

# **CERTIFICATED SUBSTITUTE TEACHER WELCOME GUIDE**

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## **Guidelines for Substitute Teachers**

### **Los Angeles Unified School District**

333 S. Beaudry Ave, 15<sup>th</sup> Floor  
Los Angeles, CA 90017

(213) 241-6117  
(844) 244-9869 (Toll Free)  
Subdesk@lausd.net



**Los Angeles Unified School District**  
Human Resources Division  
Certificated Substitute Unit

**CALLING AREA**



**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**Human Resources Division**  
**Certificated Substitute Unit**

Congratulations on completing processing as a substitute teacher for the Los Angeles Unified School District!

All District communication is done via email. To activate your Single Sign-On (SSO) LAUSD email account you must wait 24 to 48 hours after completing your processing.

Every school year all employees must complete the District Mandated Trainings on the MyPLN website and any assessments. MyPLN will notify you via email when the training are available, and every year thereafter. It is your responsibility to maintain your LAUSD email account and to keep it active and current. Note, that you will not have access to these trainings until 48 hours after you have activated your LAUSD email account. The trainings are as follow:

Child Abuse Awareness (CAAT):

1. View a 17 minute video

Suicide Prevention Awareness:

1. View a 45 minute video

Americans with Disability Act (ADA)

1. View a 16 minute video

Workplace Harassment Prevention Training

1. View 80 minute video

Please note, other trainings might become available and you will be automatically enrolled and you will be notified via email that the training is there and the deadline to complete it.

The MyPLN website can be accessed at the link below:

[achieve.lausd.net/mypln](https://achieve.lausd.net/mypln)

Please complete the Child Abuse Training within **ten (10) business days** and email your **completion certificate to subdesk@lausd.net**. **Failure to adhere to the above requirements may result in you not being able to take jobs and ultimately, in separation from employment.**

Per Ref-5511.8 every LAUSD school site employee is **required** to designate an emergency contact person. It is the responsibility of each employee to keep the information current. This can be done on the link below, under "My Profile".

[ess.lausd.net](https://ess.lausd.net)

If you need assistance with your Sign-On or MyPLN account, please contact the Information Technology Division (ITD) Help Desk at: **(213) 241-5200**

# Welcome to SmartFind Express!

Please follow the instructions below for phone and web access to the system.

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## Phone Access



- Call the system by dialing **(877) 528-7378**
  - **Access ID = Employee Number (without the leading zeros)**
  - **PIN = Date of Birth (MMDDYY)**
    - Note: Phone registration is required **BEFORE** you can access the website
  - Call the system at the number above and follow instructions.
  - When prompted, enter your Access ID, enter your PIN.
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## Web Access

Active LAUSD email and prior phone registration required.

- Open your internet browser and go to the website at <https://lausd.sfe.powerschool.com>
- You will use your Single Sign-On (SSO) to login to the website.
  - **Access ID = LAUSD SSO ([john.smith@lausd.net](mailto:john.smith@lausd.net))**
  - **PIN = SSO Password**
- Upon successful login, the system welcome message and any District-wide announcements will be displayed. Click on the button to exit announcements and go to your home page.
  - Please review your contact information under the Profile menu. Updates need to be made via the LAUSD self-service portal and will be updated daily.
  - Link to self-service portal is <https://ess.lausd.net/>
- Instructional videos are available from the login page or once logged in. The User Guide can be downloaded from the Help Menu.



## Questions

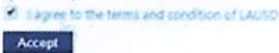


- For questions related to your substitute assignment or the SmartFind Express system, please call **(213) 241-6117**.
- If you need assistance with your Single-Sign-On, please contact the Information Technology Division (ITD) Help Desk at **(213) 241-5200**, or visit their website at <https://achieve.lausd.net/helpdesk>.



# LAUSD Employee Email Account

## Activate your LAUSD Employee Account

1. Please open the Single Sign-On landing page:  
<http://MyLogin.lausd.net> or <http://sso.lausd.net>
2. Select your role "Employee".
3. Select "Activate your LAUSD account".
4. Scroll down and read the terms and conditions, also known as the Responsible Use Policy (RUP), then check the box and click "Accept".  

5. Fill out all required fields to continue.  
Employee Id. All employees must have 8-digit employee ids. If you only count 6 or 7 digits, please add zeros to the left, for example, 345678 is 00345678, and 1012345 should be 01012345.  
\* Birth Date. The acceptable format is 00/00/1900.  
\* Last 4 SSN. These are the last four digits of your Social Security Number.
6. Click Next.
7. Select a desired **Security Image** that is meaningful to you. This image will be required to reset a forgotten password in the future.
8. Click Next.
9. Review password rules & requirements.
10. Enter a new password. The password must meet the new password requirements and will be measured by the password strength meter.
11. Re-enter your new password. To submit a desired password successfully, the password strength meter must measure your password as "fair" or better. A "weak" password will not enable the "submit" button.

For problems with this procedure, please contact the IT Help Desk at 213-241-5200 option 1.

**PLEASE NOTE THAT YOU HAVE TO BE ON LAUSD WI-FI TO ACCESS THE WEBPAGE TO ACTIVATE EMAIL. YOU CAN DO THIS WHILE ON YOUR FIRST JOB AT A SCHOOL SITE.**

**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**HUMAN RESOURCES DIVISION**  
Certificated Substitute Unit

**Substitute Jobs**

In LAUSD, the SmartFind Express System calls substitutes to offer jobs. It initiates call out between the hours of 5:30 am and approximately 8:30 am. Please make sure you know your "PIN Number" (DOB mmddyy) as the system will prompt you upon your answering the call.

If by 6:30 am, you have not received a call, you may contact the Substitute Unit to inquire about any late assignments. Please have your Employee Number and Calling Area ready (e.g. Central Elementary 1 or CE1) to expedite the process.

Teachers can request you to cover their class by specifying you in the system. The teacher may select "Specified" in the system, this will prompt the SFE system to call you first. Please be aware that you **MUST ACCEPT** the job when called in order for you to be assigned to the job. You can also view "Available Jobs" on the website to see jobs teachers have requested you for. You can accept or decline them there as well. You may receive calls in the evening, between the hours of 5:30 pm to 9:00 pm, for future jobs, up to 2 weeks in advance. If you do not respond to the call and accept the job, the system will call the next available substitute in order of seniority.

A School Administrative Assistant (SAA) may also request or pre-arrange you. A prearrangement means that the school has confirmed the assignment in advance with you and has entered the job as such. This will result in no call to you from the system, but an email confirmation will be sent. You are deemed to have knowingly accepted the job and know to go to that school site.

Keep in mind that in all of the scenarios above, the system will send you an email confirmation to your LAUSD Email account with the job number and all relevant information pertaining to that job.

For more information, please see attached Frequently Asked Questions (FAQs).



## ***Los Angeles Unified School District***

### **DIVISION OF RISK MANAGEMENT & INSURANCE SERVICES BENEFITS ADMINISTRATION**

333 S. Beaudry Avenue, 28<sup>th</sup> Floor, Los Angeles, CA 90017

Phone: (213) 241-4262; Fax: (213) 241-4247; Web: [benefits.lausd.net](http://benefits.lausd.net)

**ALBERTO M. CARVALHO**

*Superintendent*

**MEGAN K. REILLY**

*Deputy Superintendent*

**DAVID D. HART**

*Chief Financial Officer*

**JANICE J. SAWYER**

*Business Manager*

### **Dear New Employee:**

An important aspect of employment with the Los Angeles Unified School District (LAUSD) is the employee benefits program. However, enrollment is not automatic, and you are required to make elections for your medical, dental, and vision plans.

To enroll in health benefits, you must complete the Health Benefits Enrollment Form and submit it to Benefits Administration. The form and instructions are available on our website [benefits.lausd.net](http://benefits.lausd.net) under “[Forms & Publications](#).” If you are verified as eligible, coverage will begin on the first day of the month following receipt of your completed form.

Please visit [benefits.lausd.net](http://benefits.lausd.net) to view the following information:

- Eligibility rules for active employees and dependents
- Medical, Dental, and Vision plan information such as summary of benefits and contact details
- Healthcare and Dependent Care Flexible Spending Accounts
- Basic and Optional Supplemental Life Insurance
- Retirement savings plans for 403(b) and 457(b) tax sheltered annuities and Roth 457(b)

Employees must remain in paid status to maintain District-sponsored benefits with the exception of protected unpaid leaves.

If you have any difficulty accessing the website, do not have web access, or have questions not addressed on the website, please contact our office by calling (213) 241-4262 or emailing [benefits@lausd.net](mailto:benefits@lausd.net). Benefits representatives are available to assist you from 8:00 a.m. to 5:00 p.m., Monday through Friday.

Sincerely,

Benefits Administration



## **K-12 Certificated Substitute Unit Frequently Asked Questions**

### **Employment Requirements**

#### **1. Do I need to make sure that my credential is current?**

Yes. It is your responsibility to make sure that your credential is renewed as required. Go to [www.ctc.ca.gov](http://www.ctc.ca.gov) and click on “Renew Your Document” button and then “Educator Login” button for credential renewal.

If your renewal is granted within 5 days of its expiration, you may call Credential Services at (213) 241-5300 and ask to speak to the Credential Specialist managing your surname. Please note that if your Emergency 30-Day Substitute Permit is not renewed prior to the expiration date, you may be separated from the District.

#### **2. Do I need to complete the mandatory Child Abuse Awareness Training (CAAT) and the Suicide Prevention and Awareness Training (SPAT)?**

Yes, CAAT training is to ensure that all LAUSD employees clearly understand their responsibility as Mandated Reporters of suspected child abuse. Substitutes are to complete the online training twice a year. Please also be reminded that all employees must complete the online Suicide Prevention and Awareness Training (SPAT) annually. Both are available at the MyPLN website. Log in to: <https://achieve.lausd.net/mypln>, and launch the trainings from your Transcript page. Note: MyPLN requires current versions of Firefox or Google Chrome and Pop-up Blocker must be disabled.

### **Failure to adhere to the above information could result in separation from employment.**

#### **3. Do I need to keep my LAUSD email account active and current?**

Yes. The Substitute Unit, as well as other District offices use emails as a primary means of providing pertinent information to you as a District employee. You should be checking your emails daily for assignment information.

### **Automated Substitute Calling System:**

#### **4. How can schools request substitutes using the online SmartFind Express System?**

Substitute teaching assignments must be created utilizing the online SmartFind Express system at: <https://lausd.sfe.powerschool.com> or by phone at (877) 528-7378 or (877) LAUSD SUB.

*\*\*Please note: Not all video instructions on the login page apply to LAUSD users\*\**

#### **5. Do I need a Job Number from SmartFind Express in order to work?**

Yes, it is mandatory to have a Job Number before you report to a school for work. A Job Number allows you to reconcile time-reporting and payroll records, and provides audit reports of number of days worked, unavailables, etc. You should also maintain detailed records of days/hours worked to reconcile payroll statements.



## 6. Why can I not see a list of available assignments?

Assignments are offered by phone via the SmartFind Express System or from schools directly. LAUSD does not post available substitute teacher assignments.

## 7. Will I have the same Job Number for all my jobs?

No. Every new job you accept will have its own Job Number. (Ex.: If you were originally called for a job and you are asked to continue beyond the original request, then you need a new Job Number).

## 8. What is the difference between being “Prearranged” and being “Specified” for a job?

If you are Prearranged in a job, you have agreed in advance to report to the school site and the school will give you a job number. You WILL NOT receive a call from SmartFind Express. Only school office personnel can prearrange you into a job; Teachers CANNOT.

If you are Specified for a job, the school or teacher requests you for a job. SmartFind Express will call and offer you the assignment. **You must accept the job in order to be assigned and receive a job number.** Alternatively, you may visit <https://lausd.sfe.powerschool.com> or call (877) 528-7378 to accept your assignment prior to morning callout on the day of the job.

## 9. What is the difference between making myself “unavailable”, as opposed to “do not call” in the SmartFind Express system?

“Unavailable” means that you cannot work for a selected time period. The SmartFind Express system can still call you with offers for future jobs if you select that option when scheduling unavailable days.

When you create a “Do Not Call”, you are telling the automated substitute calling system that you do not want to receive any calls during that time period. SmartFind Express will not call you for any reason (e.g. random calls, requests, or future requests) until the end of the selected time period.

## 10. How do “unavailables” work?

You can report yourself as unavailable (or do not call). If you are unavailable for one day, then that day counts as one unavailable. If you are unavailable for multiple, consecutive days, that counts as one unavailable. If the days you are unavailable are not consecutive, they each count as a separate unavailable.

### Assignment Information:

## 11. How do I update the Availability forms for the next school year?

The Availability renewal forms is sent to your LAUSD email account each spring as an attachment to the emailed reasonable assurance notification. Do not return the forms unless you are making calling area or level changes. Your Fall or Summer start date will be programmatically entered into the SmartFind Express system.

## 12. What is “stand-by” status?

Stand-by status means that you will not be able to be name requested and can receive a job for the day only if all other substitutes with seniority (priority) already have jobs for the day. You may be placed on stand-by if you receive more than 10 unavailables in a semester or if you receive 2 inadequate service reports in a semester.



**13. What constitutes unavailability for a day?**

A substitute teacher is considered “unavailable” if he/she: fails to answer the telephone personally between 5:30 a.m. and 8:30 a.m., declines assignments within his/her chosen service area (North, South or Central), cancels a previously accepted assignment, hangs up the phone during the offer of assignment or the system receives a busy signal during the above specified hours.

**14. What is the time period counted for “unavailables”?**

Fall and Spring Semesters per the 2025-2026 Instructional Calendar are the semesters used to count unavailables. If you receive more than 10 unavailables in a semester, you could be placed on stand-by status or separated from employment. (Maximum number of days to be unavailable for a school year may not exceed 90 days).

**15. Do Contract Pool/Displaced teachers have priority over day-to-day Substitute Teachers?**

The District requires all substitute assignments be filled according to the Collective Bargaining provisions in calling priority as follows:

- A. Contract Pool Teachers temporarily assigned to the substitute pool will be the first assigned substitute teachers of the day regardless of any pre-arranged or requested substitute teachers by schools or employees.
- B. All remaining Certificated Substitute assignments are required to then be filled by the calling priority order found in the UTLA/District Agreement Article XIX, 5.3.

**16. Do the Displaced/Contract Pool teachers have to accept the first call of the day and will they have multiple choices via phone or on-line?**

Displaced teachers are contracted and must adhere to UTLA contract agreement and must accept the first assignment. If a displaced teacher has not been contacted for an assignment by 7:00 am, they must report to their assigned default location.

**17. If I have an extended assignment, but I am not fully credentialed in that assignment’s subject area, what can I do?**

If you are to work more than 30 consecutive days in a general education assignment or more than 20 days in a special education assignment, the site administrator must contact the Personnel Specialist for his/her school. The Personnel Specialist/Credential Unit will determine if you qualify to continue for the duration of the assignment.

**18. Can I be requested any day of the week if I state my available days as only Monday and Friday?**

No, you must be available in the automated calling system for all of the requested days.

**19. May a substitute change from elementary to secondary service or vice versa?**

Yes, please send a request via your LAUSD email account to [subdesk@lausd.net](mailto:subdesk@lausd.net), indicating your requested service level change. Please include your employee number.

**20. Is there work available for K-12 substitute teachers during any of the recess periods?**

Work is not available for K-12 substitute teachers during the Thanksgiving, Winter, and Spring recess periods. Per the Collective Bargaining Agreement, Article XIX, Section 5.4, during portions of the summer recess, there is a limited number of K-12 substitutes selected to be part of a pool who may be called to work.

**21. Is there work available for K-12 substitute teachers at Early Education Centers during any of the recess periods?**

No. K-12 substitute teachers are assigned jobs for special education teachers at Early Education Centers (EEC). EEC special education teachers follow the traditional school calendar and are on recess during Thanksgiving, Winter, Spring and Summer breaks.

## Compensation:

### **22. How much are substitute teachers paid?**

Daily base rate is \$43.58 per hour, a full day's pay is \$261.49 per day (6 hrs).

Extended rate is \$58.82 per hour, a full day's pay is \$352.89 per day (6 hrs).

### **23. When do I qualify for extended pay?**

You may qualify for extended pay under the following circumstances:

- General Education Assignment: Upon completing 21 consecutive workdays in the same general education classroom, extended pay will apply retroactively to day one.
- Special Education Assignment: Upon completing 17 consecutive workdays in the same special education assignment, extended pay will apply retroactively to day one.
- Start of the School Year: If you are assigned to open an unfilled classroom during the first 10 instructional days of the school year.
- End of the School Year: If you are assigned to close an unfilled classroom during the last 10 instructional days of the school year.
- End of the Semester (Secondary Schools): If you are assigned to close a class at the end of the semester in a secondary school setting.

### **24. What constitutes a late call?**

A call received after 7 a.m. or less than one hour from the start time at the school is a late call. If the substitute would like to make up the minutes missed, the substitute MUST arrange this with the school's administration upon arrival. The substitute can make up only the minutes missed and may not exceed one hour. Please call the school to inform the office staff you are on the way.

### **25. Do I get additional pay for working an auxiliary period?**

Yes. If you arrange with the school administrator when you arrive at the school site. You can work the equivalent of one additional period, before or after the regular school day.

### **26. Do I get additional pay for substituting during a conference period?**

No, you do not. Substitutes may be called upon to teach as part of the regular school day.

### **27. Do I get additional pay if I work 130 days in a school year?**

Yes, you will receive the continuity rate of one regular hour of pro-rated pay per day starting on the 130th day (780 regular hours) of service during the regular school year. Summer is excluded.

### **28. Can substitutes receive paid sick days?**

Yes, eligible substitute employees are entitled to up-to 40 hours in a 12-month period beginning on the 90th working day of employment. Paid sick days may only be used on days the employee is scheduled to work or offered an assignment.

Day-to-Day K-12 substitute teachers may request to use their illness benefit after declining a call from SmartFind Express using "ILLNESS" as the reason when prompted, or cancelling a pre-existing assignment, then completing and submitting the Certification/Request of Absence for Illness, Family Illness, New Child form (Form No. 60.ILL).

### 29. When should I send in my illness form?

Your Illness Form should be submitted **within 24 hours of your absence**, but no more than 30 calendar days after the absence has occurred. Illness Form No. 60.ILL may be obtained online at <http://achieve.lausd.net/sub> under “Forms and Publications”. The completed form must be emailed to the Certificated Substitute Unit at [subillnessreporting@lausd.net](mailto:subillnessreporting@lausd.net). Please allow 3-5 business days to process your illness pay request.

Substitute teachers in extended assignments should submit Form No. 60.ILL to their school or work site.

### 30. Can Certificated K-12 substitutes receive health benefits?

Yes, if you have worked at least 600 regular hours during the course of the regular school year, you may be eligible for benefit coverage beginning the following September 1st through August 31st. If eligible, you need to enroll. If you have benefits and do not work at least one day in a pay period, you will lose your health benefits. If you work in a subsequent month, you must re-enroll in benefits. As an exception, if you have worked in May and receive pay in June for the May service, your health benefits will remain active for June, July and August. If you are separated from employment for any reason (e.g. too many unavailables, Inadequate Service Reports, expired credential, etc.) and are reinstated, you must re-enroll for health benefits. For more information, contact the Health Benefits Office at (213) 241-4262.

#### Other Information:

### 31. How do I update my permanent and emergency contact information?

You are responsible for making changes to your official address and/or telephone number. Use LAUSD Employee self-service at <https://ess.lausd.net>, select “My Profile” to amend your permanent and emergency contact information for district records.

### 32. Am I able to access my LAUSD email account via my smart phone or via computer outside of a District location?

Yes, your LAUSD email account is accessible anywhere, on any device, that allows you to connect to the internet.

#### SUBSTITUTE TEACHER RESOURCES:

Substitute Unit Help Desk: (213) 241-6117

Substitute Unit Fax: (213) 241-8410

Address and Telephone Changes: <https://ess.lausd.net>

K-12 Day-to-Day Subs Submit Illness Forms to: [subillnessreporting@lausd.net](mailto:subillnessreporting@lausd.net)

SmartFind Express: (877) 528-7378 or (877) LAUSD SUB

SmartFind Express Web: <https://lausd.sfe.powerschool.com/homeAction.do>

Note: Phone registration is required **BEFORE** accessing the SmartFind Express website.



# FALL 2021

## SUBSTITUTE TEACHERS ACCESS TO SCHOOLGY

	Long Term Sub (after 20 days)	Day-to-Day Sub
MiSiS Attendance Access	✓	✓
General Schoology Access	✓	✓
Scheduled as a teacher of record in MiSiS	✓	
Schoology Course Access	✓	Can be added by Course Admin
Zoom co-host Access	Can be granted by alternate host	
Access to Schoology Grade Passback	✓	N/A
Core Content Access	✓	<a href="https://bit.ly/PublisherDemoAccounts">bit.ly/PublisherDemoAccounts</a>

### Unfilled Teacher Sections in MiSiS

Schools with **Unfilled Teacher** sections in MiSiS may elect to assign these courses to an out-of-classroom certificated employee, such as the AP, Coordinator, Counselor, Dean, etc. These individuals would then inherit the corresponding Schoology section as course administrators. This individual may add substitute teachers to the Schoology course via one of the following options:

1. Go to the Schoology **Members** page and click on the **Add Members** button. Click on the drop-down arrow next to the school site and search for **LOS ANGELES USD 9999** then search for the substitute you wish to add to the course. Once the substitute has been added to the course, you may click on the gear icon next to their name and select '**Make Admin.**' This will grant the substitute teacher co-admin rights to the course (<https://bit.ly/SGYAddMembers>).
2. Copy the course **Access Code** and share it with the substitute teacher to self-enroll in the course. The substitute will:
  - a. Log in to Schoology.
  - b. Select **Courses** in the top menu.
  - c. Click **My Courses**.
  - d. From the My Courses page, click **Join Course** on the right side of the page.
  - e. Enter your access code (XXXX-XXXX-XXXX).
  - f. Click **Join**.

Once the substitute has been added to the course, you may click on the gear icon next to their name and select '**Make Admin.**' This will grant the substitute teacher co-admin rights to the course.

### Long-Term Substitutes

- Long-term substitutes are assigned to a school after their 20th assignment day at a school site by Human Resources (HR).
- Once the assignment has been made, long-term substitutes will become available in MiSiS Master Scheduling for scheduling.
- Prior to the official assignment from HR, long term substitute teachers can apply for MiSiS access via OneAccess. Once approved, the long term substitute teacher can be assigned to sections.
  - Long Term substitutes can apply for MiSiS and Schoology access through <https://oneaccess.lausd.net>.
  - The school site administrator will need to approve the request.
- Schools can add long-term subs as the official roster carrying teacher for any Unfilled Teacher position section or temporarily during extended teacher absences. DO NOT create a new section for the substitute. Use the existing section to maintain the integrity of the course materials, grades, and roster information.
- Long-term substitutes will be able to take attendance in MiSiS and will automatically gain access to the corresponding Schoology section as course administrators.
- At the conclusion of the assignment, the school needs to edit the existing section in MiSiS. Replace the Long-Term Sub with the full-time teacher being assigned to the course. DO NOT close the section and open a new section.





## FALL 2021

### SUBSTITUTE TEACHERS ACCESS TO SCHOOLGY

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#### Day-to-Day Substitutes

- Day-to-Day substitutes can be granted access to enter attendance in MiSiS during their assignment at a particular school.
  - Day-to-Day substitutes can also apply for MiSiS and Schoology access through <https://oneaccess.lausd.net> at the discretion of the school site administrator.
  - The school site administrator will need to approve the request.
- They cannot, however, be scheduled directly in MiSiS sections through Master Scheduling. Day-to-Day substitutes may be manually added as a co-administrator into a Schoology course by the out-of-classroom certificated employee that is temporarily assigned to an Unfilled Teacher section, as mentioned above.
- At the conclusion of the assignment, the school needs to edit the **Members** list in the Schoology course to remove the substitute. Click on the gear icon next to the substitute's name and select 'Unenroll.'



**State of California  
Commission on Teacher Credentialing**

1900 Capitol Avenue  
Sacramento, CA 95811-4213  
Email: [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov)  
Website: [www.ctc.ca.gov](http://www.ctc.ca.gov)

## **EMERGENCY 30-DAY SUBSTITUTE TEACHING PERMIT**

The Emergency 30-Day Substitute Teaching Permit authorizes the holder to serve as a day-to-day substitute teacher in any classroom, including preschool, kindergarten, and grades 1-12 inclusive, or in classes organized primarily for adults. The holder may serve as a substitute for no more than 30 days for any one teacher during the school year, except in a special education classroom, where the holder may serve for no more than 20 days for any one teacher during the school year.

This permit is valid for one year and is renewable. In order to employ individuals on an Emergency 30-Day Substitute Teaching Permit, the employing agency must keep a completed Statement of Need form (CL-505a) on file at their office for the duration of the school year.

### **Requirements for Initial Issuance**

Application packets submitted must include **all** of the following:

1. Official transcripts showing the conferral of a baccalaureate or higher degree from a regionally-accredited college or university
2. Basic skills requirement. See Commission leaflet [CL-667](#), entitled *Basic Skills Requirement* for additional information.
3. Completed application ([form 41-4](#)), and, if not previously submitted to the Commission, a completed Live Scan receipt ([form 41-LS](#)). Out-of-State residents must submit two fingerprint cards (FD-258) in lieu of a Live Scan receipt. If submitting fingerprint cards, current fingerprint [processing fees](#) must accompany the application packet.
4. Application [processing fee](#)

### **How to Apply**

Individuals may submit their application packet through their employer or directly to the Commission submitting the items listed above.

### **Renewing Your Permit**

Effective October 1, 2009, all Emergency 30-Day Substitute Permits must be renewed online. Paper applications for renewal received on or after October 1, 2009 will be returned to sender with a letter instructing them to renew online. Click [here](#) to renew your permit online.

### **Period of Validity**

Applications for initial issuance will be valid for one year beginning the date the application was received at the Commission or employing agency. Applications for renewal submitted prior to the expiration date of the current permit will be valid for one year beginning the date the current permit expires. Applications for renewal submitted after the current permit expires will be valid for one year starting the date the application is submitted to the employing agency or to the Commission.

*Reference: Title 5, California Code of Regulations, Section 80025*

**Los Angeles Unified School District****2024-2025 RATES FOR DAY-TO-DAY SUBSTITUTES**

Day-to-Day Substitutes: Table: The 2024-2025 table reflects a 4% increase over the July-December 2024 rates.

**Employees Serving in place of Preparation Salary Table employees:**

	<b>Regular Subs</b>	<b>Resident Subs</b>	<b>Nurses</b>
Daily Base Rate	\$261.49	\$307.18	\$378.57
Base Hourly Rate (6-hour day; Nurses 7-hour day)	\$43.58087	\$51.19695	\$54.08111
Daily Incentive Plan Rate	\$352.89		\$469.88
Base Hourly Rate (6-hour day; Nurses 7-hour day)	\$58.81534		\$67.12604
Day-to-Day Substitute, Extended Rate	\$352.89		\$469.88
Base Hourly Rate (6-hour day; Nurses 7-hour day)	\$58.81534		\$67.12604

Substitutes who serve in place of employees paid on the preparation Salary Table shall have their rates of pay increased by one hour of pro-rated pay per day effective the first day following the completion of service equivalent to 130 days during the school year.

**SUMMER SCHOOL/INTERSESSION**

	<b><u>Base Hourly Rate</u></b>	<b><u>6-Hour Day</u></b>	<b><u>4-Hour Day</u></b>	<b><u>4-Hour Day</u></b>
Daily Base Rate	\$47.60077	\$285.60	\$190.40	\$190.40
Day-to-Day Substitute, Extended Rate	\$64.24047	\$385.44	\$256.96	\$256.96
Nurse Daily Base Rate	\$59.06955	\$354.42	\$236.28	\$236.28
Nurse Day-to-Day Sub, Extended Rate	\$73.31775	\$439.91	\$293.27	\$293.27

These rates shall only apply when service is in place of a contract employee assigned during Summer School/Interession (Status 4) and paid from Fund 7 or Fund W.

**Employees Serving in place of Development Center/Early Education Center Salary Table employees:**

Maximum Rate	\$228.93 daily \$27.51591 hourly
(with accrual rate of .11464 after 45 full-time days of service retroactive to the beginning of the school year)	\$245.36 daily



Los Angeles Unified School District  
INSTRUCTIONAL SCHOOL CALENDAR 2025 - 2026

Board Approved  
3/11/2025

**JULY**

MO	TU	WE	TH	FR
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

**AUGUST**

MO	TU	WE	TH	FR
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

**SEPTEMBER**

MO	TU	WE	TH	FR
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

**OCTOBER**

MO	TU	WE	TH	FR
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

**NOVEMBER**

MO	TU	WE	TH	FR
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

**DECEMBER**

MO	TU	WE	TH	FR
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

**JANUARY**

MO	TU	WE	TH	FR
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

**FEBRUARY**

MO	TU	WE	TH	FR
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

**MARCH**

MO	TU	WE	TH	FR
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

**APRIL**

MO	TU	WE	TH	FR
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

**MAY**

MO	TU	WE	TH	FR
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

**JUNE**

MO	TU	WE	TH	FR
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

07/04/25.....	Independence Day	01/19/26.....	Dr. Martin L. King Jr. Birthday
08/14/25.....	First Day of Instruction	02/16/26.....	Presidents' Day
08/29/25.....	Admission Day	03/27/26.....	Cesar E. Chavez Birthday Observed
09/01/25.....	Labor Day	03/30 - 04/03/26.....	Spring Recess
11/11/25.....	Veterans' Day	04/24/26.....	Armenian Genocide Remembrance Day
11/27 - 11/28/25.....	Thanksgiving Holiday	05/25/26.....	Memorial Day
12/22/25 - 01/09/26.....	Winter Recess	06/10/26.....	Last Day of Instruction
01/12/26.....	Second Semester Begins	06/19/26.....	Juneteenth Holiday

**LEGEND:**

	First Day/Last Day of Instruction
	Legal/Local Holidays
	School Recess
	Unassigned Day (No School)
	Pupil Free Days *
	Second Semester Begins
	Instructional Days

**Instructional Days**

Fall Semester.....	82
Spring Semester.....	98
Total.....	180

Pupil Free Days are Wednesday, August 13, 2025, and Thursday, June 11, 2026.

\* If a school selects Monday, January 12, 2026, as a Pupil Free Day, then Thursday, June 11, 2026, becomes an Instructional Day.

\*\* The Board's adoption of these Instructional Calendars is tentative and conditioned on and subject to the outcome of negotiations with the unions regarding their members' work year calendars.



## 2025-2026 Cut-Off and Pay Dates For CATS Time Reporting

PAY PERIOD	CUT-OFF DATES	PAY DATES	PAYROLL AREA
Scheduled Off-cycles	Thursday, July 3, 2025	Friday, July 11, 2025	Certificated & Classified Off-cycles
07/01/2025 - 07/15/2025	Wednesday, July 16, 2025	Wednesday, July 23, 2025	Semi-Monthly
07/01/2025 - 07/31/2025	Wednesday, July 23, 2025	Thursday, July 31, 2025	Classified
07/01/2025 - 07/31/2025	Monday, July 28, 2025	Tuesday, August 5, 2025	Certificated
07/16/2025 - 07/31/2025	Friday, August 1, 2025	Friday, August 8, 2025	Semi-Monthly
Scheduled Off-cycles	Tuesday, August 5, 2025	Tuesday, August 12, 2025	Certificated & Classified Off-cycles
08/01/2025 - 08/15/2025	Friday, August 15, 2025	Friday, August 22, 2025	Semi-Monthly
08/01/2025 - 08/31/2025	Thursday, August 21, 2025	Friday, August 29, 2025	Classified
08/01/2025 - 08/31/2025	Tuesday, August 26, 2025	Friday, September 5, 2025	Certificated
08/16/2025 - 08/31/2025	Thursday, August 28, 2025	Monday, September 8, 2025	Semi-Monthly
Scheduled Off-cycles	Friday, September 5, 2025	Friday, September 12, 2025	Certificated & Classified Off-cycles
09/01/2025 - 09/15/2025	Tuesday, September 16, 2025	Tuesday, September 23, 2025	Semi-Monthly
09/01/2025 - 09/30/2025	Monday, September 22, 2025	Tuesday, September 30, 2025	Classified
09/01/2025 - 09/30/2025	Thursday, September 25, 2025	Friday, October 3, 2025	Certificated
09/16/2025 - 09/30/2025	Tuesday, September 30, 2025	Wednesday, October 8, 2025	Semi-Monthly
Scheduled Off-cycles	Friday, October 3, 2025	Friday, October 10, 2025	Certificated & Classified Off-cycles
10/01/2025 - 10/15/2025	Thursday, October 16, 2025	Thursday, October 23, 2025	Semi-Monthly
10/01/2025 - 10/31/2025	Wednesday, October 22, 2025	Friday, October 31, 2025	Classified
10/01/2025 - 10/31/2025	Tuesday, October 28, 2025	Wednesday, November 5, 2025	Certificated
10/16/2025 - 10/31/2025	Friday, October 31, 2025	Friday, November 7, 2025	Semi-Monthly
Scheduled Off-cycles	Wednesday, November 5, 2025	Thursday, November 13, 2025	Certificated & Classified Off-cycles
11/01/2025 - 11/15/2025	Friday, November 14, 2025	Friday, November 21, 2025	Semi-Monthly
11/01/2025 - 11/30/2025	Wednesday, November 19, 2025	Friday, November 28, 2025	Classified
11/01/2025 - 11/30/2025	Friday, November 21, 2025	Friday, December 5, 2025	Certificated
11/16/2025 - 11/30/2025	Friday, November 21, 2025	Monday, December 8, 2025	Semi-Monthly
Scheduled Off-cycles	Thursday, December 4, 2025	Friday, December 12, 2025	Certificated & Classified Off-cycles
12/01/2025 - 12/15/2025	Friday, December 12, 2025	Tuesday, December 23, 2025	Semi-Monthly
12/01/2025 - 12/31/2025	Friday, December 12, 2025	Wednesday, December 31, 2025	Classified
12/01/2025 - 12/31/2025	Friday, December 12, 2025	Monday, January 5, 2026	Certificated
12/16/2025 - 12/31/2025	Friday, December 12, 2025	Thursday, January 8, 2026	Semi-Monthly
Scheduled Off-cycles	Monday, January 5, 2026	Monday, January 12, 2026	Certificated & Classified Off-cycles
01/01/2026 - 01/15/2026	Thursday, January 15, 2026	Friday, January 23, 2026	Semi-Monthly
01/01/2026 - 01/31/2026	Thursday, January 22, 2026	Friday, January 30, 2026	Classified
01/01/2026 - 01/31/2026	Wednesday, January 28, 2026	Thursday, February 5, 2026	Certificated
01/16/2026 - 01/31/2026	Friday, January 30, 2026	Friday, February 6, 2026	Semi-Monthly
Scheduled Off-cycles	Thursday, February 5, 2026	Thursday, February 12, 2026	Certificated & Classified Off-cycles
02/01/2026 - 02/15/2026	Friday, February 13, 2026	Monday, February 23, 2026	Semi-Monthly
02/01/2026 - 02/28/2026	Thursday, February 19, 2026	Friday, February 27, 2026	Classified
02/01/2026 - 02/28/2026	Wednesday, February 25, 2026	Thursday, March 5, 2026	Certificated
02/16/2026 - 02/28/2026	Friday, February 27, 2026	Friday, March 6, 2026	Semi-Monthly
Scheduled Off-cycles	Thursday, March 5, 2026	Thursday, March 12, 2026	Certificated & Classified Off-cycles
03/01/2026 - 03/15/2026	Monday, March 16, 2026	Monday, March 23, 2026	Semi-Monthly
03/01/2026 - 03/31/2026	Monday, March 23, 2026	Tuesday, March 31, 2026	Classified
03/01/2026 - 03/31/2026	Wednesday, March 25, 2026	Friday, April 3, 2026	Certificated
03/16/2026 - 03/31/2026	Thursday, March 26, 2026	Wednesday, April 8, 2026	Semi-Monthly
Scheduled Off-cycles	Friday, April 3, 2026	Friday, April 10, 2026	Certificated & Classified Off-cycles
04/01/2026 - 04/15/2026	Thursday, April 16, 2026	Thursday, April 23, 2026	Semi-Monthly
04/01/2026 - 04/30/2026	Wednesday, April 22, 2026	Thursday, April 30, 2026	Classified
04/01/2026 - 04/30/2026	Monday, April 27, 2026	Tuesday, May 5, 2026	Certificated
04/16/2026 - 04/30/2026	Friday, May 1, 2026	Friday, May 8, 2026	Semi-Monthly
Scheduled Off-cycles	Tuesday, May 5, 2026	Tuesday, May 12, 2026	Certificated & Classified Off-cycles
05/01/2026 - 05/15/2026	Friday, May 15, 2026	Friday, May 22, 2026	Semi-Monthly
05/01/2026 - 05/31/2026	Wednesday, May 20, 2026	Friday, May 29, 2026	Classified
05/01/2026 - 05/31/2026	Thursday, May 28, 2026	Friday, June 5, 2026	Certificated
05/16/2026 - 05/31/2026	Monday, June 1, 2026	Monday, June 8, 2026	Semi-Monthly
Scheduled Off-cycles	Friday, June 5, 2026	Friday, June 12, 2026	Certificated & Classified Off-cycles
06/01/2026 - 06/15/2026	Monday, June 15, 2026	Tuesday, June 23, 2026	Semi-Monthly
06/01/2026 - 06/30/2026	Thursday, June 18, 2026	Tuesday, June 30, 2026	Classified
06/01/2026 - 06/30/2026	Tuesday, June 23, 2026	Thursday, July 2, 2026	Certificated
06/16/2026 - 06/30/2026	Monday, June 29, 2026	Wednesday, July 8, 2026	Semi-Monthly
Scheduled Off-cycles	Thursday, July 2, 2026	Thursday, July 9, 2026	Certificated & Classified Off-cycles

# Los Angeles Unified School District

## 2025 - 2026 Certificated Calendar (CE)

**Legend:**  Cut-off for CATS Time Reporting Approval  
 Pay Date & Cut-off

 Pay Day

 Holiday

 Holiday and Pay day

**July**

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	30	31		

**August**

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	30
31						

**September**

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	30				

**October**

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	30	31	

**November**

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
30						

**December**

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	30	31			

**January**

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	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	16	17	18	19	20	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	30	31				

**April**

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	30		

**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	22	23
24	25	26	27	28	29	30
31						

**June**

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	30				



Los Angeles Unified School District

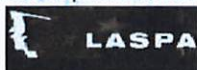
## Sample New Pay Statement - Certificated

**Employee Statement of Earnings - For Payroll Help: (213) 241-6670 or employeeservices@lausd.net or http://www.lausd.net**

<b>Name</b> 1	<b>EE ID</b> 2	<b>Payroll Period</b> 3	<b>Pay Date</b> 4	<b>Pay Area</b> 5	<b>Payment</b> 6	<b>PS Area</b> 7	<b>Tax Exemptions</b> 20
Jane McDoe	00123456	02/01/08 To: 02/29/08	03/05/08	Cert	DD 5678	UT	FED / S / Exemptions = 02 CA / S / Exemptions = 00
<b>Payments</b> 8	<b>Per End</b> 9	<b>SB</b> 10	<b>PS Grp</b> 11	<b>PL</b> 12	<b>PERNR</b> 13	<b>Cost Ctr</b> 14	<b>Rate</b> 15
<b>Hours</b> 16	<b>Gross</b> 17	<b>Leave Hours</b> 21	<b>Balance</b>				
<b>PRIOR PAY ADJUSTMENTS</b>							
Tchr Home care Supl	01/31/08	C	C1	18	00123456	1194499	61.70000
							19.00
							1,173.63
<b>CURRENT PAY</b>							
C-Basic Salary	02/29/08	C	C1	18	00123456	1195599	
							6,252.04
Regular Time Pay	02/29/08	C	C1	18	00123456	1195599	108.00
Holiday Pay	02/29/08	C	C1	18	00123456	1195599	6.00
Full pay Illness	02/29/08	C	C1	18	00123456	1195599	12.00
Masters Degree	02/29/08	C	C1	18	00123456	1195599	48.65
Tchr Home care Supl	02/29/08	C	C1	18	00123456	1194499	61.70000
							1.00
							61.77
<b>NON-TAXABLE REIMBURSEMENTS</b>							
Mileage Pay	02/29/08	C	C1	18	00123456	1194499	0.36500
							55.00
							20.08
<b>District Paid Benefits</b> 22							
Pacificare HMO (A)							573.17
DeltaCare PMI (I)							20.81
VSP(IQ)							7.76
Employee Basic Life							2.25
EAP							1.32
<b>Annualized Status</b> 23							
Earned Amt							52,517.13
Paid Amt							56,268.36
Difference							-3,751.23
<b>Hours Summary</b> 24							
Contract Hrs							1,224
Reported Hrs							856
Remaining Hrs							368
Fiscal Hrs Paid							856
<b>Pre-Tax Deductions</b> 18							
Current	YTD	<b>Post-Tax Deductions</b> 19		Current	YTD	<b>Totals</b>	
403B Pre-Tax	800.00	2,400.00	United Teachers L.A. Dues	119.75	359.25	Gross	7,536.09
STRS EE	602.89	1,650.42				Imputed Income	100.00
						Pre-Tax Deductions	-1,402.89
						Taxable Earnings	6,233.20
						FED Withhold Tax	-1,041.47
						FED Medicare EE Tax	-109.27
						CA Withholding Tax	-360.25
						CA EE SDI Tax	-28.61
						Post-Tax Deduct	-119.75
						Non-Tax Reimburs	20.08
						Total Net Payments	4,493.93
<b>Total Pre-Tax:</b>	<b>1,402.89</b>	<b>4,050.42</b>	<b>Total Post-Tax:</b>	<b>119.75</b>	<b>359.25</b>		
<b>Message:</b>							

\*This is a fictional pay stub.

LAUSD would like to thank its partners in this effort:



Chapter LA 308

Stronger Together  
Local 99

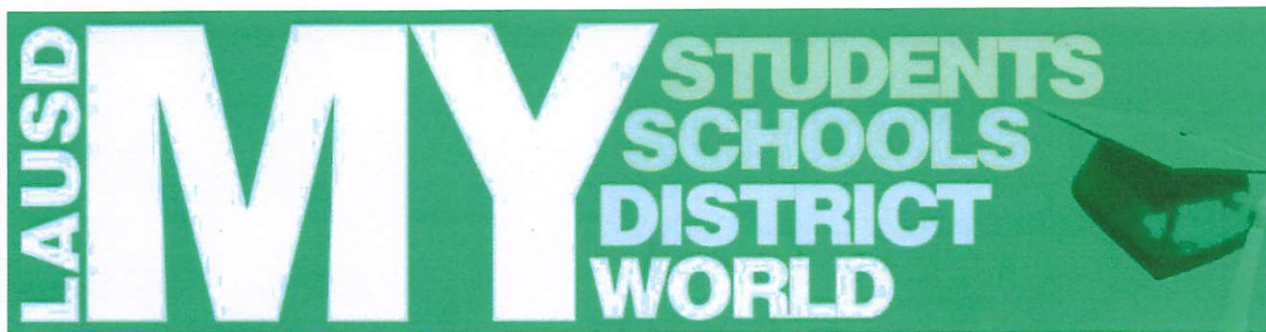
Local 572

## How to read your Pay Statement Legend of Terms



- Name:** First and Last Name of Employee.
- EE ID:** "Person ID" of Employee.
- Payroll Period:** Begin and End date of pay period for which Statement is valid.
- Pay Date:** Payment date for Pay Statement period.
- Pay Area:** Employee's payroll grouping i.e. CE (Certificated), CL (Classified) or SM (Semi-Monthly).
- Payment:** For Direct Deposit this will show as "DD" followed by the last 4 numbers of the employee's bank account number. For checks this will show the 7 digit check number.
- PS Area:** Pay Scale Area. This represents the bargaining unit and/or the salary table.
- Payments:** Earnings reported for the current period and previous periods. Previous period earnings will show end date of the period in which it originated. Non-Taxable Reimbursements are shown below current payments.
- Per End:** Pay Period end date.
- SB:** Salary Basis. Represents the number of days that an employee can work in a year. Examples of Basis: A - 261 days; B - 271 days; C - 204 days.
- PS Grp:** Pay Scale Group. For Classified employees this identifies job classification; for Certificated employees this represents Schedule.
- PL:** Pay Scale Level. Represents Step.
- PERNR:** Personnel Number. Each assignment is identified by a unique PERNR. If an employee has only one assignment this number will be the same as their EE ID.
- Cost Ctr:** Cost Center Work location or account employee is assigned.
- Rate:** Hourly rate.
- Hours:** Calculated hours paid.
- Gross:** Calculated Gross Amount.
- Pre-Tax Deductions:** Pre-Tax deductions (e.g. 403B & STRS) with current period, YTD and Totals.
- Post-Tax Deductions:** Voluntary deductions and Union Dues with Current period, YTD and Totals.
- Tax Exemptions:** Tax exemptions which are declared on the Federal W-4 form and State DE-4 form.
- Leave Hours:** Illness, Vacation and Leave balances for eligible employees.
- District Paid Benefits:** Costs of Benefits paid by the District. These amounts are not deducted from your pay and are for informational purposes.
- Annualized Status:** Applies only to certificated staff with annualized salaries. Reports annualized contract amounts earned to date, gross annualized contract amounts paid and the Net difference.
- Hours Summary:** Applies to certificated staff with annualized salaries and certificated substitutes. Shown here are an employee's total assignment contract hours, reported hours, remaining hours, and fiscal hours paid, based on their work schedule.
- Totals:**
- Gross:** Total of gross Earnings paid this period. Does not include Non-Taxable Reimbursements. Current and YTD amounts are shown.
- Imputed Income:** Taxable non-cash benefits e.g. Domestic Partner Health, Usage of LAUSD vehicle. Current and YTD amounts are shown.
- Taxable Earnings:** = (Gross + Imputed Income) - Pre-Tax Deductions.
- Tax Deductions:** Tax deductions broken down by tax types. Current and YTD amounts are shown.
- Non-Tax Reimbursements:** Reimbursement of expenses incurred by employee. This amount adds to Net Pay and is not subject to taxation.
- Total Net Payments:** Gross - (Pre-Tax Deduction, Taxes, Post-Tax Deduction) + Non-Tax Reimbursements.





Dear LAUSD Employee,

The Los Angeles Unified School District continues working to become more environmentally friendly and generate savings to be reinvested in our schools. Together, our efforts to find creative solutions will make a great difference in the District's overall financial future.

You can play an active part in this work by enrolling for automatic deposit of your paycheck into your bank account (checking or savings). By doing so, you will not only help us with the goals above, but you will benefit by instant access to your funds on payday.

To activate automatic deposit of your paycheck on each payday, follow these three easy steps:

1. Complete the authorization card below
2. Attach a voided check or a savings account statement
3. Mail to Payroll Administration at 333 South Beaudry Avenue (27<sup>th</sup> Floor), Los Angeles, CA 90017

Every time you receive your pay through automatic deposit instead of receiving a paper paycheck, you help put twenty-five cents back into classrooms.

Thank you for helping the District and making a difference for our environment!

**AUTOMATIC PAYROLL DEPOSIT AUTHORIZATION FORM**  
LOS ANGELES UNIFIED SCHOOL DISTRICT

EMPLOYEE  
NUMBER

10	11	12	13	14	15	16	17	18	

FI	MI

LAST NAME

I HEREBY AUTHORIZE THE LOS ANGELES UNIFIED SCHOOL DISTRICT OR ITS AGENTS, TO INITIATE DEPOSITS (AND/OR CORRECTIONS TO PREVIOUS DEPOSITS) TO THE FINANCIAL INSTITUTION INDICATED BELOW. THE INSTITUTION IS AUTHORIZED TO DEPOSIT AND/OR CORRECT THE AMOUNTS TO MY ACCOUNT. I MUST SUBMIT A NEW AUTHORIZATION CARD IF I CHANGE OR CLOSE MY ACCOUNT. THIS AUTHORIZATION REPLACES ANY PREVIOUSLY MADE BY ME AND IS TO REMAIN IN EFFECT UNTIL I SUBMIT A NEW AUTHORIZATION CARD. PLEASE ALLOW 1 TO 2 PAY CYCLES FOR AUTHORIZATION TO BE EFFECTIVE.

BANK NAME

☐

CANCEL APD

50

BRANCH

☐

CHANGE ACCOUNT NUMBER

BANK PHONE NO.

☐

CHECK BOX IF SAVINGS ACCOUNT

51

School or Office

Date

Employee's Authorized Signature

Please forward this card to Payroll Administration, 333 South Beaudry Avenue, 27<sup>th</sup> Floor, Los Angeles, CA 90017. For Direct Deposit please attach a voided check or savings account statement showing your account number.

**DO NOT COMPLETE THIS SECTION - PAYROLL ADMINISTRATION USE ONLY**

TRANSIT NO.

24	25	26	27

ABA NO.

28	29	30	31

ACCOUNT NUMBER INFORMATION

33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49			



## **Illness Reporting**

All illness time for Day to Day K-12 substitute teachers will be reported and approved by staff in the Certificated Substitute Unit. School sites are responsible for reporting of illness time for substitutes on extended assignments.

A Day to Day K-12 substitute teacher may request to use their illness benefit by declining a call in SmartFind Express due to illness only. Sub must also complete and submit the Certification/Request of Absence for Illness, Family Illness, New Child form (Form No. 60.ILL) to the Certificated Substitute Unit as soon as practicable to ensure timely payroll reporting. Form No. 60.ILL may be obtained online at <http://achieve.lausd.net/hr> and is attached here for your convenience. In addition, school office personnel will be required to make the forms available to substitute teachers. The completed form must be emailed or faxed to the Certificated Substitute Unit at (213) 241-8410 or [subillnessreporting@lausd.net](mailto:subillnessreporting@lausd.net). Once an Absence Request Form is received, Certificated Substitute Unit staff will verify that the latest form was used, that it is filled out completely and correctly, and that the substitute received a call from SmartFind for the requested date. Forms submitted after 30 calendar days from the date of absence will be automatically declined. Request will be processed within 7-10 business days. You may visit <https://ess.lausd.net> and view your time statement for reported hours or check your email for any notices pertaining to your request.

K-12 substitutes who become ill after reporting to a school site and request to leave before the assignment day ends may request to use hours equivalent to the portion of the day that remains. Form No. 60.ILL must be submitted following the directions outlined above.

# ILLNESSES





## CODE OF CONDUCT WITH STUDENTS

A top priority of the District is the safety of our students. All employees, as well as individuals who work with or have contact with students (e.g., volunteers, mentors, coaches, etc.) must be mindful of the distinction between being sensitive to and supportive of students and a possible or perceived breach of responsible, ethical behavior.

While the District encourages the cultivation of positive relationships with students, employees and individuals who work with or have contact with students are expected to use good judgment, maintain professional standards and ethical boundaries, and are cautioned to keep these guidelines in mind and avoid the following when possible, including but not limited to:



**Engaging in behaviors** either directly or in the presence of a student(s), that are unprofessional, unethical, illegal, immoral, or exploitative.



**Touching, having physical contact**, or requesting the removal of clothing with a student(s) that is not age-appropriate or within the scope of the employee's/individual's professional responsibilities.



**Meeting individually with a student** of any gender behind closed doors or in spaces designated for students only (e.g., restrooms, locker rooms), except for specific school-related purposes (e.g., assessments, counseling, required services, supervision).



**Engaging in any conduct** that endangers students, inclusive of physical violence or threats of violence.



**Using alcohol, or an illegal or unauthorized substance**, or possessing or distributing any controlled substance, while in the workplace or at a school-sponsored activity.



**Remaining on campus with student(s)** after the last administrator leaves the site; there are exceptions, such as afterschool programs, teachers rehearsing with students for a drama/music activity or coaching academic decathlon students, with administrative approval in advance.



**Transporting student(s) in a personal vehicle** without proper written administrator and parent authorization forms on file in advance for District approved reasons.



**Providing preferential treatment** and/or giving student(s) gifts, rewards, or incentives that are not school-related and for which it is directly or implicitly suggested that a student(s) is (are) to say or do something in return.



**Meeting with, taking or accompanying student(s)** off campus for activities other than a District-approved school journey, activity, or field trip.



**Providing students with, or requesting from students, personal contact information** and/or communicating/socializing with student(s), orally, in writing, by phone/email/electronically/webcam, via Internet, social media, or in person for purposes that are not specifically school-related.



**Making gestures, statements, or comments**, either directly or in the presence of a student(s), which are not age-appropriate, professional, or which may be considered sexual in nature, profane, obscene, abusive, intimidating, bullying, harassing, discriminatory, or demeaning.



**Taking pictures or videos** of or requesting them from students, except for specific school-related purposes with appropriate approvals.

Even though the intent of the employee/individual may be purely professional, those who engage in any of the above conduct are potentially subjecting themselves to perceptions of impropriety. Any individuals who witness potential boundary violations are advised to report such conduct. The District takes such matters seriously and may be obligated to investigate the allegations, as warranted and/or when law enforcement clearance has been given, and take appropriate administrative corrective/disciplinary action. The District prohibits retaliation against anyone who reports or participates in an investigation of inappropriate conduct.

Individuals who need further information should contact the site administrator or the Educational Equity Compliance Office at (213) 241-7682; [EquityCompliance@lausd.net](mailto:EquityCompliance@lausd.net).

[achieve.lausd.net/eeco](https://achieve.lausd.net/eeco)



**EMPLOYERS MUST PROVIDE THIS INFORMATION TO NEW WORKERS  
WHEN HIRED AND TO OTHER WORKERS WHO ASK FOR IT**

**RIGHTS OF VICTIMS OF DOMESTIC VIOLENCE,  
SEXUAL ASSAULT AND STALKING**

***Your Right to Take Time Off:***

- You have the right to take time off from work to get help to protect you and your children's health, safety or welfare. You can take time off to get a restraining order or other court order.
- If your company has 25 or more workers, you can take time off from work to get medical attention or services from a domestic violence shelter, program or rape crisis center, psychological counseling, or receive safety planning related to domestic violence, sexual assault, or stalking.
- You may use available vacation, personal leave, accrued paid sick leave or compensatory time off for your leave unless you are covered by a union agreement that says something different. Even if you don't have paid leave, you still have the right to time off.
- In general, you don't have to give your employer proof to use leave for these reasons.
- If you can, you should tell your employer before you take time off. Even if you cannot tell your employer before, your employer cannot discipline you if you give proof explaining the reason for your absence within a reasonable time. Proof can be a police report, court order or doctor's or counselor's note or similar document.

***Your Right to Reasonable Accommodation:***

- You have the right to ask your employer for help or changes in your workplace to make sure you are safe at work. Your employer must work with you to see what changes can be made. Changes in the workplace may include putting in locks, changing your shift or phone number, transferring or reassigning you, or help with keeping a record of what happened to you. Your employer can ask you for a signed statement certifying that your request is for a proper purpose, and may also request proof showing your need for an accommodation. Your employer cannot tell your coworkers or anyone else about your request.

***Your Right to Be Free from Retaliation and Discrimination:***

Your employer cannot treat you differently or fire you because:

- You are a victim of domestic violence, sexual assault, or stalking.
- You asked for leave time to get help.
- You asked your employer for help or changes in the workplace to make sure you are safe at work.

***You can file a complaint with the Labor Commissioner's Office against your employer if he/she retaliates or discriminates against you.***

For more information, contact the California Labor Commissioner's Office. We can help you by phone at 213-897-6595, or you can find a local office on our website: [www.dir.ca.gov/dlse/DistrictOffices.htm](http://www.dir.ca.gov/dlse/DistrictOffices.htm). If you do not speak English, we will provide an interpreter in your language at no cost to you. This Notice explains rights contained in California Labor Code sections 230 and 230.1. Employers may use this Notice or one substantially similar in content and clarity.



## ARTICLE XIX

### SUBSTITUTE EMPLOYEES

1.0 Salary and Benefit Provisions: For salary and benefit provisions, including Base Rate, Incentive Rate, Extended Rate and Inter-session/Summer/Winter Session Rate, refer to Appendix E.

a. The rates for substitutes who serve in place of employees paid on the Preparation Salary Table reflect a fold-in of the previous 11364 accrual rate factor for paid non-working days described in Section 2.0 and the 3% longer days factor.

b. **Base Rate:** The base pay rate for substitutes who serve in place of employees in the K-12 program allocated to the Preparation Salary Table shall be paid in accordance with the rates listed in Appendix E. The rates set forth in the previous sentence shall also be the sole rates available to contract teachers serving as substitutes during unassigned periods.

c. **Incentive Plan Rate:** Substitutes who are accepted for and continue to meet the requirements for the Incentive Plan (see Section 3.0.) shall be paid in accordance with the rates in Appendix E.

d. **Continuity Rate Increase:** Substitutes who serve in place of employees paid on the preparation Salary Table shall have their rates of pay increased by one hour of pro-rated pay per day effective the first day following the completion of service equivalent to 130 days during the school year.

e. **Inter-session/Summer/Winter Session Rate:** Substitutes serving in summer school (see Section 5.4 below) shall be paid at their hourly rate in Appendix E for a normal summer school day of four hours. Substitutes in a single assignment for the entire summer or winter session shall be paid at extended hourly rate in Appendix E retroactive to the first day of the assignment including any additional hours worked as may be required of non-substitute teachers in similar assignments. **NOTE:** Employees may have assignments of varying hours per day.

f. **Non-Preparation Table Substitutes (Excluding Adult Education):** Substitutes serving in place of employees who are not paid on the Preparation Salary table shall be allocated to the first step of the minimum schedule for the class. Such employees shall be entitled to step advancement on that schedule if qualified, but substitutes serving in place of employees paid on the Children's Center/Development Center Salary Table shall be paid not more than \$139.37 per day effective July 1, 2004, except as provided in Section 2.0b.

## Article XIX – Substitute Employees

g. As of July 1, 2001, Adult Education employees hired prior to July 1, 2001 serving as substitutes will be paid at the rate (Step 1) of the Adult Hourly Rate Schedule. Employees hired on or after July 1, 2001 serving as substitutes will be paid at the flat rate (Step A) of the Adult Hourly Rate Schedule. The accrual rate previously paid is eliminated effective June 30, 2001.

h. Upon request, a Substitute working in a long-term assignment and/or a Substitute who has worked at least 100 days in each of the two preceding years shall be allowed to participate in District Professional Development Training on a space-available basis where funding is available or not required.

2.0 Incentive Plan: Incentive Plan substitutes serve in schools of particular need, as determined by the District, and thereby qualify for the daily incentive pay rate (Section 1.0c above). The District shall solicit substitutes to participate in the plan, but may reasonably limit the number so that participants can expect to be assigned each day of their availability except under unusual circumstances such as pupil-free days.

a. Substitutes (including School Nurses) on the active waiting list of applicants for the Incentive Plan, and who serve at schools of particular need as determined by the District, shall be paid at the Incentive Plan rate for that day. See also Section 3.3c below.

2.1 Eligibility: Eligible substitutes may apply to enter the plan at any time. School Nurses shall be included in the Incentive Plan. The Incentive Plan shall be applicable only to substitutes who are serving in place of regular K-12 program employees paid on the Preparation Salary Table during the regular (September-June) academic year and who also meet the following qualifications:

a. Agree to serve in any grade level and/or subject field as reasonably determined by the District and at any school/center location according to District need.

b. Are available a minimum number of days of availability per week as specified by the District; the District retains discretion to establish the requisite days of the week and/or number of days per week of availability for any calling area.

c. Agree to serve as an incentive substitute for at least one semester.

Participants who do not continue to meet the obligations of a., b., and c. above, or who refuse an assignment, or who acquire more than five (5) unavailables during a semester may be dropped from the plan and may be ineligible for restoration to the plan for a minimum of one year.

## Article XIX – Substitute Employees

2.2 Priority for Selection: Seniority based on earliest uninterrupted date of assignment in the District as a certificated employee and number of days available for assignment shall be used to determine priority for selection of new participants in the Incentive Plan.

### 2.3 Incentive Substitute Assignment Procedures:

a. Incentive Plan substitutes will be called for assignment pursuant to Section 5.3 of this Article, except that a limited number (at the District's discretion) of the participants with five-days-per-week availability may be assigned in advance on a daily basis to schools for service at those sites or be reassigned to other nearby schools as determined by the District. Substitutes with the longest travel distance will be given priority consideration for advance assignment.

b. Incentive Plan substitutes may be name-requested by the site administrator of any participating school irrespective of 3, 4 or 5-day availability, but may not be name-requested by non-incentive plan schools. Participating schools shall not include non-incentive substitutes on their preferred calling lists.

c. Non-Incentive Plan substitutes may be assigned to participating schools, but only after all available incentive substitutes have been assigned.

3.0 Day-to-Day Substitutes, Extended: Any day-to-day substitute who serves for more than 20 consecutive working days in the same general education assignment or sixteen (16) consecutive working days in a special education assignment in place of the same absent employee or in the same unfilled position, in regular K-12, shall be classified as a Day-to-day Substitute, Extended employee and shall be paid the Incentive Plan substitute daily rate as provided in Section 1.0b and c above retroactive to the beginning date of the assignment. Substitute teachers in extended assignments are entitled to any and all preparation time afforded to the classroom teacher for whom they are substituting. If directed to provide class coverage during the teacher's conference period, the substitute employee in an extended assignment will be compensated at their hourly rate. Days used by the substitute for illness, personal necessity or bereavement shall not count toward, but shall not constitute a break in, the consecutive working days requirement. Upon the termination of the extended assignment, the substitute shall return to, and be paid as, a day-to-day substitute. Should that same substitute within five (5) working days of the termination date be returned to the previous extended assignment, and continue in that same assignment for a minimum of ten (10) additional working days, the substitute shall again be classified as an extended substitute and shall be paid the Incentive Plan substitute rate retroactive to the beginning date of the return to the position.

3.1 Resident Substitute Program - Based on District and programmatic needs, the District may at its discretion initiate a Resident Substitute Program. This Program allows substitutes to serve in schools

## Article XIX – Substitute Employees

designated by the District in a daily capacity for one or more semesters. Resident Substitutes are assigned to the same school and serve as the first substitute of the day and provide support to classrooms at the discretion of the site administrator. Substitute employees wishing to become Resident Substitutes will complete an interest survey indicating their preferred region. The Substitute Division will assign Resident Substitutes to schools. Beginning December 2022, the employees selected shall receive the Substitute Residency rate of \$249.91 per day/\$41.65 per hour (refer to Appendix E for updated rates). Substitute employees participating in the Resident Substitute Program may accept Extended Rate assignments at their Residency school and may return to the Substitute Residency Rate at the conclusion of their Extended Rate assignment. The District shall solicit substitutes to participate in the program, but may reasonably limit the number so that participants can expect to be assigned each day of their availability except under unusual circumstances such as pupil-free days. The District may renew the Residency Program on an annual basis with notice to UTLA.

3.2 A substitute may not be released from an assignment as the 21<sup>st</sup> day approaches in a general education assignment or the 17<sup>th</sup> day approaches in a special education assignment, for the sole purpose of preventing the substitute from qualifying for the extended substitute pay rate.

3.3 A substitute teacher who is assigned for ten consecutive days to an unfilled position in which the substitute teacher opens a class at the beginning of the school year or is assigned for ten consecutive days to an unfilled position in which the teacher closes a class at the end of the school year, or, in a secondary school, closes a class at the end of the semester, shall be paid at extended substitute rate.

4.0 Assignment Procedures for Non-Incentive Plan Substitutes: Day-to-day substitutes may apply to only one of the service areas (North – 1, 2, 3, 4; South 1, 2, 3; Central 1, 2, 3) for assignment. Day-to-day substitutes will be placed, upon request, on a calling list within the Calling Area but are subject to assignment to any school within the Calling Area and also, when necessary, may be assigned to any school in an adjacent calling area. Also, substitutes must be available for at least two consecutive days per week. (Friday/Monday meets the consecutive days requirement.) Substitutes who are unable to comply with the consecutive days availability requirement because they are also serving part-time as categorical limited contract teachers are exempt from the consecutive days requirement. Substitutes in the Incentive Plan are assigned pursuant to Section 3.0.

4.1 Accepting Assignments: All initial assignments of substitute teachers, including those who are name-requested, must come from the substitute calling unit. Extension or reduction of initial assignments will be directed by the school administrator or designee to the substitute. However, any change in the duration of the initial assignment must be reported immediately by the administrator or designee to the substitute calling unit. Substitutes are not to report changes in the initial assignment to the substitute calling unit.



## Article XIX – Substitute Employees

A substitute who should have been assigned, but was not assigned due to a verifiable District error, shall be granted one of the following remedies, at the employee's option:

- a. a make-up assignment on a day the employee would not normally be called, such as during periods of traditional school calendar recess; or during the summer session; or
- b. cancellation of an "unavailable" charged against the employee.
- c. A substitute who was physically injured during an act or acts of violence related to and during the performance of assignment duties may specify a "Do Not Send" designation for that school without being charged with an "unavailable."
- d. A substitute who had a weapon brandished at him or her related to and during the performance of assignment duties may specify a "Don Not Send" designation for that school without being charged with an "unavailable."

4.2 Substitutes who are assigned by the Certificated Substitute Assignment Unit have a right to work and be paid for the service they provide whether at the school site to which originally assigned or if necessary, to an alternate assignment specified by the District. If assigned to an alternate assignment, paid service time shall be reported from the time of arrival at the original school site. If a substitute declines an alternate assignment, the substitute shall not be entitled to pay for that day; however, such substitute shall not receive an unavailable.

- a. The District shall maintain a list of school schedules at an employee self-service website.
  - (1) Assignments to SBM schools with adjusted schedules will be offered in the same manner as to non-SBM schools. No special "non-available" notation will be made as a result of an assignment offer to a S.M. school.
  - (2) The substitute on-site obligation at S.M. schools with adjusted schedules will not be greater than normal, even if the teaching time is lesser or greater. Pay for substitutes at such schools will not be adjusted to reflect the revised schedules.

### 4.3 Calling Priority Order:

## Article XIX – Substitute Employees

a. Contract pool teachers temporarily assigned to substitute pools, and year-round school teachers newly assigned or whose track is changed and who therefore need to make up time in order to complete one full year of retirement service credit.

b. Incentive Plan Substitutes (see Section 3.0.).

c. Substitutes requested by name and employee number, and available year-round school teachers off-track requested by name and employee number at their home school. The request list is limited to those who are available at least two days per week provided that they are available Friday and Monday and approved by the site administrator in consultation with the faculty.

d. Remaining openings shall be filled from geographic area pools. Substitutes' names shall be arranged by the date of election to certificated service on separate lists for each pool according to service category (elementary K-6, or a given secondary subject field), and called in the following priority order:

f. Remaining year-round school teachers off-track who were not assigned pursuant to c. and d. above or off-track teachers not available to substitute at their home school, and teachers on traditional calendars serving as substitutes during unassigned periods.

g. Standby list (see Section 5.6.). These shall be assigned by seniority order within service category.

(1) Substitutes available five days per week.

(2) Substitutes available at least two consecutive days per week but less than five days.

e. Year-round school teachers off-track and available to substitute at least two days per week at their home school, but need not remain available each week of the off-track period. These teachers shall be arranged by their seniority date within the service category (K-6 or a given secondary subject field) for assignment at their home school.

4.4 Assignments During Z Basis Periods: During the summer hiatus periods for traditional calendar schools and off-track periods for year-round schools (i.e., X/Z Basis - see Article IX, Section 10.0j) the calling priority order shall be as described in 5.3 above, but will be restricted to a limited number of substitutes who have volunteered for summer duty and have been selected, again based upon the above priority order.

4.5 During emergencies the above priorities may be temporarily suspended.

## Article XIX – Substitute Employees

4.6 Standby Lists: A substitute may be changed from any high priority to the substitute unit's "standby list" for any of the following causes:

a. Receipt of the second report of late arrival in any one semester, or traditional calendar summer recess period, which has been determined to be the fault of the substitute;

b. Receipt of the second "Inadequate Service Report" in any one semester or traditional calendar summer recess period; or

c. Ten "unavailable" in any one semester, or four during traditional calendar summer recess period. Off-track teachers shall be permitted not more than three in each off-track period. An "unavailable" will be posted each time a substitute:

- (1) Refuses an assignment within the geographic limits set forth in 5.0 above. However, a refusal will not be charged if the call was received before 5:30 a.m. or after 8:30 a.m. or was for assignment of less than a full day.
- (2) Refuses to accept the extension of an assignment within availability designation. However, non-incentive substitutes may refuse to accept extension of an assignment without it being counted as a refusal, in any of the following circumstances:
  - (i) If the extended assignment conflicts with a previous commitment by the substitute for a different name-requested assignment;
  - (ii) If the substitute has already served ten consecutive days in the assignment; or
  - (iii) If the assignment is for a subject field other than that designated on their availability form.
- (3) Fails to answer the telephone personally between 5:30 a.m. and 8:30 a.m. In the case of Early Education Centers, the hours are 7:30 a.m. to 9:30 a.m.
- (4) Has a busy telephone line during two attempted calls during the hours specified in (3).
- (5) Declares unavailability. However, if the substitute Satisfies the District that the unavailability was for



## Article XIX – Substitute Employees

more than one day because of a continuing illness, (or compelling personal reason), only one "unavailable" will be charged for that period.

d. A substitute who was physically injured during an act or acts of violence related to and during the performance of assignment duties may specify a "Do Not Send" designation for that school without being charged with an "unavailable."

4.7 Names of substitutes on the standby list shall be called after all other available substitutes have been assigned. Name-requests will not be honored for those on the standby list. A substitute who is placed on the standby list shall be given immediate notice thereof and an opportunity for prompt administrative review by the coordinator of the Certificated Substitute Assignment Unit. Such review shall be without prejudice to any rights the substitute may have under the grievance procedure. After a period equivalent to six working months, substitutes on the standby list may be returned to a higher priority, provided that an Inadequate Service Report was not received during that period.

4.8 Upon request, substitutes shall be advised of their rank on the calling priority list.

4.9 Each school shall post and distribute to teachers a copy of its substitute name-request list (preferred substitute list) and a copy of the list of off-track teachers (if any) available to substitute during their off-track periods. These lists shall include the teachers' employee numbers to ensure that the proper substitute is requested and assigned. Copies of preferred substitute lists shall be forwarded by the local sites to the Substitute Assignment Unit where they shall be available for review by the UTLA Substitute Subcommittee Chairperson.

5.0 Late Arrival: A substitute who cannot reasonably expect to reach a school before class begins must attempt to call the school upon accepting the assignment in order that appropriate interim coverage arrangements can be made at the school. A substitute shall not be considered late if their arrival time does not exceed one hour from the time the substitute accepted the assignment. If a regular teacher in a secondary school is doing replacement service for the class of a late arrival substitute, the regular teacher may complete the period of replacement service if one-half of the period has already been completed. See also Section 7.1.

6.0 Time Reporting: Substitute teachers must serve a full teaching day to receive a full day's pay. Time should be reported to the nearest tenth of an hour (6 minutes) from the time instruction begins. When the school's daily schedule reduces instructional minutes in order to provide professional development, such as Banked Time Tuesdays, substitute teachers shall have the right to participate in professional development and receive pay for the full day.

## Article XIX – Substitute Employees

Those who serve a full day shall be time-reported for the same number of hours as the employee for whom they are substituting.

6.1 Service for less than a full day will be compensated proportionately unless the late arrival is due to a late call from the substitute unit which does not permit the substitute to reach the school before class begins. If the substitute has complied with the provisions of Section 6.0, and the school confirms the time of the unit's call, the substitute will be given an opportunity to make up the late time (up to a maximum of one hour) at the end of the school day. Substitutes who are assigned for less than a full teaching day, but were not so informed at the time of the assignment offer (and it was not otherwise apparent) shall be entitled to a full day's pay, provided that they perform other duties as assigned for the balance of the workday. For example, if it is determined that a substitute was not informed of a half-day assignment, the substitute will be permitted to serve and be paid for a full day. The school must confirm the terms of the assignment offer with the substitute unit.

6.2 A substitute who is assigned duties beyond the regular assignment and for which the regular employee is compensated (e.g., UTP duties) shall be time-reported for the full time of the additional assignment.

7.0 Release from Assignment: Any employee serving as a substitute may be released from a particular substitute assignment by the immediate administrator or designee at the end of any working day. The official daily service slip completed by the office manager or designee, and reflecting hours worked, shall indicate whether the substitute has been held over or released from the assignment. This procedure shall not be applicable to substitutes serving in extended substitute assignment status.

7.1 Job Cancellation: Substitutes who have accepted assignments through the Subfinder, or subsequent replacement system, shall be given the opportunity to work the hours accepted if the assignment is cancelled less than one hour prior to the start of the assignment.

8.0 Duties: A substitute is expected to perform in a competent manner all of the regular instructional duties of the absent teacher and other duties reasonably assigned by the principal. Failure to satisfactorily perform these duties may result in an Inadequate Service Report. Instructional and other duties and responsibilities include, but are not limited to:

- a. Arrival at school on time (substitutes should be ready to leave home immediately upon receiving an assignment) and remain on site for the full day;
- b. Present the Payroll Authorization Card to the principal or office manager and report the name of the absent teacher;

## Article XIX – Substitute Employees

- c. Review lesson plans for the day, if available. If no plans are available, determine areas currently being studied and the activities to be pursued;
- d. Account for pupil attendance as prescribed by the school;
- e. Conduct class and enforce rules in accordance with school and Board of Education policies;
- f. Perform classroom and special duties as assigned. Such special duties may be assigned either during or outside normal conference periods;
- g. Leave classroom in good order with a summary of the day's accomplishments;
- h. Inform the principal or clerk when ready to leave the school at the completion of the assignment.

9.0 Information: Substitutes shall be provided with the information needed to perform the duties of the position including, but not limited to class grade level, subject matter, assignment address, general or special education assignment, student attendance information, lesson plans, class roster, appropriate keys, seating chart(s), IEP and 504 Plan information, and security and emergency plans. The school discipline policy shall also be provided upon request.

10.0 Evaluations and Inadequate Service Reports: See Article X, Sections 7.0, 8.0 and 8.1. When a substitute receives an Inadequate Service Report at a school, either the principal or the substitute may request that the substitute not be assigned to that particular school in the future.

10.1 An Inadequate Service Report shall not be considered for the purpose of disciplinary action after a period of four years from the date of issuance. However, the Report shall be retained by the District as required by law.

11.0 Other Calling Lists: Separate calling lists shall be maintained for Development Centers and Early Education Centers.

12.0 Toll Free Calling: The District shall maintain a toll free telephone line.

13.0 Reorganization/Redesign of the Substitute Unit: The UTLA Article XXX Substitute Committee shall be permitted to give input to the District prior to any reorganization or redesign of the Substitute Assignment Unit or to the automated calling system.



## Article XIX – Substitute Employees

14.0 The Substitute Unit shall create and maintain separate lists of substitute employees with specific credentials (including but not limited to BCLAD, CTE, etc.).