

03/09/2015: Fresno Unified Substitutes FAQ

Question	Answer																
Who can help me when I have questions?	Vanessa Seely is here to assist you daily, from 6AM-3PM, M-F. She can be reached at 457-3492 or vanessa.seely@fresnounified.org .																
Who can I call regarding FASTA contract questions?	Call SEIU at 447-2560 Pat or Rachel																
How do I know the start and end times for the jobs I accept?	When you accept a job, information regarding assignment, location, start and end times, and possibly special instructions are available.																
The substitute teachers handbook has been replaced with the new substitute teachers guide form.	All sites are required by the contract to provide the substitute teachers information guide. This was agreed upon during 2014 negotiations.																
What happens if a substitute accepts a job on the SmartFinder system or by phone, and then arrives at the site to find the assignment has changed? See Article 12, Section 13	Subs may decline an assignment if it changes from when they accept the position to when they arrive at the school site. Of course they may accept the job if they so choose. Subs who decline the position will be paid ½ day of pay.																
How do I know what class I will be expected to teach when I accept a secondary assignment?	Sites should have teachers record specific instructions about their assignment annually. Teachers shall provide any special instructions in SmartFinder. A detailed lesson plan regarding student work outcomes and expectations for instructional delivery for the day.																
What is the amount of pay by tier, and how many days must I work in a classroom before long term pay kicks in? Also, is long term pay for the length of the entire assignment, or is only for day 20 and beyond?	<p>The pay rates for tiers are as follows:</p> <table border="1" data-bbox="762 994 1465 1137"> <thead> <tr> <th>Pay</th> <th>2014/15</th> <th>2015/16</th> <th>Days Worked</th> </tr> </thead> <tbody> <tr> <td>Tier 1</td> <td>\$107.51</td> <td>\$109.66</td> <td>1-49.5 days</td> </tr> <tr> <td>Tier 2</td> <td>\$109.48</td> <td>\$111.67</td> <td>50-99.5 days</td> </tr> <tr> <td>Tier 3</td> <td>\$114.53</td> <td>\$116.82</td> <td>100+ days</td> </tr> </tbody> </table> <p>Long term pay begins on day 1 of a job or as soon as it is identified as a long term job.</p> <p>Tier rates are determined as follows:</p> <ul style="list-style-type: none"> ✓ Tier I requires 1-49.5 days worked as a substitute the previous work year ✓ Tier II requires 50-99.5 days worked ✓ *Tier III requires 100+ days worked <p>*Eligible for day and a half paid training</p> <p>Tier levels are determined by the days worked in the previous school year.</p>	Pay	2014/15	2015/16	Days Worked	Tier 1	\$107.51	\$109.66	1-49.5 days	Tier 2	\$109.48	\$111.67	50-99.5 days	Tier 3	\$114.53	\$116.82	100+ days
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If I accept a long-term assignment do I have any additional duties or responsibilities?	Substitutes in long-term assignments are required to grade papers, plan lesson plans, contact parents as appropriate, and attend faculty and accountable community meetings. Depending upon the length of the assignment they may attend parent conferences and faculty meetings.																
How can I check the number of days I worked last year?	In Smart finder you can review your assignments by putting in the date parameters. You are able to access Smart Finder at following web link: https://www.hr.smartfinder.fresno.k12.ca.us																

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How may my performance be documented?	<p>The substitute teacher review form may be used to document both positive performance, as well as performance concerns.</p> <ul style="list-style-type: none"> ✓ The form should be filled out and sent to HR within 15 days ✓ The substitute teacher should be contacted and provided an opportunity to respond to the performance concerns ✓ Please review CBA Article 17,(see FASTA contract) Substitute Teacher Review Form.
How long can I substitute in any one classroom?	<p>Substitute who holds a substitute permit may spend 30 days subbing for the same teacher in the same general education class in any one school year; they may spend 20 days subbing for the same teacher in the same special education class in any one school year.</p>
What are the check-out procedures?	<ul style="list-style-type: none"> ✓ Report to the office ✓ Turn in your keys ✓ Turn in the classroom handbook if one was provided ✓ Sign the time sheet and confirm the information is correct (the timesheet must be signed by the substitute, not the office manager.)
What do I do if there's a fire drill?	<p>Refer to the substitute teachers information guide provided by the school you are at. <i>*Fire drill procedures may change from school to school.</i> Safety Office: 457-3981</p>
What are some common do's and don'ts when assigned a substitute teaching job?	<p>Do:</p> <ul style="list-style-type: none"> ✓ Follow the lesson plan ✓ Leave a note for the teacher, sharing with them how the day went and what students accomplished. Include student behavior concerns. ✓ Sign your timesheet ✓ Return your key when you sign out for the day <p>Don't</p> <ul style="list-style-type: none"> ✓ Do NOT take picture of students ✓ Do NOT share personal information with students ✓ Do NOT talk on your cell phone during class ✓ Do NOT give students food ✓ Do NOT read the newspaper during class time ✓ NEVER be alone in a classroom with a student

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