



SHEBOYGAN AREA
— SCHOOL DISTRICT —

Substitute Secretary
Handbook
2020~2021

Sheboygan Area School District
Department of Human Resources
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SHEBOYGAN AREA

— SCHOOL DISTRICT —

Dear Substitute Secretary:

Thank you for your willingness to join us for the upcoming school year. Your work on behalf of students in the Sheboygan Area School District will make a positive difference. We are pleased that you are ready to accept these challenges on a part-time or limited basis.

A Substitute Secretary has an important and challenging responsibility to ensure continuous student growth in the school. This can be done more effectively if there is an understanding of the responsibilities and expectations of our schools.

You may have many questions about the standards and expectations of our school district. We hope this handbook will help you as you begin your work. Please do not hesitate to ask any of the district's secretaries, or any of us, if you have questions. We will be happy to help you in any way possible.

Best of luck for a successful and rewarding school year.

Sincerely,

Andrea Hoslchbach
Assistant Superintendent,
Human Resources and Administrative Services

Introduction

Welcome Aboard! We are glad you are with us. Being a Substitute Secretary is a demanding job. The request for your services usually comes at the last minute; you have little, if any time, to prepare; the request may come from a different school each time; and the Principal or Secretary has little time to orient you to your job.

As if that were not enough, we expect you to know the rules, understand the students, follow proper procedures, and help the Principal(s), Teachers and other Secretaries in the buildings. Almost an impossible task! However, most of you have done this before, have survived, and are back again. We are glad you are here and we have prepared this booklet with the intention it will make your job a little easier.

As a Substitute Secretary, you are a very important member of the professional team serving our students. All school employees appreciate your service and want to assist you in every way possible.

Good luck!

Frontline Education Absence Management

We have the pleasure of notifying you that the Sheboygan Area School District is using an automated service that greatly simplifies and streamlines the process of finding and managing substitute jobs in this district. This service, called Frontline Education Absence Management, utilizes both the telephone and the Internet to assist you in locating jobs in this school district. The Absence Management system is available 24 hours a day, 7 days a week. Absence Management uses three methods to make jobs available to substitutes:

1. You can search for and accept available jobs, change personal settings, update your calendar, and personalize your available call times by visiting Absence Management on the internet at <https://app.frontlineeducation.com>.
2. You may interact with the Absence Management system by way of a toll-free, automated voice instruction menu at **1-800-942-3767**. Here, you can proactively search for jobs and manage existing jobs.
3. Absence Management will also make phone calls to substitutes to offer jobs. The administrative office has selected the following hours as standard call times when the Absence Management service may call for substitutes: 5:30 – 12:00 in the morning and 5:00 – 9:00 in the evening.

Upon completion of new hire paperwork, you will receive a no-reply email from Frontline Education on how to create your new login for Frontline Education Absence Management.

* Once you have logged into Absence Management, you will find valuable resources under the HELP tab. To understand your interaction with the Absence Management system, you should read through the material under "Getting Started" and watch the brief Basic Training video. The Help tab contains information on the following:

- Finding and Accepting Jobs: [click here](#)
- Adjusting Times that Absence Management Calls You: [click here](#)
- Choosing your Preferred Schools: [click here](#). *Please note that you will not be able to customize preferred subjects in Absence Management.*

* If you accept a job, Absence Management will issue a confirmation number. **Please remember that your transaction is not complete until Absence Management supplies you with a confirmation number.**

We are confident that you will find the Absence Management experience beneficial and enjoyable.

Should you experience difficulty using the Absence Management system in any way, please contact Vicki Gutierrez by phone or email as listed below:

920-459-3988
vgutierrez@sasd.net

Payroll

1. Substitute Secretaries will be paid at the following rates:
 - Secretary Subs: Grade 7 \$15.20/hour
 - Secretary Subs: Grade 8 \$16.00/hour
2. Substitute Secretaries are not eligible for any of the sick leave, emergency leave, personal day, or insurance benefits. They are automatically eligible for worker's compensation insurance. Eligibility for retirement benefits requires a Substitute to exceed 880 hours of work in the preceding twelve (12) months.
3. The Substitute Secretary will be paid bi-weekly on Fridays providing they have submitted their timesheet to the Payroll Department.
4. To receive payment on time, the **Substitute Secretary Timesheet must be received in the Payroll Office by the Tuesday following the last day of the pay period.**
5. Timesheets must be filled out for every two weeks of subbing. You only need one timesheet for all your Sub Secretary positions during the pay period.
6. The Substitute Secretary time should be reported in increments of 15 minutes. Please report as decimals: 15 minutes = 0.25, 30 minutes = 0.5, and 45 minutes = 0.75; (i.e. 7 ½ hours is 7.50 hours total).

Please Note: You do not get paid for your half-hour lunch, do not include this on your time sheet.

7. Required deductions will be made for Federal withholding tax, State withholding tax, Medicare, Social Security alternative, and other deductions as specified by Federal and State authorities.
8. If you request to have your name removed from the Substitute Secretary List, please send a letter or an email to Human Resources stating your reason(s) for the request and the date the change takes effect.

Worker's Compensation

Should an injury occur while on the job, the Substitute Educational Assistant is covered under worker's compensation? The injury should be reported at once to the office of the building where the accident occurred. A "Staff Accident Report" form should be completed and filed in the Department of Human Resources within 24 hours of the incident.

Your Responsibilities as a Substitute

The success of the Substitute Secretary in carrying on the continuing support process in the Sheboygan Area School District depends primarily upon the Principal, Head Secretary, and above all, upon the individual Substitute Secretary. When all cooperate to achieve and develop continuity, an effective school program for all students will be maintained.

The ideal Substitute Secretary is ready to answer a call even though personally inconvenienced. This call to duty may come unexpectedly — early in the morning, during the day, or at night — and may be for a period of several hours, days, or even weeks. The school expects the Substitute to:

- Report to the office upon arrival at the building and be present at the school in accord with the school hours.
- Work cooperatively with Principal(s), Teachers and Secretaries within the school.
- May be assigned other duties as required by the Principal(s) or Head Secretary.
- Use Computers for various applications, such as database management and possibly entering attendance of students.
- Answer the telephone and give information to callers, take messages, and/or transfer calls to appropriate individuals.
- Understand, address and be sensitive to any needs that may occur at any time.
- Assist in maintaining office control that fosters a safe, positive environment for everyone.
- Seek guidance from the Secretary(s) and or whomever else may be in the office in any unusual situation and notify them immediately in the event of an accident, severe problem, or serious disturbance.
- Be fair, impartial, considerate, and firm with all individuals.
- Check with the office and ask if help will be needed the next day.
- Treat any information about the school and its students as confidential.
- Fulfill the time commitment of the Secretary for whom you are substituting.

Responsibilities of the Principal and Secretary to the Substitute Secretary

Both the Principal and the Head Secretary facilitate their joint role to inform the Substitute Secretary to become an independent learner and member of the office, school, and community.

- Inform the Substitute Secretary of office expectations.
- Inform the Substitute Secretary of the office schedules.
- Make the Sub Secretary aware of any extra duties and responsibilities outside of the office.
- Share with the Substitute Secretary valuable information that will help make him/her successful with assignments.
- Share fire drill and tornado drill emergency procedures.
- Be available, when possible, to answer questions or assist in other ways.
- Any staff member should be willing to assist the Substitute Secretary in any possible way.

General Information

Appropriate Dress

There is no dress code in the Sheboygan Area School District. We would appreciate dress which would be complimentary toward the School District. Students tend to be more respectful toward appropriately dressed Substitutes. Name badge needs to be worn when in District Buildings and Schools.

Ethics

- The Substitute Secretary should be courteous, just, and professional in all relationships.
- The conduct of the Substitute Secretary should conform to the accepted patterns of behavior of the most wholesome members of the community.
- Unfavorable criticism of associates should be avoided except when made to proper officials.
- Great care should be taken to avoid interference between Teachers and pupils.
- Official business should be transacted only through properly designated officials.

Illness, Student

Students who become ill during the day are to be sent to the health room. Use your own judgment as to whether or not you need to accompany the student, or a dependable student could accompany the ill student.

Injuries, Student

Any injury to a student under your care should be handled as though it were an illness. However, use good judgment before moving a student with what appears to be a head/back injury, or if you suspect a broken bone.

In case of an injury, no matter how minor, be sure to get all the facts straight when you submit the information to the office.

Lunch Time

Each Substitute Secretary is entitled to at least one-half hour of duty-free time to eat lunch. Check with the office to determine when your lunchtime is scheduled.

Mileage Payments

Substitute Secretary who substitutes for staff members who are paid mileage due to traveling between buildings should submit a mileage form when submitting their bi-weekly timesheet. They will be reimbursed at the regular IRS allowed amount. These forms are available in the office.

Parking

Each school building has its own parking regulations. Please check at the school office for details. A daily parking permit may be obtained from the school office or a yearly permit application may be obtained at the Central Office building in Room 3604. Police Officer Liaisons and School Administrators cannot take care of parking tickets.

Principal

The office staff in each building are there to help you. Any problems you have with your assignment should be called to the Principal's attention immediately.

Be sure to check in at the office when you arrive. This will give them a chance to give you special instructions or tips you may need before you start to work. Check out with the principal at the end of the day, especially if you were called for one day only.

Please convey any concerns you may have about your assignments to the Principal. S/he is one of the few contacts between you and the District. If things are not going well, we want to know about them. We can't make rash promises about having everything suited to your wishes, but we want you to be happy and satisfied when you are working for us.

Snow Day Procedure

If a snow day is called on a day you were supposed to Substitute, you will not report for duty and thus not receive pay for that day. A late start day means Teachers and Substitutes still report as close to the normal starting time as possible.