</u> to earn sick leave under AB 1522. As of this date, CalSTRS retirees remain eligible to receive sick leave under AB 1522.

PROTECTION FROM RETALIATION

Provision of the law prohibits an employer from denying an employee the right to use the paid sick leave, discharging, threatening to discharge, demoting, suspending , or in any manner discriminating against an employee . There is a rebuttable presumption of unlawful retaliation if the employer acts in a manner described above within 30 days of the employee's request for leave or other protected activity.

If you have any questions or concerns related to this new sick leave entitlement, please contact the Director of Human Resources at (951) 943-6369 ext. 80304.

<u>AB 1522 SICK LEAVE FAQ's</u>

Under the *Healthy Workplace Healthy Families Act of 2014* (AB 1522), non-bargaining unit employees of the Perris Union High School District will now be eligible to accrue/earn paid sick leave.

Below are some frequently asked questions regarding the new AB 1522 sick Leave benefits being offered to you as a non-bargaining unit employee. Non-bargaining unit employees include those employees <u>not</u> represented by PSEA or CSEA. Non-bargaining unit employees typically include substitute or hourly employees, students, as well as walk-on coaches and walk-on advisors. In the past, employees working in these assignments were not entitled to paid sick leave.

Q: When will I start accruing/earning AB1522 sick leave?
A: You will accrue/earn AB 1522 sick leave at the rate of one (1) hour of paid sick leave for every thirty (30) hours worked.

Q: When will I be eligible to use AB 1522 sick leave accrual?
A: All non-bargaining unit employees of the Perris Union High School District became eligible to request AB 1522 sick leave effective September 1, 2015 or 90 days after their hire date if hired after September 1, 2015.

Q: What am I permitted to use my AB 1522 sick leave for?
A: You (employee) or a *family member* for the diagnosis, care or treatment of an existing health condition or preventative care.

Note: *family member* is defined as: child biological, adopted, or foster child, stepchild, legal ward or child to whom the employee stands in loco parentis, regardless of the child's age or dependency status; spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child.

Additionally, paid sick leave can be used for specified purposes for an employee who is a victim of domestic violence, sexual assault, or stalking.

Q: How many hours of AB 1522 sick leave accrual may I use per year?
A: Employees are eligible to use up to twenty-four (24) hours of AB 1522 sick leave each fiscal year. The hours must be accrued/earned before they are available for use. Employees are not able to borrow from unaccrued/unearned leave, nor will employees be advanced any AB 1522 sick leave prior to it being earned. Hours become accrued/earned when the reporting period they are earned in is completed. Ex: leave accrued from 9/1/15 – 9/30/15 is available for use beginning 10/1/15 (a new timecard reporting period).

Q: How many hours of AB 1522 sick leave accrual may I accrue/earn each year?
A: Employees are eligible to accrue/earn a maximum of forty-eight (48) hours of AB 1522 sick leave per year. However, employees may only have a maximum balance of forty-eight (48) hours of AB 1522 sick leave accrual at any time.

Q: How do I report an AB 1522 Sick Leave absence?
A: Substitute employees must be offered and decline a job/assignment due to AB 1522 sick leave in order to document a request for AB 1522 sick leave. In most instances, the sub will be offered a job/assignment via the district's call-in sub-system, Absence Management. It is the responsibility of the employee to report their absence in Absence Management by declining a job and indicating the reason as sick. Additionally, employees must add the AB 1522 sick leave absence to their timecard. Payroll will verify the absence in Absence Management before compensating the employee.

In all instances, the employee is responsible for making sure the AB 1522 sick leave requested has been added to their timecard. Payroll will not be responsible for missing information on the employee's timecards.

Q: What happens if I don't use my AB 1522 sick leave accrual?
A: You will be allowed to carryover a maximum of forty-eight (48) hours of AB 1522 Sick Leave to the new fiscal year (beginning July 1st). If you carry over forty-eight (48) hours of AB 1522 Sick Leave to the new fiscal year, you will not accrue any new leave until some is used.

Q: Where can I find my AB 1522 sick leave accrual balance?
A: Your AB 1522 Sick Leave accrual will be found on your most recent paystub. Each time hours worked are paid to you, your AB 1522 Sick Leave balance on your paystub will reflect any new accrual you have earned minus any sick leave you have taken.

Q: What rate of pay will I be paid when I use my AB 1522 sick leave accrual?
A: In most instances, employees are paid the same rate of pay they normally earn in their assignments. In instances where an employee works in different jobs with different rates of pay, we will take your regular earnings for the past three (3) timecard reporting periods (pay cycles) and divide by the hours you worked to come up with the average rate of pay you will be entitled to be paid at.

Q: How many hours of AB 1522 sick leave will I be paid for per day?
A: Employees are required to use a minimum of two (2) hours and will be paid up to a maximum of eight (8) hours per day, provided the employee has an AB 1522 sick leave balance available. The amount of hours paid to the employee will be determined by the job or assignment offer and the balance of AB 1522 sick leave available to the employee.

Q: I am leaving the district for another employer. Will I be paid off my unused AB 1522 sick leave accrual?
A: No, employees are not eligible to be paid off their unused AB 1522 sick leave accrual in the event of termination, resignation, or retirement.

Q: I am retiring. Can my AB 1522 sick leave accrual be used toward my retirement?
A: No, CalPERS and CalSTRS does not permit California AB 1522 sick leave to be reported toward retirement service credit when retiring.

Q: I am resigning from the district to take a position with another California employer. May I request a transfer of my AB 1522 sick leave accrual to my new employer?
A: No, AB 1522 sick leave accrual is not transferable to another employer.

Q: My co-worker is out of sick leave. May I transfer my sick leave to my co-worker?
A: You are not able to transfer your AB 1522 sick leave to any other employee.

Q: I resigned from the District six (6) months ago as a substitute employee and had balance of unused AB 1522 sick leave accrual remaining. I have returned to the District in another non-bargaining unit position. Do I have any AB 1522 sick leave available?
A: Under AB 1522, the District must keep your balance of AB 1522 sick leave accrual active for twelve (12) months after separation from employment. In instances where an employee returns to a non-bargaining unit position within twelve (12) months, the AB 1522 sick leave accrual balance will be reinstated.

Q: What is the AB 1522 sick leave plan year?
A: The AB 1522 sick leave plan year is a based on a twelve month fiscal year that runs from July 1st – June 30th.

Q: I am a retired CalPERS/CalSTRS member. Am I eligible for AB 1522 sick leave?
A: A clean-up bill (California Assembly Bill 304) was signed into law July 13, 2015. AB 304 specifically exempts CalPERS retirees from receiving AB 1522 sick leave accrual. CalSTRS retirees are eligible to earn AB 1522 sick leave at this time.

Q: Is the AB 1522 sick leave creditable toward my CalPERS/CalSTRS retirement?
A: Yes, AB 1522 sick leave hours are creditable compensation and count toward CalPERS/CalSTRS retirement when paid to you as part of your monthly earnings.

Q: I am an Apple covered employee. Does AB 1522 sick leave count toward mandatorily qualifying for CalPERS with 1,000 hours worked in a fiscal year?
A: Yes, CalPERS has determined AB 1522 sick leave will count toward the 1,000 hours needed to mandatorily qualify for CalPERS membership.

Q: I was hired as a bargaining unit employee. What happens to my AB 1522 sick leave balance?
A: Once you are hired in a position covered by a bargaining unit, you will no longer be eligible to use your AB 1522 sick leave balance. By law, we will keep your balance active for a period of 12 months. If you return to a non-bargaining unit position within 12 months, your unused balance will be reinstated.

Questions regarding AB 1522 and/or the Perris Union High School District AB 1522 Sick Leave Policy may be directed to the Director of Human Resources at (951) 943-6369 ext. 80304.

PERRIS UNION HIGH SCHOOL DISTRICT

Student/Teacher
2019-2020
2019

Revisions Board Approved 02/21/2018

July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4 H	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5 SD	6 SD	7 First Day	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 H	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9 M	10 SD	11 SD	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11 H	12	13	14	15	16
17	18	19	20	21	22	23
24	25 NS	26 NS	27 NS	28 H	29 H	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17 M	18 M	19 M	20 SD	21
22	23 WR	24 H	25 H	26 WR	27 WR	28
29	30 WR	31 H				

January 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 H	2 H	3 WR	4
5	6 WR	7 WR	8 WR	9 WR	10 WR	11
12	13	14	15	16	17	18
19	20 H	21	22	23	24	25
26	27	28	29	30	31	

February 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17 H	18 NS	19 NS	20 NS	21 H	22
23	24	25	26	27	28	29

March 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6 SB	7 SB	8 SB	9 SB	10 H	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25 H	26	27	28	29	30

June 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 M	3 M	4 M	5 CO	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Legend

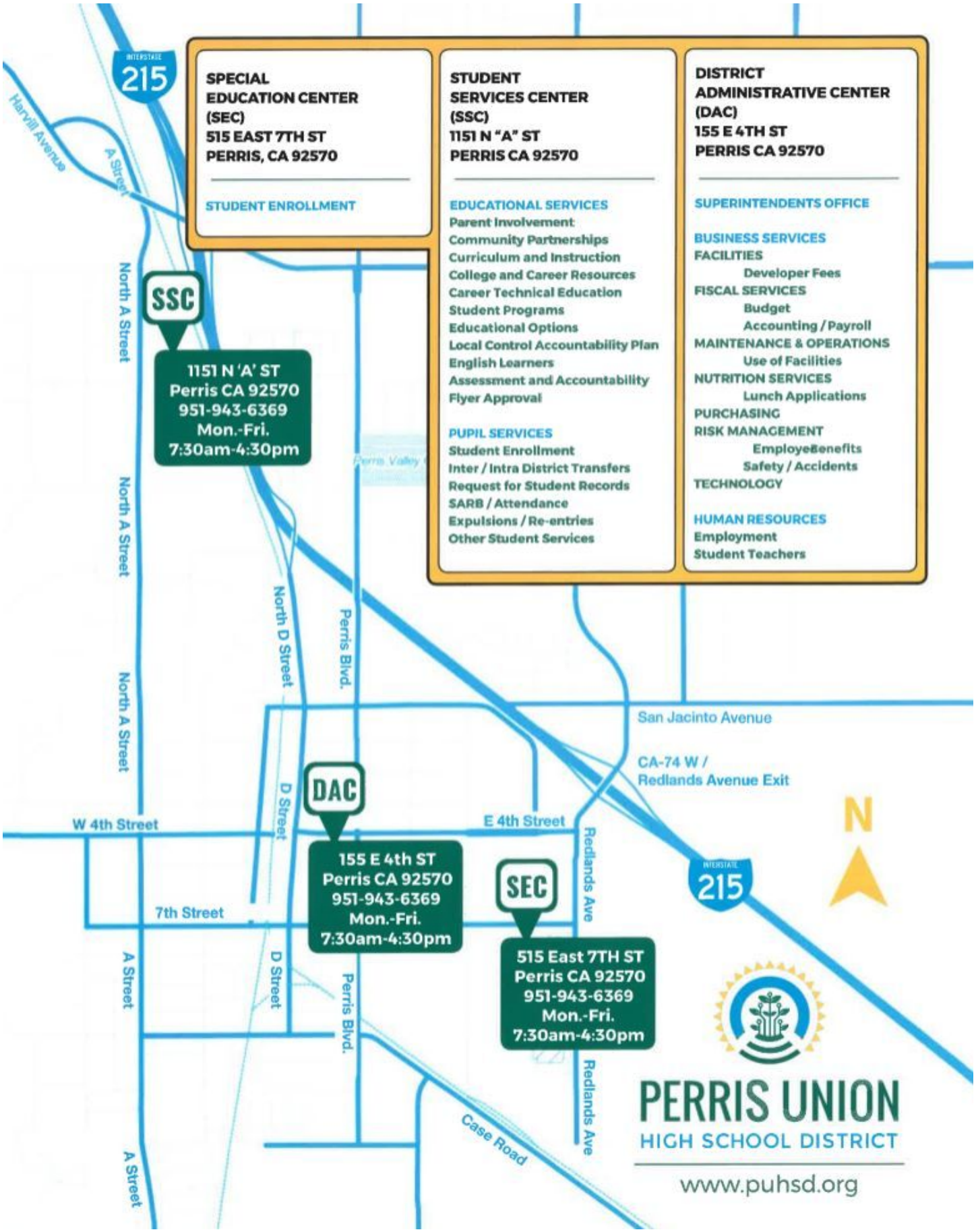
CO - Teacher Check Out Day
H - Holiday
HS/PL - High Schools
M - Minimum Day
NS - No School
- 180 Student Days

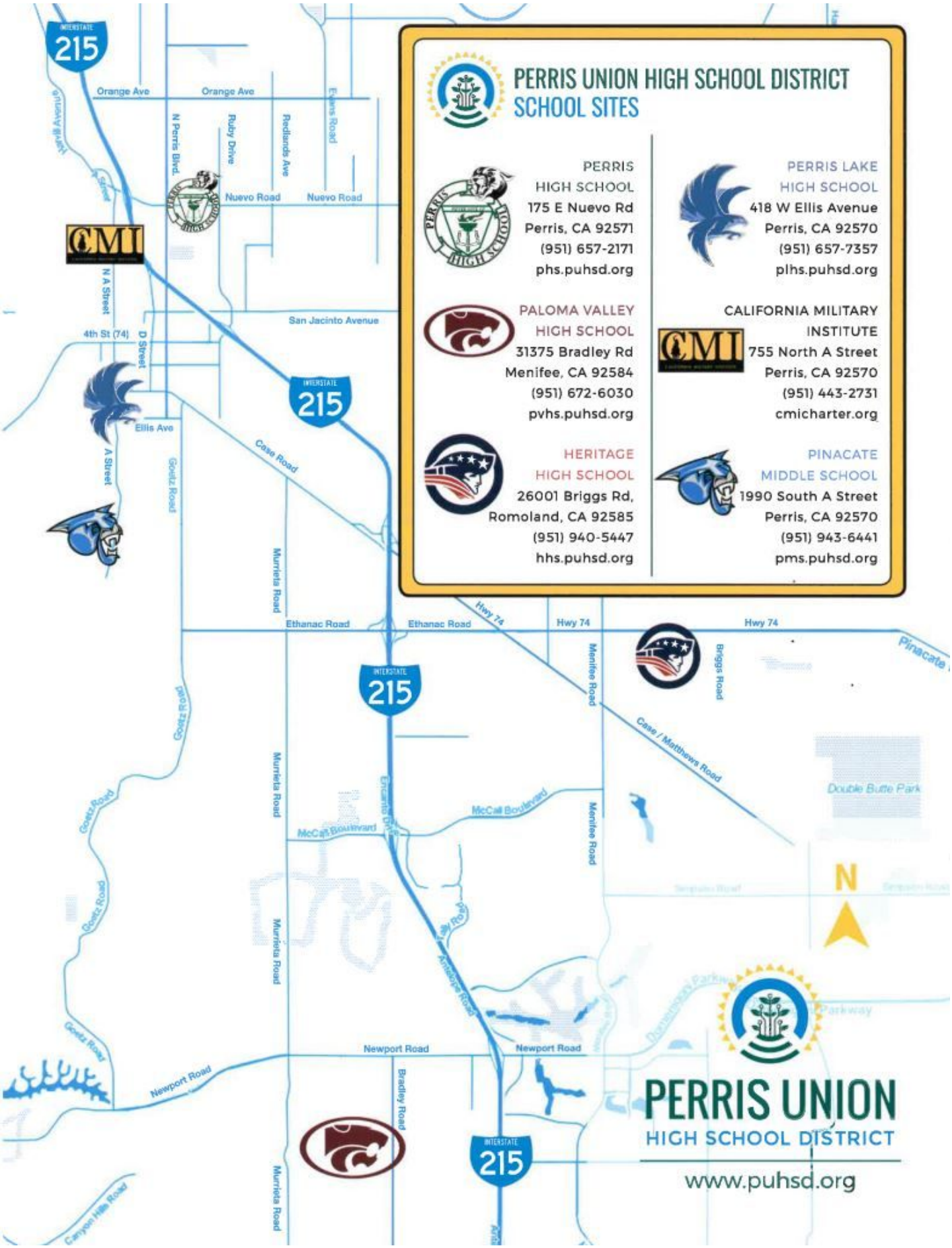
PMS - Pinacate Middle School
SB - Spring Break
SD - Staff Development

WR - Winter Recess
186 - Teacher Work Days

Holidays - 15 days

Independence Day - July 4
Labor Day - Sept. 2
Veteran's Day - Nov 11 (Observed)
Thanksgiving - Nov. 28 & 29
Christmas - Dec. 24 & 25
New Years - Dec. 31 & Jan 1
Admission Day - Jan 2
ML King Jr. Day - Jan. 20
Presidents' Day - Feb. 17 & 21
Good Friday - April 10
Memorial Day - May 25


SPECIAL EDUCATION CENTER (SEC)
515 EAST 7TH ST
PERRIS, CA 92570
STUDENT ENROLLMENT
STUDENT SERVICES CENTER (SSC)
1151 N "A" ST
PERRIS CA 92570
EDUCATIONAL SERVICES
Parent Involvement
Community Partnerships
Curriculum and Instruction
College and Career Resources
Career Technical Education
Student Programs
Educational Options
Local Control Accountability Plan
English Learners
Assessment and Accountability
Flyer Approval
PUPIL SERVICES
Student Enrollment
Inter / Intra District Transfers
Request for Student Records
SARB / Attendance
Expulsions / Re-entries
Other Student Services
DISTRICT ADMINISTRATIVE CENTER (DAC)
155 E 4TH ST
PERRIS CA 92570
SUPERINTENDENTS OFFICE
BUSINESS SERVICES
FACILITIES
Developer Fees
FISCAL SERVICES
Budget
Accounting / Payroll
MAINTENANCE & OPERATIONS
Use of Facilities
NUTRITION SERVICES
Lunch Applications
PURCHASING
RISK MANAGEMENT
Employee Benefits
Safety / Accidents
TECHNOLOGY
HUMAN RESOURCES
Employment
Student Teachers
SSC
1151 N 'A' ST
Perris CA 92570
951-943-6369
Mon.-Fri.
7:30am-4:30pm
DAC
155 E 4th ST
Perris CA 92570
951-943-6369
Mon.-Fri.
7:30am-4:30pm
SEC
515 East 7TH ST
Perris CA 92570
951-943-6369
Mon.-Fri.
7:30am-4:30pm
Harvill Avenue
A Street
North A Street
North D Street
D Street
Perris Blvd.
San Jacinto Avenue
CA-74 W /
Redlands Avenue Exit
W 4th Street
E 4th Street
7th Street
Redlands Ave
Case Road
INTERSTATE 215
N
PERRIS UNION
HIGH SCHOOL DISTRICT
www.puhsd.org


PERRIS UNION HIGH SCHOOL DISTRICT
SCHOOL SITES
PERRIS HIGH SCHOOL
175 E Nuevo Rd
Perris, CA 92571
(951) 657-2171
phs.puhsd.org
PERRIS LAKE HIGH SCHOOL
418 W Ellis Avenue
Perris, CA 92570
(951) 657-7357
plhs.puhsd.org
PALOMA VALLEY HIGH SCHOOL
31375 Bradley Rd
Menifee, CA 92584
(951) 672-6030
pvhs.puhsd.org
CALIFORNIA MILITARY INSTITUTE
755 North A Street
Perris, CA 92570
(951) 443-2731
cmicharter.org
HERITAGE HIGH SCHOOL
26001 Briggs Rd,
Romoland, CA 92585
(951) 940-5447
hhs.puhsd.org
PINACATE MIDDLE SCHOOL
1990 South A Street
Perris, CA 92570
(951) 943-6441
pms.puhsd.org
Orange Ave
N Perris Blvd.
Ruby Drive
Redlands Ave
Evans Road
Nuevo Road
N A Street
4th St (74)
D Street
San Jacinto Avenue
Ellis Ave
A Street
Goetz Road
Case Road
Murrieta Road
Ethanac Road
Hwy 74
Menifee Road
Briggs Road
Case / Matthews Road
McCall Boulevard
Encanto Drive
Antelope Road
Newport Road
Bradley Road
Canyon Hills Road
Double Butte Park
N
PERRIS UNION
HIGH SCHOOL DISTRICT
www.puhsd.org

PERRIS UNION HIGH SCHOOL DISTRICT

Classified Sub Time Card

Name: _____ **Pay Period Start:** ____/____/____

Emp #: _____ **Pay Period End:** ____/____/____

Please Note: Signed and completed timecards are to be turned in to the Payroll Office by 4:30 PM on the day specified on the District Payroll Schedule.
Timecards received after this date are subject to being processed the following month. **Please use blue or black ink only. NO Pencil or Red ink and DO NOT USE White out.**

Employee Fills Out This Portion

Date	Start Time	Lunch From	Lunch To	End Time	Total Hours	Site	Substituted For:	FrontLine Confirmation #:	Position Type (Check one) Cleri	Cust	CS	Nutr	Para	Nurse	**Office Use Only** Funding Source xx-xxx-xxxx-x-xxxx-xxxx-xxxx	Abs Code	Admin Int.	**Payroll Use Only**

PERRIS UNION HIGH SCHOOL DISTRICT

Certificated Sub Time Card

Employee #: _____

Name: _____ **Pay Period Starts:** ____/____/____ **Pay Period Ends:** ___/____/____

Please Note: Signed and completed time cards are to be turned in to the Payroll Office by 3:30 PM on the day specified on the District Payroll Schedule. Time cards received after this date are subject to being processed the following month. Please use **blue or black ink only**. **NO Pencil or Red ink and DO NOT USE white out.**

Employee Fills Out This Portion						Office Use Only				
Date	**Site Abbreviation**	**# of Periods**	Subbed for:	**FrontLine Confirmation #:**	**Description of Work**	**Funding Source (xx-xxx-xxxx-0-xxxx-xxxx-xxxx)**	**Leave Code**	**Long Term**	**Admin Approval**	**Payroll Use Only**

I HEREBY CERTIFY that I have worked for the Perris Union High School District on the days stated above. I further understand the falsification of district records is grounds for disciplinary action including **Dismissal.**

District Paid Resource 0000	Requires Other Resource
S - Sick	C - Conference
B - Bearavement	SD - Staff Development
JD - Jury Duty	O - Other Activities
P/N - Personal Necessity (form)	
P/D - Personal Discretion (form)	
W/C - Workers Comp.	

_____

Substitute Signature

Updated 2/11/19

PERRIS UNION HIGH SCHOOL DISTRICT

MANDATORY ONLINE SAFETY TRAINING



The District **REQUIRES** all Employees, Guest Teachers, Substitutes, AVID Tutors, and Coaches to complete annual mandated training in the areas of safety, emergency preparedness and other related employment topics. Completion is **REQUIREMENT** of employment at PUHSD.

Keenan safeSCHOOLS TRAINING

Using your web browser, go to www.puhsd.org, click on "Staff", click on "Tools & Resources.

- Select Keenan SafeSchools and login using your Employee ID#
- Your username is Your <Employee ID>
- Once you enter your username, the system will verify who you are and you will see only the courses pertaining to your job classification.
- Start a course by clicking on the course title.
- Each section of a course is saved as it is completed. You can re-enter the website and continue working on a specific course.

You must complete each section of the course and pass the quiz in order to receive full credit for the 17/18 school year. The courses have audio, so be sure to turn up your speakers!

hour zero
SCHOOL EMERGENCY PROGRAM

In order to access Hour Zero, you MUST activate your PUHSD email. Your Hour Zero password can only be emailed to your PUHSD email. Once you have activated your PUHSD email, your emailed password should be in your inbox.

- Using your web browser, go to www.puhsd.org, click "Staff", click "Tools & Resources"
- Select Hour Zero
- Input your username (FirstName.LastName@puhsd.org) and password into their respective fields and click "Login"
- Click Training>Click "START" next to desired training module. Once the training module opens, follow the instructions.

Please take all courses showing "September" under the Month Due column—these are the MANDATORY training courses that need to be completed for the 2018-2019 school year.

KEENAN AND HOUR ZERO TRAINING MUST BE COMPLETED WITHIN 30 DAYS OF HIRE AND ANNUALLY AFTER THAT

IF NOT COMPLETED, YOUR EMPLYMENT OFFER WILL BE RESCINDED OR DEACTIVATED

IF YOU HAVE ANY QUESTIONS OR NEED ASSISTANCE, PLEASE CONTACT DEANNA HAMILTON AT (951) 943-6369, X80234 OR Deanna.hamilton@puhsd.org



PERRIS UNION
HIGH SCHOOL DISTRICT

MANDATED REPORTER TRAINING

A The District requires all employees (guest teachers, classified substitutes, coaches, and AVID tutors included) to complete **Mandated Reporter** training through Hour Zero before hire and annually after that. Completion is a requirement of employment. Any guest teacher, substitute, coach, or AVID tutor out of compliance with completion will be deactivated by the District.

WHAT IS A MANDATED REPORTER?

A mandated reporter is someone who encounters children through their employment. As a Guest Teacher, Substitute, Coach, or AVID Tutor, you are a Mandated Reporter. Mandated Reporters are required by the state of California to report any known or suspected instances of child abuse or neglect to the county child welfare department or to local law enforcement agency (local police/sheriff's department). Mandated Reporters must report to a county child welfare department or to local law enforcement (police or sheriff's department) immediately by phone. A written report must then be sent within 36 hours by fax, or it may be sent by electronic submission. Telling a supervisor does not meet the mandated reporting requirement. As long as a child abuse or neglect report is made in good faith, the mandated reporter is legally protected from civil or criminal lawsuits. Legally mandated reporters can be criminally liable for failing to report suspected abuse or neglect.

HOW DO I REPORT CHILD ABUSE?

If you suspect that a child has been abused or neglected, call: **1-800-442-4918**

- Outside of the Riverside county area, call: Childhelp National Child Abuse Hotline at 1-800-422-4453
- Mandated Reporters must immediately report abuse to the Child Abuse Hotline at 1-800-442-4918 within 36 hours. Mandated Reporters are required to submit a written follow up repost.

HOW DO I COMPLETE MY MANDATED REPORTER TRAINING?



hour zero
SCHOOL EMERGENCY PROGRAM

All District Employees (Guest Teachers, Substitutes, Coaches, and AVID Tutors) **MUST** complete Mandated Reporter Training before employment begins and annually after that. Mandated Reporter training is done online through Hour Zero. To login to Hour Zero to complete training, please follow the steps located on the Mandatory Online Safety Training Flyer. If you have any questions, please contact Brittany Diaz at (951) 943-6369, x80319.



@PUHSD_HR