



Perris Union High School District

Certificated Substitute Handbook

2014—2015

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INTRODUCTION

Welcome to the Perris Union High School District!

Perris Union High School District strives to daily provide quality educational programs and meaningful opportunities which encompass the intellectual, social, emotional and physical aspects of all students within the District, with the ultimate goal of enabling each to become productive members of society.

Your role as substitute teacher is critical to that goal. You are a “guest teacher” and, as such, are entitled to the same respect, consideration, and assistance, as would be afforded any guest at our school(s). At the same time, it is our expectation that you conduct your responsibilities in such a way as to continue the “normal” routine of the school and classroom you have been assigned to as much as possible. To use the analogy of the “guest” alluded to above, if you have a guest in your home, you provide them what they need to feel comfortable and welcome in your home. They do not have the responsibility or “right” to “rearrange the furniture”.

This handbook has been prepared to provide guidance to assist you in being successful. If at any time you should have questions or concerns, please address them first to the site administration. You may also telephone or visit Human Resources after you have attempted to address your concern at the site level.

Thank you for being willing to share your time, training and skills in providing quality service to the students of Perris Union High School District. As indicated above, you are an important part of our instructional program, and we appreciate you.

Remember, all the staff members of Perris Union High School District are available to assist you.

DISTRICT ADMINISTRATIVE STAFF

Jonathan L. Greenberg, Ed. D.
Superintendent

Candace Reines
Assistant Superintendent,
Business Services

Kim Marksbury
Director of Nutrition Services

Joseph Williams
Director of Technology

Christopher Rabing
Director of Fiscal Services

Art Fritz
Director of Facilities Services

Hector Gonzalez
Director of Facilities

Nick Newkirk
Purchasing Agent

Judy Miller
Director of Risk Management and
Environmental Safety

Crystal Guimond
Risk Management Supervisor

Michael Eisenhauer
Maintenance and Operations Supervisor

Marcy Savage
Assistant Superintendent,
Educational Services

Grant Bennett
Director of Learning Support Services

Kerry Bobbitt
Student Information Systems Supervisor

Lynn Braxton
Coordinator of Special Education

Brian Morris
Director of Special Education

Charles Newman
Director of Pupil Services

Steve Swartz
Assistant Superintendent
Human Resources

Tonya Davis
Executive Director of
Human Resources

BOARD OF TRUSTEES

Edward Agundez

Joan D. Cooley

Bill F. Hulstrom

David Nelissen

Carolyn A. Twyman

CONTACTS

SUBFINDER

1-866-353-5597 (TOLL FREE)

Web: www.puhsd.org

BUSINESS SERVICES (951) 943-6369

155 E. 4th Street
Perris, CA 92570

Pending x80202
Administrative Assistant

EDUCATIONAL SERVICES (951) 943-6369

1151 N. "A" Street
Perris, CA 92570

Christine Harris x81102
Administrative Assistant

NUTRITION SERVICES (951) 943-6369

155 E. 4th Street
Perris, CA 92570

Veronica Rangel X80217
Accounting Technician

HUMAN RESOURCES (951) 943-6369

155 E. 4th Street
Perris, CA 92570

Robin Burns x80302
Administrative Assistant

Mayra Chavez x80308
Administrative Assistant

Anna Fetzner x80307
Personnel Technician (Certificated)

Pending x80308
Personnel Technician (Classified)

Delisa Provost x80306
Personnel Assistant/Subfinder Coordinator

Sharon Cortez x80309
Receptionist

Corey Leutz x80311
Office Clerk

MAINTENANCE AND OPERATIONS (951) 943-6369

155 E. 4th Street
Perris, CA 92570

Lori Harrison x80252
Secretary II

PAYROLL AND BENEFITS (951) 943-6369

155 E. 4th Street
Perris, CA 92570

Lisa Baker-McDaniel x80218
Payroll Technician (Alphabet Me-Z)

Robbin Campbell x80219
Payroll Technician (Alphabet A-Mc)

Brenna Dorado (Interim) x80283
Payroll/Benefits/Position Control Technician II

STUDENT SERVICES CENTER

1151 N. "A" Street
Perris, CA 92570

Pupil Services (951) 943-6369

Analuisa Gonzales x81202
Secretary II

SARB (951) 943-6369

Janie McWilliams x81203
Senior Clerk

Special Education (951) 943-6369

Dorothy Leis x81302
Secretary II

TECHNOLOGY DEPARTMENT (951) 943-6369

155 E. 4th Street
Perris, CA 92570

Lori Harrison x80252
Secretary II

YOUTH ACCOUNTABILITY TEAM (YAT) (951) 657-2174 (located at the Academy)

M & O WAREHOUSE (951) 943-6369

300 Metz Road
Perris, CA 92570

James Austin X80235
Delivery Driver

SCHOOL SITES

ACADEMY (951) 657-2174

515 E. 7th Street
Perris, CA 92570

Stephanie Stafford x31101
School Secretary

HERITAGE HIGH SCHOOL (951) 940-5447

26001 Briggs Road
Romoland, CA 92585

Ulrike Stowell x20101
High School Principal's Secretary

Contacts – Continued

ADULT EDUCATION (951) 657-7357

418 Ellis Avenue
Perris, CA 92570
Brenda Rawson
Secretary II

x30801

CALIFORNIA MILITARY INSTITUTE (951) 443-2731

755 N. "A" Street
Perris, CA 92570
Juno Fernandez
Principal's Secretary

x35101

PERRIS LAKE HIGH SCHOOL (951) 657-7357

418 Ellis Avenue
Perris, CA 92570
Kimberly Cooper
School Secretary

x30101

PALOMA VALLEY HIGH SCHOOL (951) 672-6030

31375 Bradley Road
Menifee, CA 92584
Josie Delgadillo
School Secretary

x22120

PINACATE MIDDLE SCHOOL (951) 943-6441

1990 S. "A" Street
Perris, CA 92570
Irma Marmolejo
Middle School Principal's Secretary

x40101

PERRIS HIGH SCHOOL (951) 943-2171

175 E. Nuevo Road
Perris, CA 92571
Cynthia Avila-Medina
High School Principal's Secretary

x21101

LOCAL INFORMATION

PERRIS CHAMBER OF COMMERCE

277 N. "D" Street #A
Perris, CA 92570
(951) 657-3555
(951) 657-3085 Fax

PERRIS CITY HALL

101 N. "D" Street
Perris, CA 92570
(951) 657-5257

PERRIS ELEMENTARY SCHOOL DISTRICT

143 E. First Street
Perris, CA 92570
(951) 657-3118

PERRIS LIBRARY

163 E. San Jacinto Ave.
Perris, CA 92570
(951) 657-2358

RIVERSIDE COUNTY SHERIFFS DEPARTMENT

PERRIS CITY
137 N. Perris Blvd.
Perris, CA 92570
(951) 210-1000

ROB REINER CHILDREN AND FAMILIES CENTER

2221 S. "A" Street
Perris, CA 92570
(951) 657-1441

TRANSPORTATION

Hemet Unified School District
951-943-6640

ASSIGNMENTS

Notification

Perris Union High School District utilizes the Subfinder automated system to take care of all substitute site needs. Staff calls the system to record their absences, and the system in turn calls substitutes to fill the vacancies. As a Substitute you can access Subfinder to look for jobs to fill. You can either call 1-866-353-5597 (toll free) or use the internet. If you choose to look for jobs via the internet, the directions are as follows:

1. Go to <https://puhsd.subfinderonline.com>
2. Enter your "Last Name". Please note that the first time you access the system, you must call subfinder to record your name. The system will then start calling you.
3. Enter your "Password". This is your six-digit employee number below your name above and also in the upper left corner of your payroll stub.
4. Press the "Submit" button.
5. The next screen allows you to access available jobs, review current jobs and view your personal information.

In order to better protect the privacy of all PUHSD employees, we are recommending that you change your pin number from your employee ID number to something more secure.

In order to make this change, please follow these steps:

1. Log into www.puhsd.org.
2. Go to "Shortcuts" on the left and click on Subfinder online.
3. Input your username (your last name), then password (currently your six-digit employee number).
4. Go to Personal Info then PIN, and save your PIN number before exiting. Please note that your pin number must still be a six-digit numerical number.

You will need this password when accessing the system whether you use the telephone or internet.

Teachers can prearrange with substitutes for coverage. The absence, however, must be recorded in the system and the substitute's system number inputted to ensure documentation of the arrangement. **Finally, when you accept a job, be sure to record the job number that is given at the end of the automated telephone call. This number is necessary for you to be compensated.**

Subfinder calls out in the evening from 5:00 p.m. to 9:00 p.m., and then again in the early morning beginning at 5:00 a.m. The system will provide you with the name of the teacher, school site, subject area, and reporting hours. The teacher also has the option of leaving a personal message. The system will prompt you on how to utilize this feature. Once you report to the school site, parking at the school is in the regular staff area.

Long-Term (twenty-one or more consecutive days in the same assignment)

A long-term substitute will earn the daily rate of pay of \$125.00, and beginning at day twenty-one (21), within the same assignment, will receive the daily rate of pay of \$150.00.

REPORTING TO THE SCHOOL

Arrival Time

You should arrive at the school at least fifteen (15) minutes prior to the beginning of class. You are, however, strongly encouraged to get there a little earlier. You will find that the extra time you spend going over plans for the day, books and materials needed, and special procedures, will make your day much more effective and relaxed than if you try to do those things while students are present.

Reporting

Report to the school Subfinder coordinator. You should be given: keys, a daily schedule, duty assignments (if any), attendance procedures, special school procedures (e.g. school discipline plan, drill procedures), and an electronic device (IPAD, Chromebook) if necessary.

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 days activities within the classroom
3. Attendance materials
4. Special procedures in that classroom **(it is important that you do not vary from 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

- 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.

Reporting to School – continued

- 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.
- Substitutes 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.

At the End of the Day

- Return supplies and equipment to their proper storage areas. Re-lock any cabinets which were locked when you arrived.
- Close and lock all windows, turn off lights and lock all doors.
- Return all keys and items provided to you to the Subfinder coordinator.
- Complete the substitute teacher report and return to the Subfinder coordinator.

Reporting to School – continued

- Drop off the attendance rosters at the end of the day to the Attendance Office.
- Have your timecard signed. **Be sure you have the job number(s) on your timecard.**
- Check to see if you are to return for the following day.

**~PLEASE BE RESPECTFUL OF THE
TEACHER'S PROPERTY
AND
CLASSROOM SUPPLIES~**

GENERAL INFORMATION

Responsibility

Substitute teachers are directly responsible to the principal of the school of assignment. The principal or other designated person is to be informed of any significant problems with pupils, parents or the instructional program.

Appropriate Dress

It is not necessary to wear “dress up” clothing, but avoid a too casual appearance. Remember that you need to gain the respect of the student. The more professional you look and act, the easier it is to set that tone.

Availability/Change of Status

Be sure to contact Delisa Provost, 951-943-6369, extension 80306, in Human Resources with any changes to your name, address and/or phone number(s); acceptance of a long-term assignment in another district; a desire to modify the grade levels or subjects preferred; a request to be removed temporarily due to illness, travel, etc. or for assistance with using Subfinder.

Workday

Length of workday is generally six (6) periods, which is seven (7) continuous hours per day inclusive of a lunch period.

Retirement

A substitute teacher is required to become a member of the State Teachers Retirement System (STRS) if the substitute 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.

Credentials

Your substitute teaching credentials are your responsibility and must be renewed prior to expiring in order for you to continue teaching in the classroom. Please contact Human Resources for applications and process information.

Evaluation

- Substitutes may be evaluated by the teacher for whom they subbed.
- If there are any questions regarding the quality of service, Human Resources will be notified and a conference will be scheduled to clarify expectations or concerns to assure satisfactory service in the future. Egregious situations will be handled more severely.
- If there continues to be a situation of concern, a meeting will be scheduled with the Administrative staff of Human Resources.

General Information – continued

- Should there be a significant incident or service rendered over a period of time that is less than satisfactory, the substitute may be terminated.

STUDENT ATTENDANCE ACCOUNTING

Class rosters for attendance must be picked up from the Subfinder coordinator in the morning and turned in at the end of each day to the Attendance Office.

CLASSROOM MANAGEMENT TECHNIQUES

Discipline

Your major responsibility is to maintain good order and desirable learning conditions in the classroom. Students are under your supervision at all times. A positive approach is recommended. A pleasant attitude, a warm feeling for students, respect for others, courtesy, and a sense of humor will help to foster a good learning environment.

Keeping students interested and busy is one of the best ways to prevent problems. Avoid “dead” time.

Deal with unacceptable behavior immediately. Do not assume that students will improve their behavior later. They won’t! Follow the schools discipline plan to the best of your ability. Check with the Assistant Principal as to the school discipline policy. Let the students know the rules or direction in terms of behavior you want displayed. Say “lower your voices” rather than “don’t make so much noise”. Yelling is not a good way to get a student’s attention.

Be consistent. Don’t let one student get away with behavior for which you had earlier disciplined another. It is usually better to act than to threaten. Be sure that you don’t make any threats or promises that you can’t carry out. Try not to back a student “into a corner”. Allow for some options.

Encourage every student by using positive reinforcement – a smile, nod of approval, compliment, “good report home” letter, and the like.

If discipline problems do arise, and you are unable to resolve them, follow these guidelines:

- DO NOT USE ANY PHYSICAL FORCE OR PUNISHMENT.
- Refer the problem to the Principal or other appropriate Administrator.

A FIVE-STEP PROCESS FOR PROMOTING POSITIVE STUDENT BEHAVIOR

- STEP 1: Get everyone’s attention before you begin any class activity.
- STEP 2: Introduce each activity and describe exactly how you expect students to behave during that activity.
- STEP 3: Provide students with positive feedback when they are meeting your expectations.
- STEP 4: Provide immediate feedback when students are not meeting your expectations.
- STEP 5: At the end of each activity, tell the students how well they have met your expectations.

PUHSD EMPLOYEE SAFETY

More information is available on the District or School Site Webpage from the Staff Tab at the top of each page. Under the pulldown menu go to Employee Benefits and Safety.

What to do When a Work Related Injury Occurs

"Call 911 for any life threatening emergency"

Immediately report all injuries, no matter how minor, to your Site Secretary and ask for a DWC (Dept. of Workers Comp) claim form and "Employee Statement of Injury." The Perris Union High School District is self-insured for Workers Compensation, which means that coverage for an injured employee comes out of the General Fund. To protect employees and the District, it is important that injuries are reported whether or not medical attention is needed, for three reasons:

1. Protects employees by documenting an injury that occurred at work.
2. Protects the District by documenting an injury that occurred at work.
3. May identify an unsafe condition. The site secretary will report the "who, what, when, where, and how" information by email to the Risk Manager. Risk Management will review the information and work with your supervisor or administrator on a Supervisor's Investigation Report to determine the root cause(s) of the incident so that the injury does not happen again to you or another employee.

If medical attention is needed, the site secretary has the location of local physicians that will treat employees right away, without an appointment. If medical attention is not needed, the **"Decline Treatment"** box can be checked. If symptoms persist, call Risk Management for authorization to seek medical treatment at a later date. (951) 943-6369 x 80281 or (951) 529-4691 cell. Report all "close calls" to your supervisor. A close call this time might be an injury the next time. "Close Calls" will also be investigated to find out what steps need to be taken to protect staff, students and property in the future.

Always follow-up with Risk Management after being treated for a work injury. Call or email (951) 943-6369 x80281, (951) 529-4691 cell or judy.miller@puhsd.org.

Employee Assistance Program

The Employee Assistance Program (EAP) is designed to help employees cope with emotional, family and other personal problems. There are no costs involved as long as you stay in the MHN network and ALL PUHSD employees (full time, part time and substitutes) can participate. The program provides a wealth of resources for a healthier, happier life.

Eligible members are entitled to as many telephone or web-video consultations as needed or five (5) office consultations per incident, per calendar year. MHN CAN HELP you and your family with personal and work-related issues, including:

Grief and depression
Substance abuse
Marital, family & relationship issues
Stress and anxiety
Health & wellness
Domestic violence
Financial & legal issues
Identity theft

Call (888) 327-0020 toll-free 24 hours a day, seven days a week, or visit MHN at members.mhn.com and register with the company code: REEP. If you have any additional questions or concerns, please contact Employee Benefits at 951.943.6369 Ext. 80283.

PUHSD Employee Safety - Continued

Employee Safety Programs

The District has designed and implemented several employee safety programs for the purpose of providing a safe and healthful workplace. Employees have rights and responsibilities relative to these programs and receive detailed information about them during the District hiring process. Your supervisor will provide you with information about safety programs (other than those below) that may apply specifically to your job or task. The following is an overview of employee safety programs that apply to all employees.

Injury and Illness Prevention Program (IIPP) – (C.C.R., Title 8, Section 3203)

The Governing Board believes that District students and employees have the right to learn and work in a safe and peaceful school environment (BP 3630). The object of every safety program is to provide this safe environment through prevention. By achieving this objective, employee and student injuries, damage to materials or equipment, and the related costs both direct and indirect are eliminated or reduced. The Program Coordinator is Judy Miller, Risk Manager, (951) 943-6369 x 80281.

This program includes:

1. A system for identifying and evaluating workplace hazards
2. Methods and procedures for correcting unsafe and unhealthful conditions and work practices
3. A system designed to encourage employees to report hazards at the workplace without fear of reprisal
4. A system for ensuring employees compliance with safe and healthful work practices that include disciplinary actions
5. A procedure to investigate workplace injuries and illnesses
6. Identification of a person responsible for implementing the program
7. An employee safety training program

EMPLOYEES HAVE THE RIGHT TO:

1. Receive training specific to the tasks they are required to perform and the equipment/tools they are required to use
2. Report, anonymously if they choose, unsafe working conditions and unsafe work practices without fear of reprisal (*Report of Unsafe Conditions can be found on the District website, on the Risk Management page under "Employee Safety" Report of Unsafe Conditions, or at each site posted in the staff lounge).
3. Have access to the District's written IIPP (on District's web site, and all district locations). Refuse hazardous work that they believe might lead to death or serious injury (L.C. § 6311).


EMPLOYEES HAVE THE RESPONSIBILITY TO:

1. Work safely
2. Not create unsafe conditions
3. Follow all safety policies/safe practices
4. Report unsafe conditions

PUHSD Employee Safety – Continued

Reporting Unsafe Conditions


Pursuant to the Injury Illness Prevention Plan (IIPP), employees have a right and the responsibility to report unsafe conditions with the option to report anonymously. The first method available to report an unsafe condition is through the Maintenance & Operations Work Order System. Find out who at your site enters Work Orders and report your concerns to them. In addition to the Work Order System, the Report of Unsafe Conditions can be accessed from Risk Management on the District's or each school's website. Go to the **"Staff"** tab at the top of the website, then from the pull down menu go to Employee Benefits & Safety, then to Employee Safety (on left of page), to Report of Unsafe Conditions.
www.puhsd.org



**UNSAFE CONDITIONS
REPORTING FORM**

RISK MANAGEMENT
(951) 843-4368 (toll free)
Fax (951) 843-4366

Today's Date:
Condition(s) Reported at:
School/ Site:
Area/ Location/ Room:
Address:
Site Administrator:
Workplace Department:
Describe the hazard or condition observed and exact location:
Suggestion for possible remedy / solution:
Your name (optional):
Your work location (optional):
Your phone number (optional):
Date received at Risk Management:
Date approved / corrected:



**UNSAFE CONDITIONS
REPORTING FORM**

RISK MANAGEMENT
(951) 843-4368 (toll free)
Fax (951) 843-4366

INSTRUCTIONS:

1. Use this form when you encounter an unsafe condition at your site that you want to report.
2. Complete this form, print it, and then fax it to Risk Management at (951) 843-4366.
3. Keep a copy for your records. Employees have a right to report unsafe conditions anonymously per the Injury Illness Prevention Program (IIPP). Subsequently your name and contact information is not required on this form. However, if you want to be informed of the "corrective action" taken, please indicate your name and work location so you can be notified of action taken.

BLANK FORM: Continue to scroll down for a blank form.

PUHSD Employee Safety – Continued

Bloodborne Pathogens Exposure Control Plan (BBP ECP) – (C.C.R., Title 8, Section 5193)

This program includes:

1. A written plan
2. Determination of employee potential occupational exposure to bloodborne pathogens
3. Procedures for control of exposure to bloodborne pathogens
4. An employee training program
5. Procedures to offer Hepatitis B vaccinations and post-exposure follow-up, at no cost to the employee

EMPLOYEES HAVE THE RIGHT TO:

1. Receive training specific to the control of exposure to bloodborne pathogens
2. Receive, at no cost, Hepatitis B vaccinations and post-exposure follow-up
3. Privacy in regards to medical examination reports, testing and other post-exposure follow-up

EMPLOYEES ARE RESPONSIBLE FOR:

1. Complying with instructions and procedures provided during BPP ECP Training
2. Reporting potential exposure incidents immediately
3. Using personal protective equipment provided
4. Refer also to PUHSD *Bloodborne Pathogens* publication on District's web site, and all district locations

Hazard Communications: Right to Understand (GHS) Program – (C.C.R., Title 8, Section 5194)

Also known as the "Right to Understand" law says you have a right to know what chemical hazards you face on the job and how to protect yourself against them. The law has recently been changed to include the **Globally Harmonized System** (GHS) that was established to standardize and streamline the information on chemicals worldwide.

What has changed?

- **Revised and standardized labeling on chemicals**
- **Material Safety Data Sheets (MSDS) are now known as Safety Data Sheets (SDS)**
- **Specified format for safety data sheets**
Standardized signal words, pictograms and hazard statements
- **Check for a current SDS for each chemical**
- **Read the SDS for understanding prior to using a chemical**
- **Learn the new label format on chemicals. New labels will include:**
 - Signal word – "danger" for most severe and "warning" for less severe
 - Symbols/pictograms
 - Product name or identifiers
 - Hazard statements
 - Precautionary statements
 - Manufacturer information



EMPLOYEES HAVE THE RIGHT TO:

1. To have access to the written plan (on District's web site, and all district locations)
2. To receive information about specific hazardous substances to which they may be exposed
3. To receive emergency information relative to the release of hazardous substances
4. To have access to SDS, formally called MSDSs

EMPLOYEES ARE RESPONSIBLE FOR:

1. Reading and complying with the instructions on container labels and the SDS
2. Only using substances as directed by container labels and SDS
3. Only storing substances as directed by container labels and SDS

PUHSD Employee Safety – Continued

4. Properly labeling all substance containers that are not labeled by the substance manufacturer
5. Not introducing to the workplace a substance that is not purchased and authorized for use by the District (i.e. bringing items, chemicals from home)
6. Using personal protective gear provided

MATERIAL SAFETY DATA SHEETS (SDS) are required for all chemicals or products that contain hazardous materials. The SDS provides important information regarding the health effects of the chemical, routes of entry into the body, appropriate personal protective equipment to use, and first aid treatment if an exposure occurs.

PERRIS UNION HIGH SCHOOL DISTRICT has provided printed copies of SDSs, as well as electronic copies that can be accessed through the internet, as described below.

1. **PRINTED COPIES: Red and Yellow Binders** containing copies of SDSs for chemicals, or for products that contain a hazardous material, have been installed at each school or district location.
2. **ELECTRONIC FILES: SchoolMSDS** is an internet-based tool for viewing SDSs, for keeping track of chemical inventories, and for adding SDSs when a new chemical or product is purchased or is brought on to a PUHSD school or district location. To access the electronic SDS files, go to <http://puhsd.ca.schoolmsds.com/>.

Please ask your site administrator, or call Risk Management if you cannot locate the SDS for a specific chemical or product, or if a SDS needs to be added because a new chemical or product has been purchased. **(951) 943-6369 x80282**.

Environmental Health Management Program / Indoor Air Quality

The indoor air quality in a classroom or office depends largely on each of us. Because of increased rodent populations and asthma problems in students and/or staff, it is in everyone's best interest not to allow eating or drinking (other than water) in a classroom. Train students to pick up after themselves and practice good housekeeping. In addition, **DO NOT** bring items from home including air fresheners, candles or aerosols of any kind that could create an airborne exposure for those with respiratory or allergy related conditions. It will make everyone's job easier.

If you have concerns related to smells, ventilation or other conditions please notify your administrator who will start the process by having you complete an occupant survey and/or log, which will also initiate site and District level inspections. A lack of fresh air, poor ventilation, spores, dust and dander can all reduce air quality in schools.

If the issue/concern is not resolved, Risk Management will work with a Certified Industrial Hygienist (CIH) to collect and analyze air and/or surface samples to determine the appropriate response.

If you notice any leaks or water damage, immediately report them to Maintenance & Operations.

Integrated Pest Management: Healthy Schools Act of 2000

The Healthy Schools Act limits what schools can use to control pests, weeds and rodents. Only those licensed or certified can apply a pesticide. In addition, the law includes posting/notification requirements, and records must be kept at school sites for four years.

Keep Pesticides Out of the Classroom. Only those licensed or Certified can use pesticides.

Instead you can prevent a pest invasion:

1. Keep surfaces clean and dry
2. Use soapy water to clean up ant trails
3. Store food in tight-fitting containers
4. Reduce clutter, like cardboard boxes and old files
5. Make sure trash cans are emptied at the end of each day.

PUHSD Employee Safety – Continued

6. DO NOT BRING PESTICIDES FROM HOME

REMEMBER: Sanitation is the key to eliminating pests.

Wastes Banned From the Trash

Regulations to protect public health and the environment have been changing. This is because we now know that some common items having traditionally been thrown in your household's or business' trash cannot be safely disposed in landfills. These common items are referred to as hazardous waste and some of them as "universal waste" (u-waste). As of February 9, 2006, all "u-waste" items are banned from the trash.

Fluorescent lamps and tubes, batteries (AAA, AA, C, D, button cell, 9-volt etc.), computer and television monitors, and a variety of other electronic devices may no longer be thrown in the trash. For more information on specific items from your home and where to take those for disposal go to: <http://www.ciwm.ca.gov/HHW/>.

At your site or department we have placed buckets for old batteries used in the course of your work. When those buckets fill up they can be picked up by a local Hazardous Waste hauler for appropriate disposal. Site custodians will collect used fluorescent tubes for appropriate disposal through our Maintenance & Operations Department.

Any other electronic equipment that has been purchased by the District and is no longer working should be collected by your site and reported to the Purchasing Department for removal.



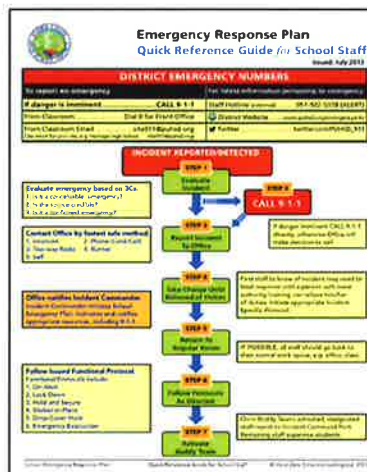
Emergency Response Plan: Hour-Zero

Hour-Zero is the district's Emergency Response web-based tool that provides staff and supporting first responders with all the training, tools, and protocols needed to prepared for and respond to an emergency.

Please note that emergency medical information is strictly voluntary and includes an email notification system that alerts the employee if/when anyone accesses their emergency medical information.

If you do not receive your Hour-Zero Log-in/password, please let your site administrator know or contact Risk Management at (951) 943-6369 x 80282

Have the Hour-Zero Emergency Response Protocols Classroom Summary, the Emergency Response Plan Quick Reference Guide (August 2013), and multiple sets of the Emergency Response Status Cards. Teachers are asked and expected to follow the protocols and use the Status Cards during Emergency Drills, and Evacuations.



PUHSD Employee Safety – Continued

Crisis Notification Network

Communications is one of the most important functions of managing an emergency. To keep stakeholders informed during a crisis, beyond email messages, the following has been implemented.

For the latest information pertaining to an emergency the District has the following Hotlines:

Please note lines are informational only, lines are NOT monitored.

Staff: 951-92-ALERT (922-5378)

Community: 951-821-NEWS

(821-6397)

Emergency Updates will also be posted on the District and School Site Web pages.

www.puhsd.org/emergencyinfo

Staff/Community members can also follow us on Twitter, @PUHSD_911

Classroom Emergency Communication Protocol

To improve response time and coordination between the front office and classrooms, the following strategies are being recommended for all school sites.

For life threatening emergencies call 911!!!

PLEASE NOTE: 911 calls should be dialed from site telephones.

When 911 is dialed from a site phone, an e911 Alert email is automatically generated and sent to administration.

To request assistance from the front office for emergencies:

1. Dial "ZERO" from the classroom

(All staff must understand and respect that the "Dial Zero Protocol" is for EMERGENCIES only!)

2. SAY- Emergency or Medical Emergency!

Keep it simple and clear!

Example(s):

- **Medical Emergency in room xyz** (medical assistance needed for student or staff injuries/incidents).
- **Emergency in room xyz** (all other emergency issues not related to a medical emergency such as students fighting in class, getting ready to fight or student is a physical threat to self or others, fire, smoke etc.).

3. Alternate or additional methods

- Email the emergency/issue to your site's 911 email address (XYZ911@puhsd.org). This email goes to all site administrators and their clerical support staff.

Examples: CDS911@puhsd.org, CMi911@puhsd.org, HHS911@puhsd.org,

PHS911@puhsd.org, PLHS@puhsd.org, PMS911@puhsd.org, PVHS@puhsd.org, etc.

- Please remember to **use the Emergency or Medical Emergency in Room XYZ, as it applies, in the email subject line** to alert staff that help or assistance is needed.
- May send a responsible student to a neighboring classroom or office to get help.

Classroom Emergency Communication Protocol

To improve response time and coordination between the front office and classrooms, the following strategies are being recommended for all school sites.

Perris Union High School District

For life threatening emergencies call 911!!!

PLEASE NOTE: 911 calls should be dialed from site telephones. When 911 is dialed from a site phone, an e911 Alert email is automatically generated and sent to administration.

1 To request assistance from the front office for emergencies:

- **Dial "ZERO" from the classroom**
(All staff must understand and respect that the "Dial Zero Protocol" is for EMERGENCIES only!)

2 SAY - "Emergency" or "Medical Emergency" Keep it simple and clear!

Example(s):

- **Medical Emergency in room xyz** (medical assistance needed for student or staff injuries/incidents.)
- **Emergency in room xyz** (all other emergency issues not related to a medical emergency such as students fighting in class, getting ready to fight or student is a physical threat to self or others, fire, smoke etc.)

3 Alternate or additional methods

- Email the emergency/issue to your site's 911 email address
[cgs911@puhsd.org](mailto:cds911@puhsd.org), cmi911@puhsd.org, hhs911@puhsd.org, puhs911@puhsd.org, phs911@puhsd.org, pms911@puhsd.org this email goes to all site administrators and their clerical support staff
- Please remember to **use Emergency or Medical Emergency in Room XYZ, as it applies, in the subject line** to alert staff that help/assistance is needed
- You may send a responsible student to your neighboring "Buddy" teacher asking for assistance

PUHSD Employee Safety – Continued

PUHSD Emergency Preparedness

The District Safety Committee determined that all classrooms should have basic emergency supplies because disasters or lockdown situations can happen at any moment. Emergency preparedness kits are a large portion of our emergency readiness and response systems in the event staff and students are in an extended “lock-down” and unable to leave the classroom/area and/or if they are trapped due to an earthquake or explosion



Phase 1 - Classroom Emergency Kits

Classroom kits are mounted on wall brackets inside of each classroom. Each kit contains essential emergency supplies (water, sanitation supplies, basic first aid, duct tape, and emergency blankets). These kits are tracked and checked out to teachers through the library system.



Phase 2 - Large Emergency Kits

The second phase of implementation included Large Emergency kits that have been installed in larger areas and classrooms on campus (libraries, locker rooms, multipurpose rooms, etc.) Each kit contains twice the amount of essential emergency supplies as the Classroom Emergency Kits (water, sanitation supplies, basic first aid, duct tape, and emergency blankets).



Phase 3 - Compact Emergency Response Kits

The final phase includes emergency supplies for offices and workstations. These kits will be installed at each workstation or desk in administrative areas and contain basic first aid, sanitation supplies, a whistle, etc.



SafeSchools is an on-line training resource that currently includes over 100 training modules that are, on average, 15 to 20 minutes in length. The training categories include:

- ◆ Emergency Management
- ◆ Environmental
- ◆ Health
- ◆ Human Resources
- ◆ Media and Information (copyright infringement)
- ◆ Nutrition Services
- ◆ Security
- ◆ Social and Behavior
- ◆ Special Education
- ◆ Transportation

Go to <http://puhsd.ca.safeschools.com> and **login with your employee ID number to access these training modules.** Or go to Risk Management on the District's or each school site's webpage from the “**Staff**” tab at the top of the website, then from the pull down menu go to Employee Benefits & Safety, then to Employee Safety (on left of page), to Keenan SafeSchools.

PUHSD Employee Safety – Continued

SAFE PRACTICES – TEACHERS/AIDES

General Classroom Safety Rules

- A. **Wipe up or isolate and report spills promptly.**
- B. **Report all accidents and injuries** to your administrator, supervisor or Risk Manager.
- C. **Be aware of where you are walking.** Trip and slip hazards – stacks of paper or boxes, for example, or recently polished and slick floors, or extension cords – are common in the classroom.
- D. **Means of egress/exits shall be kept clear of obstructions,** well lighted and unlocked during work hours.
- E. **Aisles must be kept clear** of items that can be tripped over and all areas under stairways that are egress routes should not be used to store combustibles.
- F. **Be aware of the location of the nearest fire extinguisher.** Read the instructions on the extinguisher now, before you need to use it.
- G. **Maintain a minimum 36" clearance in front of fire extinguishers, electrical panels, water heaters, emergency dredge showers, and eye wash stations.** Access must be maintained at all times.
- H. **Familiarize yourself with the emergency exit procedures.** An emergency evacuation plan must be posted near the classroom exit to notify all employees and students of how to exit the room, the evacuation route and where they are to assemble.
- I. **Chairs are not step stools.** Don't use them for that purpose. Use a step stool or ladder when reaching for elevated supplies and materials.
- J. **Don't climb on tables, counters or furniture.** Use a step stool or ladder when reaching for elevated supplies and materials or to an elevated surface (shelves, files etc.).
- K. **Extension cords cannot be used for permanent wiring.** Extension cords should be unplugged, rolled up and stored immediately after use. Improper use of electricity is the second most common cause of fires in schools.
- L. **Multi-plug adapters cannot be used without surge protection.**
- M. **Surge protectors cannot be "piggy backed" into each other.**
- N. **Only three pronged plugs should be used** to ensure proper grounding.
- O. **All cords running into walk areas** must be taped down or inserted through rubber protectors to preclude them from becoming tripping hazards.
- P. **Portable heaters are discouraged. However, only heaters with an emergency shut off switch, that activates if tipped over, can be used on district property.**
- Q. **Appliances such as coffee pots, warmers, microwave ovens, refrigerators, toaster ovens etc., are discouraged in the classrooms.** However, when used, staff will be responsible to inspect for signs of wear, heat or fraying cords.
- R. **Lit Candles are not allowed** in classrooms or at school sites.

PUHSD Employee Safety – Continued

- S. **Aerosol sprays (air fresheners, cleaners etc.)** should not be used in classrooms or around students/staff with respiratory illness/concerns. If there are air quality concerns/issues, they should be reported to your administrator, supervisor or Risk Management and not covered up with air fresheners (aerosol, solids, melt pots, plug-ins etc.).
- T. **Plug-in air fresheners are not allowed in classrooms or any district buildings.**
- U. **Flammable and combustible liquids may not be stored in classrooms.** These liquids are the third most common cause of school fires.
- V. **Be cautious with flammable materials; including paper products on walls.** They may not be attached to windows and doors and no more than 20% of all the wall space may be covered with flammable materials. Window coverings, drapes and curtains may not be installed unless they meet the Fire Marshall's fireproofing requirements. Keep decorations for holidays only.
- W. **Do not store combustibles (paper, boxes etc.) within 24" of the ceiling.**
- X. **Don't bring products from home** unless you have a Safety Data Sheet (SDS) that can be reviewed for hazards and stored on-site (staff lounge, work room etc.) ensuring access to all staff. Contact your administrator, supervisor or Risk Management with questions.
- Y. **Don't bring pesticides from home. Pesticides can only be applied by a licensed or certified applicator. Report all insect, pests or vermin concerns to your administrator, supervisor, Maintenance and Operations or Risk Management;** keep work areas free from food and sweet liquids.

Office Ergonomic Safety Rules

Teachers and Aides don't spend the majority of time at their desks using the computer, but they still need to be aware of Repetitive Motion Injuries (RMI) and should take the following steps to reduce the chance of such an injury:

- A. **Complete a workstation ergonomic evaluation.** If available, utilize an in-house resource to complete the evaluation (Risk Management) or complete a self-evaluation.
- B. **Make the necessary adjustments to your chair.** Most chairs will have at least two or three adjustment levers to use to change the height and tilts of the seat and backrest. Adjust the chair so you can achieve the most comfortable typing position.
- C. **Take the weight on your feet.** Ensure that your feet rest on the floor so that all the weight is not on your lower back. If your feet do not reach the floor, use a footrest.
- D. **Type with your wrist at a neutral position.** Adjust the height of chair and keyboard to ensure that, when typing, the shoulders are relaxed, there is a 90-degree angle at the elbow, and the wrist is in a flat position (i.e. no raising or lowering of the wrist from the forearm in order to reach the keys).
- E. **Avoid neck and eye strain.** Position the monitor directly in front of you at a distance with its top at eye level. Keep the monitor between 18" and 24" from the eye, and place it at a right angle to the window. If you are entering data from a document, prop the document up or, better still, place it at eye level with the use of a document holder.
- F. **Keep the mouse close.** Avoid having to reach either up or out to use the mouse. If possible it should be kept next to and at the same height as the keyboard. Hold the mouse gently and move it with the arm rather than the wrist.

PUHSD Employee Safety – Continued

- G. **Take your breaks.** Take micro-breaks from typing for 2-3 minutes every half-hour and stop typing for ten minutes after typing uninterrupted for 2 hours. If possible, get outside during breaks for some valuable fresh air and, during the day, regularly stretch the hands, arms and back.

Office Equipment Safety Rules

- A. **Electric Powered Equipment can be a shock hazard.** Periodically, check the equipment for frayed cords and defective plugs. Never clean or service electric powered equipment with the power on; always disconnect the equipment from the power source. Don't use the equipment with wet hands or while on a damp floor.
- B. **Shut off electrical equipment.** Before leaving the classroom, be sure electrical equipment, like audiovisual equipment, is shut off and unplugged.
- C. **Be careful with paper cutters.** Cutters should only be used on a level, unobstructed and clear surface. The finger guard must be in place before using the cutter. The lever should be put down and in the locked position when it is not being used.
- D. **Photocopy machines could be harmful to the eyes.** These machines emit an extremely bright light. Always make sure the machine cover is down when operating it.
- E. **Close file cabinet and desk drawers when not in use.** File cabinets are unstable with the drawers open and a co-worker or student could walk into an open drawer.
- F. **Do not change a burnt out projection bulb when the projector is still hot.** Disconnect the projector and wait for it to cool before changing the bulb.

Materials Storage Safety Rules

- A. **Store materials in an organized way.** Do not overload shelves/drawers. Do not store materials on top of cabinets. Materials may not be stored within 36" of the ceiling.
- B. **Weight can be a safety hazard.** Heavier items should be stored on the lower shelves at about chest height or lower.
- C. **Place cabinets and shelves away from room exits.** They could fall over and block the exit.
- D. **Keep aisles and passageways free of materials.** As well as being a trip and fall hazard, they could also impede a quick exit in an emergency.
- E. **Keep the storeroom neat.** Everything should have its place in the storeroom. Avoid placing old files in there on a permanent basis and keep clutter to a minimum.

Lifting Rules

It is just as important to keep your body in shape for the task as it is any other tool you use for other jobs. You can injure yourself just as easily lifting light objects as you can when lifting heavier ones if you don't lift properly and your "tool" is not in shape for the job. Lifting is a thinking person's job.

- A. **Before you lift something, prepare yourself and plan the move.** Make sure you are limber and physically fit enough to do the task safely. Daily exercises will keep your body ready for lifting and help you feel better. Size up the load to make sure you can handle it safely. If you think the load is too bulky or too heavy, ask someone to help you or try to break it up into smaller, more manageable loads. Use a hand truck or dolly if necessary. Plan your route and make sure the path is clear of trip, slip, and fall hazards.

PUHSD Employee Safety – Continued

- B. **Use proper body mechanics when lifting.** Stand close to the object with your feet about shoulder width apart. Squat down, bending at the hips and knees. Keep your back straight. As you grip the load, arch your lower back inward by pulling your shoulders back and sticking your chest out with chin tucked in. Be sure to keep the load close to your body. When you set the load down, squat down, bending at the hips and knees, keeping your lower back arched in.
- C. **Turn, don't twist.** Twisting is not the thing to do. Instead of twisting, turn your whole body in the direction that you want to go. Twisting when carrying a load puts a lot of undo stress on your back.
- D. **Push, don't pull.** Whenever you have to move something that is on a cart, a dolly, or a hand truck, push the load. Pushing puts less strain on your back.
- E. **Don't store heavy objects higher than your waist.** If heavy objects aren't stored higher than your waist than you won't have to lift them higher than your waist. Lifting objects overhead puts a lot of undue stress on your back. It's one of the surest ways to injure your back.
- F. **Lift like a pro and avoid the pain.** Learning how to lift and carry safely is one of the most important things you can do for your back. It's not hard to put these suggestions to use, and the payoffs will be well worth the time and effort you put into it.

Classroom Environment Safety Standards

Teachers are responsible for the safety of students during classroom and instructional periods. While every classroom is designed to be a place for learning, there are a number of potential hazards that can be avoided to make a classroom a safer environment. If the following standards are followed as a classroom is set up at the beginning of the year, or bulletin boards are changed during the year, the learning environment will be safe from fire and other hazards. Classroom hazards addressed here fall into four categories: 1) fire & electrical hazards, 2) earthquake hazards, 3) trip hazards and 4) indoor air quality hazards. These standards are designed to proactively address those hazards.

Fire & Electrical Hazards

- A. Extension cords cannot be used as permanent wiring. Unplug and roll up after daily use, if needed. Zip cords (extension cords with 2-3 plug-in places at the end) are not allowed at all. (CFC 605.5)
- B. No "piggybacked" surge protectors. Make sure surge protectors can handle the equipment plugged into them. (CFC 605.4)
- C. **Do NOT** place electrical cords under carpet or tape. If needed, use UL approved cord cover (reduces friction that can damage wire and create fire danger). (CFC 605.5)
- D. Portable heaters need to have an auto shut-off.
- E. **Do NOT** bring or use "plug-in" air fresheners (fire hazard).
- F. **Do NOT** cover small windows on doors. No paper on internal doors or windows other than a class list (heat transfer risk).
- G. No items should be posted on exit doors. (CFC 1028.4)
- H. No more than 50% of vertical surfaces or walls should be covered with paper, including designated bulletin boards. (CSFM IB -9-1-2009)

PUHSD Employee Safety – Continued

- I. Leave 18” (if ceiling sprinklers are in room) or 24” (for rooms with no sprinklers) of clearance from ceiling and floor of continuous paper (isolated laminated items in that space are OK as long as they fall at least 6” below ceiling line).
- J. The tops of items on high shelves should not be within 18” of the ceiling. (CFC 315.2.1)
- K. All fabric on windows, walls, or furniture needs documentation that it has been treated with a fire retardant. This includes decorative pillows, stuffed toys, bean bag chairs, natural and artificial vegetation. (Title 19, 3.08)
- L. No “three-dimensional” paper items on walls or freestanding three-dimensional paper creations.
- M. Keep fire extinguisher and fire pulls clear of any distracting paper or notices (approximately 36” clearance). Make sure access to fire extinguisher, fire pulls or safety shower/eye wash is not hampered by furniture.
- N. If anything hangs from the ceiling, it must hang by fish line, not yarn. Keep hanging items to a minimum (no more than 5-6). Items hanging from ceilings must be laminated or treated with a fire retardant (with documentation). (CFC 807.1)

Earthquake Hazards

- A. Evaluate stored items and placement of files and mobile cabinets as to what type of hazard it would pose should an earthquake cause an item to fall from the shelf or project across the room and injure you or a student.
- B. Rearrange file cabinets and stored items accordingly.
- C. Have all file cabinets, book shelves or other pieces of furniture over 4 ft. in height, anchored to the wall.
- D. Ensure all items placed on shelves or on top of cabinets are secured (knick-knacks, plants, pictures, pots etc.).
- E. Remove all loose items from shelves that could fall and injure you or a student.
- F. Keep the area under your desk clear for “Drop, Cover, Hold” drill or incident.

Trip Hazards

- A. Design your room in such a way that chairs, backpacks and electrical cords do not pose a trip hazard to you or others.
- B. Aisles should be clearly established and be at least 22 inches wide.

Indoor Air Quality

- A. **Do NOT** bring candles to your classroom (or office) for decorating purposes or to burn for “aroma” purposes.
- B. **Do NOT** bring items/products from home. PUHSD is required to have a Materials Safety Data Sheet on file for every substance or product.
- C. **Do NOT** bring or use aerosols, example: cleaners, air fresheners, sanitizers, fragrance, etc. (respiratory hazard).
- D. **Do NOT** bring or use any form of pesticides. Report any pest concerns to administration for appropriate action.
- E. Keep all plants free of dead leaves, wilted flowers, etc.
- F. Report ALL signs of water intrusion immediately (leaks, unusual condensation in windows, wet ceiling tiles, etc.

COMPENSATION AND PAYROLL INFORMATION

Time Sheets

- Obtain a substitute timecard from the Subfinder coordinator. You may also print one from our website, www.puhsd.org. Click on Divisions, Business Services, then Fiscal Services, then Overview. Timecards are under Substitute Forms.
- On the timecard fill in site, date, number of periods subbed, teacher's name, Subfinder job number and the reason for the substitution. The Subfinder job number is required in order for you to be paid.
- **At the end of the day, it is your responsibility to have the Subfinder coordinator or designee sign your timecard.**
- Pay periods are from the 23rd of the month through the 22nd of the following month.
- **YOUR TIME SHEET MUST BE SIGNED BY YOU** prior to being turned into the District Office.
- Time sheets must be turned into the payroll office no later than the end of the day on the date it is due.
 - Monday – Thursday 4:30 p.m.
 - Friday 3:00 p.m.
- Print your full name at the top of your timecard as well as your employee number.

Payroll Information

- Federal and state income taxes will be deducted in accordance with current tax table.
- Substitute teachers are not eligible for voluntary payroll deductions (e.g. credit union, dues, etc.).
- Substitute teachers who are members of the State Retirement System (STRS) will have retirement contributions deducted.
- Pay warrants and direct deposit stubs are available for pick-up at the District Office on pay day from 9:00 a.m. until 11:00 a.m. Those that are not picked up will be mailed to the address of record for you.
- Substitute teachers are eligible for direct deposit. Check with district payroll for information.

Pay Rates

Daily Rate	\$125.00 – Full day's assignment (including Teacher prep periods or collaboration)
Half Day	\$62.50 – 1, 2 or 3 periods
Long Term Assignment (same assignment)	\$150.00 – per day at day twenty-one (21)
No Conference Period	\$10.00 – for an extra class at CMI <u>only</u>



**PERRIS UNION HIGH SCHOOL DISTRICT
2014-15 CERTIFICATED AND CLASSIFIED
SUBSTITUTE PAYROLL SCHEDULE**

PAYROLL #	START DATE	END DATE	TIME CARDS DUE	PAY DATE
1A	-----	-----	-----	-----
2A	6/23/14	8/07/14	8/08/14	8/20/14
3A	8/08/14	9/08/14	9/09/14	9/19/14
4A	9/09/14	10/07/14	10/08/14	10/20/14
5A	10/08/14	11/06/14	11/07/14	11/20/14
6A	11/07/14	12/08/14	12/09/14	12/19/14
7A	12/09/14	1/06/15	1/07/15	1/20/15
8A	1/07/15	2/06/15	2/09/15	2/23/15
9A	2/07/15	3/09/15	3/10/15	3/20/15
10A	3/10/15	4/07/15	4/08/15	4/20/15
11A	4/08/15	5/07/15	5/08/15	5/20/15
12A	5/08/15	6/08/15	6/09/15	6/19/15

Timecards are to be submitted to payroll on or before the due dates listed above. Due to a very tight working schedule between pay periods, we cannot deviate from the due dates listed above. Late timecards will result in pay being delayed.

Timecards are to reflect only 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 9:00 a.m. to 11:00 a.m. 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.

**Payroll contact information: Robbin Campbell, Payroll Technician (Alphabet A-Mc)
951.943.6369, ext. 80219
Lisa Baker-McDaniel, Payroll Technician (Alphabet Me-Z)
951.943.6369, ext. 80218**

Revised 7/18/14 (Green)

NAME: _____ PAY PERIOD STARTS: ____ / ____ / ____ PAY PERIOD ENDS: ____ / ____ / ____ EMP # _____

Please Note: Signed and completed timecards are to be turned in to the Payroll Office by 3:30 PM on the 22nd of each month. 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. DO NOT USE WHITE OUT.

[illegible]

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.

B - Bereavement	JD - Jury Duty	O - Other
PD - Personal Discretion	PN - Personal Necessity	S - Sick Leave
SB - School Business	V - Vacation	VA - Vacancy

SUBSTITUTE'S SIGNATURE



PERRIS UNION HIGH SCHOOL DISTRICT SUBSTITUTE TEACHER REPORT

DATE: _____ SCHOOL: _____

SUBSTITUTE'S NAME: _____ TEACHER'S NAME: _____

Please read the Substitute Teacher Folder. At the end of the day return the folder, key, and this form to the Substitute Clerk or School Secretary.

Please take a moment to complete the following information.

- | | | | |
|------------------------------------|------------------------------------|-------------------------------|---|
| 1. Were the lesson plans adequate? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| 2. Were materials available? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| A. Seating Chart | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| B. Essential Information | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| C. Duty Schedule | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| 3. Behavior of Pupils | Excellent <input type="checkbox"/> | Good <input type="checkbox"/> | Fair <input type="checkbox"/> Poor <input type="checkbox"/> |

Which students were helpful?: _____
I was unable to complete the following items, and why: _____

Comments: _____

(Please continue on back if necessary and designate by periods as appropriate)

Substitute Signature _____ Date: _____

REGULAR TEACHER REPORT

Please comment below on the performance of your substitute and return this form to the Substitute Clerk **Shonie Carr** or School Secretary **TODAY**.

- | | | | |
|--|--------------------------------------|--|------------|
| 1. Were lesson plans followed as directed? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| 2. Adequate information left regarding work completed? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| 3. Room left in order that it was found? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| 4. Was this a: Regular School Day <input type="checkbox"/> | Minimum Day <input type="checkbox"/> | Shortened Day <input type="checkbox"/> | |
| 5. Overall appraisal of substitute (good) 5 | 4 | 3 | 2 1 (poor) |

If you have a "2" or a "1" circled, please have the Site Administrator submit a copy to the Human Resources Department. Please include factors related to your appraisal below:

Comments: _____

(Please continue on back if necessary)

Teacher Signature _____ Date _____

Administrator Comments: _____

Administrator Signature _____ Date _____



Perris Union High School District

Student/Teacher
2014-2015 Calendar

Board Approved: 3/19/14

2014

July

S	M	T	W	T	F	S
		1	2	3	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

S	M	T	W	T	F	S
					1	2
3	4	SD	SD	SD	SD	9
10	FIRST DAY	12	13	M (PMS)	M (PMS)	16
17	18	19	20	M (PMS)	M (PMS)	23
24	25	26	27	M (PMS)	29 M (PMS)	30
31						

September

S	M	T	W	T	F	S
	H	2	3	M (PMS)	M (PMS)	6
7	8	9	10	M (PMS)	M (PMS)	13
14	15	16	17	M (PMS)	M (PMS)	20
21	22	23	24	M (PMS)	M (PMS)	27
28	29	30				

October

S	M	T	W	T	F	S
			1	M (PMS)	M (PMS)	4
5	6	7	8	M (PMS)	M (PMS)	11
12	NS	14	15	M (PMS)	M (PMS)	18
19	20	21	22	M (PMS)	M (PMS)	25
26	27	28	29	M (PMS)	M (PMS)	

November

S	M	T	W	T	F	S
						1
2	3	4	5	M (PMS)	M (PMS)	8
9	NS	H	12	M (PMS)	M (PMS)	15
16	17	18	19	M (PMS)	M (PMS)	22
23	NS	NS	NS	H	H	29
30						

December

S	M	T	W	T	F	S
	1	2	3	M (PMS)	M (PMS)	6
7	8	9	10	M (PMS)	M (PMS)	13
14	15	M (HS/PL)	M (HS/PL)	M (HS/PL)	SD	20
21	WR	WR	H	H	WR	27
28	WR	WR	H			

2015

January

S	M	T	W	T	F	S
				H	H	3
4	WR	WR	WR	WR	WR	10
11	12	13	14	M (PMS)	M (PMS)	17
18	H	20	21	M (PMS)	M (PMS)	24
25	26	27	28	M (PMS)	M (PMS)	31

February

S	M	T	W	T	F	S
1	2	3	4	M (PMS)	M (PMS)	7
8	9	10	11	M (PMS)	M (PMS)	14
15	H	NS	NS	NS	H	21
22	23	24	25	M (PMS)	M (PMS)	28

March

S	M	T	W	T	F	S
1	2	3	4	M (PMS)	M (PMS)	7
8	9	10	11	M (PMS)	M (PMS)	14
15	16	17	18	M (PMS)	M (PMS)	21
22	23	24	25	M (PMS)	M (PMS)	28
29	SB	SB				

April

S	M	T	W	T	F	S
			SB	SB	H	4
5	SB	7	8	M (PMS)	M (PMS)	11
12	13	14	15	M (PMS)	M (PMS)	18
19	20	21	22	M (PMS)	M (PMS)	25
26	27	28	29	M (PMS)		

May

S	M	T	W	T	F	S
					M (PMS)	2
3	4	5	6	M (PMS)	M (PMS)	9
10	11	12	13	M (PMS)	M (PMS)	16
17	18	19	20	M (PMS)	NS	23
24	H	26	27	M (PMS)	M (PMS)	30
31						

June

S	M	T	W	T	F	S
	1	2	3	M (PMS)	M (PMS)	6
7	8	M (HS/PL)	M (HS/PL)	M (HS/PL)	CO	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 and Perris Lake

M – Minimum Day

NS – No School

Orange – California High School Exit Exam (CAHSEE)

Blue – 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. 1

Veteran's Day – Nov. 11

Thanksgiving – Nov. 27 & 28

Christmas – Dec. 24 & 25

New Years – Dec. 31 & Jan. 1

Admissions Day – Jan. 2

ML King Jr. Day – Jan. 19

Presidents' Days – Feb. 16 & 20

Good Friday – April 3

Memorial Day – May 25



Student/Teacher
2014-2015 Calendar

Board Approved: 4/16/14

Revised: 6/9/14

2014

July

S	M	T	W	T	F	S
		1	2	3	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

S	M	T	W	T	F	S
					1	2
3	4	SD	SD	SD	SD	9
10	FIRST DAY	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September

S	M	T	W	T	F	S
	H	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	BTS	24	25	26	27
28	29	30				

October

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	NS	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	NS	H	12	13	14	15
16	17	18	19	20	21	22
23	NS	NS	NS	H	H	29
30						

December

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	M	M	M	SD	20
21	WR	WR	H	H	WR	27
28	WR	WR	H			

2015

January

S	M	T	W	T	F	S
				H	H	3
4	WR	WR	WR	WR	WR	10
11	12	13	14	15	16	17
18	H	20	21	22	23	24
25	26	27	28	29	30	31

February

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	H	NS	NS	NS	H	21
22	23	24	25	26	27	28

March

S	M	T	W	T	F	S
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	SB	SB				

April

S	M	T	W	T	F	S
			SB	SB	H	4
5	SB	7	8	9	10	11
12	13	M	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	M OH		

May

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	NS	23
24	H	26	27	28	29	30
31						

June

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	M	M	M	CO	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Legend

BTS – Back to School
CO – Teacher Check Out Day
H – Holiday
M – Minimum Day
NS – No School
- California High School Exit Exam (CAHSEE)

OH – Open House
SB – Spring Break
SD – Staff Development
WR – Winter Recess

180 - Student Days

186 Teacher Work Days

Holidays – 15 days

Independence Day - July 4
Labor Day – Sept. 1
Veteran's Day – Nov. 11
Thanksgiving – Nov. 27 & 28
Christmas – Dec. 24 & 25
New Years – Dec. 31 & Jan. 1

Admissions Day – Jan. 2
ML King Jr. Day – Jan. 19
Presidents' Days – Feb. 16 & 20
Good Friday – April 3
Memorial Day – May 25

PERRIS UNION HIGH SCHOOL DISTRICT
PERRIS COMMUNITY ADULT SCHOOL
2014-2015 School Calendar

July 2014						
Su	M	Tu	W	Th	F	S
		1	2	3	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 2014						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18 1 st DAY	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2014						
Su	M	Tu	W	Th	F	S
	H	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				

October 2014						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	NS	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2014						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	NS	H	12	13	14	15
16	17	18	19	20	21	22
23	NS	NS	NS	H	H	29
30						

December 2014						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	WR	WR	H	H	WR	27
28	WR	WR	H			

January 2015						
Su	M	Tu	W	Th	F	S
				H	H	3
4	WR	WR	WR	WR	WR	10
11	12	13	14	15	16	17
18	H	20	21	22	23	24
25	26	27	28	29	30	31

February 2015						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	H	NS	NS	NS	H	21
22	23	24	25	26	27	28

March 2015						
Su	M	Tu	W	Th	F	S
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	SB	SB				

April 2015						
Su	M	Tu	W	Th	F	S
			SB	SB	H	4
5	SB	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2015						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	NS	23
24	H	26	27	28	29	30
31						

JUNE 2015						
Su	M	Tu	W	Th	F	S
	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				

HOLIDAYS

INDEPENDENCE DAY- JULY 4
 LABOR DAY - SEPTEMBER 1
 VETERAN'S DAY- NOV. 11 (OBSERVED)
 THANKSGIVING - NOVEMBER 27 & 28
 CHRISTMAS - DECEMBER 24 & 25

NEW YEAR'S - DECEMBER 31 & JANUARY 1
 ADMISSION DAY- JANUARY 2 (OBSERVED)
 ML KING JR. DAY- JANUARY 19
 PRESIDENTS' DAYS- FEBRUARY 16 & 20
 GOOD FRIDAY- APRIL 3 (OBSERVED)
 MEMORIAL DAY- MAY 25

LEGENDS

H-HOLIDAY
 NS-NO SCHOOL
 SB-SPRING BREAK
 WR-WINTER RECESS

FALL SEMESTER: AUGUST 18, 2014 TO DECEMBER 18, 2014

SPRING SEMESTER: JANUARY 20, 2015 TO JUNE 11, 2015

BOARD APPROVED _____

SUGGESTIONS

If you have any comments or suggestions that would improve your assignment or job, please fill out the form below and submit it to Human Resources.

This is optional and can be done at any time you feel necessary.

Comments/Suggestions

Please submit this form to Human Resources.