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LISD

Substitute and Temporary Employee  
Handbook Addendum

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Last updated- 6-29-17

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**2017-2018**

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## INTRODUCTION

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This handbook addendum serves as source supplement of information for employees within the Substitute and Temporary Employee Offices. It is not intended, nor is it possible, for this Handbook to provide answers to all possible employment situations or all specifics concerning an employee's job. If employees need additional information, please contact either a direct supervisor or the Human Resources Department.

In the event of any conflict between a department/campus handbook and the LISD Employee Handbook, the LISD Employee Handbook will supersede any other handbook.

This Handbook is neither a contract nor a substitute for the official [LISD Policy Manual](#) (please note the policy manual may not reflect changes from the most recent legislative session) nor is it intended to alter the at-will status of noncontract employees in any way.

LISD Policy and the policies of the Substitute and/or Temporary Employee Office may be revised or deleted, and/or new policies may be adopted throughout the school year. Employees will be responsible for compliance with all LISD policies.

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*Nothing in this Handbook is intended to constitute an employment contract or affect the at-will employment status of a District employee.*

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### Arrival/Departure Procedures

Substitutes should arrive on campus at least 30 minutes before the beginning of instruction, and will depart 30 minutes after the students leave or as indicated by administration.

The approximate times are: Elementary - 7:15 a.m. to 3:15 p.m., Middle and High Schools - 8:15 a.m. to 4:15 p.m.

Occasionally, as a substitute, you may receive calls from the automated calling system after the start time for that campus. This can happen for various reasons. We ask that if you are able to work that day, please take the job and immediately call the campus to notify them that you have just taken the job. The campuses would much rather have to cover a class until a substitute can get there than possibly go without a substitute at all

### Campus Security- Check in /Out

At each school, substitutes should report to the office, sign the SUBSTITUTE SIGN-IN/OUT SHEET and pick up their ID Badge. Substitutes must stop by the office when leaving the campus in the afternoon and sign the SUBSTITUTE SIGN-IN/OUT SHEET while dropping off their ID Badge with the appropriate staff member. The check in/out procedure is very important as it not only identifies you as a substitute but verifies your fulfillment of the assignment. This signed form is the official employment record and is used in conjunction with our Absence Reporting System to calculate payroll for substitutes. It is mandatory that you sign in and out each time you substitute. The sheet will require your name and the time you are coming or going. Once a substitute has arrived on campus, the substitute must remain at the campus until the school day is finished. All exceptions must be cleared through the administrator.

### Security Badges

All substitutes will wear substitute badges provided by the school office while substituting. When signing in with the Aesop manager, the Substitute should note the badge number on the sign in sheet and return the badge at the end of the day when signing out.

### Half Day/Full Day

Each school has a specific time for determining whether a substitute teacher is paid for a half day or a full day:

<b>Elementary</b>	Morning 7:15 am – 11:15 am	Afternoon 11:15 am – 3:15 pm
<b>Middle</b>	Morning – Periods 1 thru 4	Afternoon – Periods 5 thru 8
<b>High School</b>	A Day: Morning – Periods 1 & 2	Afternoon – Periods 3 & 4
	B Day: Morning – Periods 5 & 6	Afternoon – Periods 7 & 8

Note: With the "A" and "B" schedule at the high schools, the afternoon classes start between 11:33 a.m. to 11:39 a.m. Even though this is before 12:00 p.m., it is not considered a full day. If you take a job at one of the high schools, your

start time will be between 11:15 a.m. and 11:30 a.m. This is considered a half day assignment. (Half-day assignments at the high schools and the middle schools shall equal 4 hours or less.)

Temporary Employees should adhere to the same hours as substitutes unless otherwise directed by their supervisor or a campus Administrator. Temporary Employees will use a Kronos badge to clock in and out. If not issued a badge, the temporary employee will be responsible for keeping a paper timesheet and turning it on for approval. It will then be sent to Payroll for payment according to the Biweekly Payroll Schedule.

## Benefits

### Workers' Compensation Insurance

All substitute and temporary employees are covered by Workers' Compensation Insurance. The benefits include payment of medical expenses and, in some cases, partial repayment of lost wages. Ref: CRE

The substitute/temporary employee must report all injuries on the job to the immediate supervisor on the day the injury occurs. The substitute/temporary employee must also contact the campus/department secretary immediately to obtain the proper accident reporting form. The secretary will provide an explanation of the proper procedures to follow in order to receive Workers' Compensation Benefits.

### Deferred Compensation Plan

Substitutes/temporary employees who are not eligible to participate in a retirement plan, or who are not drawing retirement benefits from the State of Texas retirement plan or the Teacher Retirement System of Texas, are required by law to participate in either a deferred compensation plan or Social Security. Leander ISD has chosen to have substitutes/temporary employees participate in a deferred compensation plan; therefore 7.5% of each paycheck is withheld and invested in an annuity through a third party administrator.

Upon a substitute/temporary employee's termination of employment with the District, he/she may apply to the third party administrator to have the accumulated funds plus interest returned. The required form is available in the Human Resource Department. The third party administrator processes the requests during the first quarter of the year following termination of employment.

JEM Resource Partners  
900 S. Capital of Texas Hwy., Suite 350  
Austin, Texas 78746  
Ph-(800) 943-9179; Fax-(888) 989-9247

### Liability Insurance

Substitutes/temporary employees are covered under the District's liability insurance while the substitutes/temporary employees are acting within the course and scope of their duties or employment. However, a substitute/temporary employee can be personally liable in, but not limited to, the following instances:

1. When corporal punishment is administered in a manner which violates policy [Ref: FO, FO (Local)];
2. When driving students in a personal vehicle; or,
3. When found to be negligent by a court of law.

### Responsibilities

#### Teaching

**Substitutes must fill out a Substitute Teacher Report every time they sub.**

A substitute shall be subject to all the duties of a regular classroom teacher. This includes attending all meetings and required activities unless excused by the campus administration. Substitutes are responsible for the continuation of the instructional program in the absence of the regular teacher. These plans and schedules should be available on the teacher's desk. Lesson Plans must be followed as closely as possible. For assistance, contact team leaders, department heads, or teachers in nearby rooms. Tests should be given as scheduled. If a major achievement test is scheduled, a regular certified employee must administer the test. When preparing for a long-term assignment, it is advisable to meet with the regular teacher.

#### Reporting Injuries of Students

When a student is injured at school or while participating in a school-related activity, campus administration should be notified immediately. The school office will send medical help and investigate the incident. Although injuries may not appear to be serious, it is safer to have the student checked out by someone in the school clinic.

#### Personal Injuries on the Job

All personal injuries on the job must be reported to administration on the same day the injury occurs. The District has arranged with various providers to treat those injuries which require medical attention.

#### Medical Emergency

Substitutes/temporary employees need to keep the substitute or temporary employee office informed of any changes in their emergency contact information.

### Daily Duties

**All staff members have daily duties around the school.** These may include hall duty, cafeteria duty, bus duty, or playground duty, as well as numerous others. Substitutes are responsible for performing these daily duties as part of their assignment. Ask about these daily duties upon arrival.

### Other Duties

A substitute may be asked to teach in a classroom other than the one they agreed to teach when they accepted the assignment through Aesop. In this case, the substitute is expected to demonstrate flexibility and cooperation with the school administration in its attempts to meet the instructional and safety needs of the students under their care. If substitutes refuse to work an alternate assignment made by the administrator, and they choose to leave campus, they will not be compensated for the work they declined to perform. Also, if substitutes are asked to work during a teacher's conference period for a teacher other than the one they were assigned, they are expected to accept this administrative request. Substitutes are, however, entitled to a duty free lunch.

### Classroom Management

Classroom management is an important responsibility of a substitute or temporary employee. Many classrooms will contain a list of rules and consequences. Reviewing these with the students at the beginning of the class period may assist with management of the class. Students are expected to adhere to the student code of conduct as well as the 10 Ethical Principles. It may also be helpful to read a copy of the campus handbook and talk with other teachers. **Substitutes and temporary employees are charged with maintaining an appropriate classroom atmosphere at all times!**

### Leaving the Campus

The care and supervision of the students assigned to the substitute is of primary importance. **At no time during the day should the substitute or temporary employees leave campus unless authorized to do so.** Substitute teachers should not leave the campus at the end of the school day until they have signed out through school substitute office.

## Employment Relations

### Access to Personnel File

**Substitute and Temporary Employee Access:** All information contained in the personnel file of a substitute or temporary employee shall be made available to that substitute, temporary employee or the designated representative upon request by the substitute or temporary employee, except as otherwise required by law.

**Public Access:** With regard to public access to information in personnel records, custodians of such records shall adhere to the requirements of the Public Information Chapter of the Government Code. Ref: DBA

*A substitute may choose not to allow public access to his or her home address, home telephone number, social security number, or any other information that reveals whether the person has family members. Ref: GBA. This is done by stating that choice on the information sheet that is filled out at the beginning of the year.*

### Professional Ethics

Persons who serve as substitutes are recognized as professionals. In that role, a professional attitude is assumed. Extreme caution should be used in expressing personal opinions about activities in the schools. Concerns about practices or policies should be directed to the principal of the school. **By law, the educational and disciplinary status of each individual student is confidential information and should not be discussed inside or outside the school.**

### Dress and Grooming

Substitutes and temporary employees are to reflect professionalism in dress and grooming. Campus administration will determine appropriate dress and grooming. The dress and grooming of District employees shall be clean, neat, in a manner appropriate for assignments, and in accordance with any additional standards established by their supervisors and approved by the Superintendent. In the event that the standards change, supervisors will inform employees. Substitutes may be asked to leave if their dress or grooming is inappropriate. It is requested that substitutes who are scheduled to work at the Leander Extended Opportunity Center (LEO) wear soft-soled shoes to reduce noise when walking.

### Cell Phone/ Personal Handheld Device Usage

Substitutes should refrain from using any personal handheld devices during the instructional day.

### Receipt of Gifts

Substitutes and temporary employees shall not accept any gift, favor or service that may influence their decision making in the discharge of their duties.

### Tobacco Use Policy

Substitutes and temporary employees are not permitted to use tobacco products/e-cigarettes, etc., on school property or at school-related events.

### Substitute Performance Report (SPR)

Campus administrators will monitor substitute performance while fulfilling assignments on their campus. The SPR serves as a tool to inform a substitute when issues are brought to the attention of the teacher, the campus, or the district. The SPR is a tool used to assist you in your development as a successful substitute with LISD. Such issues may include but are not limited to; failure to follow lesson plans, poor classroom management, failure to report to work as scheduled, last minute cancellations, sharing personal opinions regarding sensitive subject matter, and the use of inappropriate language or behavior. The Substitute Office monitors such activity and will provide a copy of each SPR via email to the substitute.

Any substitute who receives a SPR may be subject to disciplinary actions up to and including removal from the campus, and/ or active substitute pool depending on the nature and severity of the report.

### Separation from Service

Substitute teachers/temporary employees may be dismissed at any time, for any reason not prohibited by law, or for no reason as determined by the needs of the District.

Substitutes who are not actively working will be dropped from the system. LISD substitutes are required to work a minimum of 2 assignments (1/2 day or full days) per calendar month. Each month the work history of individual substitutes not meeting this minimum requirement will be evaluated and the substitute office will communicate that activity via Aesop. Substitutes who do not meet LISD's minimum requirements will be removed from the active sub-pool. Upon removal, the substitute will receive an email notification.

If there are special circumstances, which the district may not be aware of, preventing you from meeting these requirements, please contact the substitute office.

If you wish to terminate employment with the District, either e-mail or write the Substitute Teacher/Temporary Employee Office in the Leander ISD



Human Resources Dept. When employment is terminated, any related paperwork must be completed at the Substitute Teacher/Temporary Employee Office. Final paychecks will be directly deposited on the next regular substitute teacher/temporary employee pay date.

### Substitute Cancellation Policy

Substitutes are responsible for properly cancelling any assignments 24hrs in advance of the actual assignment through the AESOP system. To reduce the number of last minute (less than 24 hours) cancellations, LISD will remove any sub who accumulates 4 or more last minute cancellations within an eight-week period. Last minute cancellations/ absences create a hardship at the campus level. **To correctly cancel an assignment please follow the following steps:**

1. Remove yourself from the assignment in Aesop.
2. Contact campus Aesop manager to notify them of your cancellation.
3. Provide a cancellation reason in Aesop.

### Substitute and Temporary Employee Office Contact Information

Leander Independent School District  
204 W. South St  
Leander, TX 78641

Mailing Address:  
P.O. Box 218  
Leander, TX 78646-0218

Human Resources  
Phone: 512-570-0118 ☐ Fax: 512-570-0122 (Substitutes)  
Phone: 512-570-0115 Fax: 512 570—0122 (Temporary Employees)

Substitute Office E-mail  
[Substitute.office@leanderisd.org](mailto:Substitute.office@leanderisd.org)

Temporary Employee E-Mail  
[temps@leanderisd.org](mailto:temps@leanderisd.org)

[www.leanderisd.org](http://www.leanderisd.org)

Look for updates and tips during the year on our Website! The substitute/temporary employee information page contains an electronic version of this handbook, resources, additional training information, and forms available for download.

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#### AESOP QUICK REFERENCE INFORMATION

Aesop is serviced through Frontline Technologies. Aesop can be accessed via the website @ [www.aesoponline.com](http://www.aesoponline.com) or via phone @ 1-800-942-3767.



## LEANDER

## INDEPENDENT SCHOOL DISTRICT

**ACKNOWLEDGEMENT OF LISD Employee Handbook**

I acknowledge that I have been provided the link to the Leander Independent School District (LISD) Employee Handbook and have read, and understand the policies outlined in the Handbook. I agree to conform to the rules and regulations of LISD as described in the Handbook which is intended as a guide to human resource policies and procedures. I understand that LISD has the right to change the Handbook without notice. I understand that future changes in policy and procedures will supersede or eliminate those I was originally provided and that I will be notified of such changes.

Receipt of this book does not constitute an offer of employment nor alter the fact that either LISD or the employee may terminate an at-will employment relationship at any time.

I further understand that the policies and procedures outlined in the Substitute and Temporary Employee Addendum are especially important to know and abide by.

<b>Policy Title</b>	<b>Policy</b>	<b>Handbook Page No.</b>
Outside Employment & Tutoring	DBD	11
Mid-Year Changes to Benefits		22
Absence Notification Procedure		37
Discrimination, Harassment & Retaliation	DH, DIA	42
Sexual Harassment	DIA	43
Student Harassment	DF, DH, FFG, FFH	43
Sexual Abuse & Maltreatment of Children	DMA	44
Reporting Sexual Abuse or Neglect	DF, DG, DH, FFG, GRA	44
Fraud & Financial Impropriety	CAA	46
Nepotism	DBE, DK	47
Conflict of Interest	DBD	48
Electronic Media Personal Use	DH, FL, GBA, CY	56
Electronic Media with Students	DH	57
Bullying	FFI	69
Technology Acceptable Use Guidelines		Appendix IV

I verify that I have read and will abide by the Leander ISD Employee Handbook. I agree to read the Handbook and abide by the standards, policies and procedures defined or referenced in this document.

I verify that I have viewed the Compliance Videos, which includes the Technology Acceptable Use Policy.

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Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date