



Oregon Trail School District

2019-2020

Classified Substitute  
Handbook

# Oregon Trail School District

## Substitute Handbook

The information contained in the substitute handbook is presented as a matter of information only. These policies are not intended as, nor should they be construed to create, the terms of an express or implied contract with Oregon Trail School District, or as any type of promise or guarantee of specific treatment. No contract of employment may be created between Oregon Trail School District and any substitute, except as may otherwise be provided by express written agreement signed by the Superintendent of the Oregon Trail School District. The employment relationship with the Oregon Trail School District is at will. Any substitute may resign at any time and for any reason, or be terminated at any time and for any reason, with or without notice and with or without cause. The Oregon Trail School District reserves the right to make changes, updates, and/or deletions, or to add to these policies, rules, procedures, at any time, with or without notice.

## OTSD Frontline Absence Management Phone Log in Information

- **ID Number** - Your phone number.
- **PIN** - 4-digit number auto-generated by Frontline Absence Management your PIN is emailed to you when your account is first created.
- **Confirmation #**- When you accept a job in Frontline Absence Management, you will see a 'Confirmation #'. Write this number down and take it with you to your assignment. Refer to it on your timesheets.
- Internet log in Quick Start Guide on following page



# Absence Management

## SIGNING IN

To log in to the absence management application, type [aesoponline.com](http://aesoponline.com) in your web browser's address bar.

The Sign In page will appear. Enter your ID/username and PIN/password and click **Sign In**.

## RECOVERING CREDENTIALS

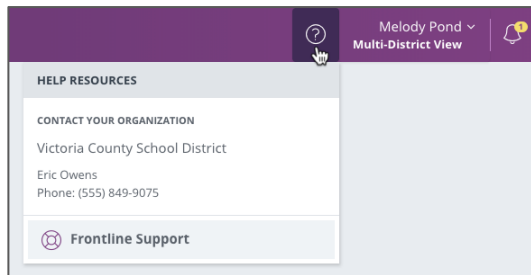
If you cannot recall your credentials, use the recovery options or click the “**Having trouble signing in?**” link for more details.

## SEARCHING FOR AVAILABLE JOBS

You can review available jobs directly on the homepage. These potential jobs appear in green on the calendar and in list form under the “Available Jobs” tab.

To accept a job, click the **Accept** button beside the absence (or click **Reject** to remove a job from the list).

Date	Time	Duration	Location	Filter
Barker, Bob				
Mon, 4/30/2018	11:00 AM - 6:00 PM	1 Full Day	Victoria County School District Victoria County Community Schools	<input type="button" value="Reject"/> <input type="button" value="Accept"/>



## GETTING HELP AND TRAINING

If you have questions, want to learn more about a certain feature, or want more information about a specific topic, click **Help Resources** and select **Frontline Support**. This opens a knowledge base of help and training materials.

## ACCESSING ABSENCE MANAGEMENT ON THE PHONE

In addition to web-based, system accessibility, you can also find and accept available jobs, manage personal information, change your PIN number, and more, all on the phone.

### When You Call into Absence Management

To call, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

When calling the absence management system, you can:

- Find available jobs – **Press 1**
- Review or cancel upcoming jobs – **Press 2**
- Review or cancel a specific job – **Press 3**
- Review or change your personal information – **Press 4**

### When the Absence Management System Calls You

If an available job has not been filled by another substitute two days before the absence is scheduled to start, the system will automatically begin to call substitutes and try to fill the job.

Keep in mind, when the system calls you, it will call about one job at a time, even if you're eligible for other jobs. You can always call in (see "When You Call into Absence Management" section above) to hear a list of all available jobs.

**Note:** When the system calls, be sure to say a loud and clear "Hello" after answering the call. This will ensure that the system knows you picked up the call.

When you receive a call, you can:

- Listen to available jobs – **Press 1**
- Prevent absence management from calling again today – **Press 2**
- Prevent absence management from ever calling again – **Press 9**

If you are interested in the available job, **Press 1**. You will be asked to enter your PIN number (followed by the # sign). The absence management system will list the job details, and you will have the opportunity to accept or reject the job.



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**2019-2020 School Calendar  
10 Month Classified Staff (183 Days)**

**July 2019**

Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

**August 2019**

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27 In-Service AM/Workday PM	28	29	30 Non-Contract

Holiday = 0

Contract = 1

**September 2019**

Monday	Tuesday	Wednesday	Thursday	Friday
2 Holiday	3 School Begins	4	5	6
9	10	11 ER	12	13
16	17	18 ER	19	20
23	24	25 ER	26	27
30				

Holiday = 1

Contract = 20

**October 2019**

Monday	Tuesday	Wednesday	Thursday	Friday
	1	2 ER	3	4
7	8	9 ER	10	11 State Inservice
14	15	16 ER	17	18
21	22	23 ER	24	25
28	29	30 ER	31	

Holiday = 0

Contract = 22

**November 2019**

Monday	Tuesday	Wednesday	Thursday	Friday
				1 Non Contract
4	5	6 ER	7	8
11 Holiday	12	13 ER	14	15
18	19	20 ER	21	22
25 No School Conferences	26 No School Conferences	27 Non-Contract	28 Holiday	29 Holiday

Holiday = 3

Contract = 14

**December 2019**

Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4 ER	5	6
9	10	11 ER	12	13
16	17	18 ER	19	20
23 Winter Break	24 Winter Break	25 Holiday	26 Winter Break	27 Winter Break
30 Winter Break	31 Winter Break			

Holiday = 1

Contract = 15

**January 2020**

Monday	Tuesday	Wednesday	Thursday	Friday
		1 Holiday	2 Winter Break	3 Winter Break
6	7	8 ER	9	10
13	14	15 ER	16	17
20 Holiday	21	22 ER	23	24
27	28	29 ER	30	31 Semester Ends

Holiday = 2

Contract = 19

**February 2020**

Monday	Tuesday	Wednesday	Thursday	Friday
3 No School Grading Day	4	5 ER	6	7
10	11	12 ER	13	14
17 Holiday	18	19 ER	20	21
24	25	26 ER	27	28

Holiday = 1

Contract = 18

**March 2020**

Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4	5	6
9	10	11 ER	12	13
16	17	18 ER	19	20
23 Spring Break	24 Spring Break	25 Spring Break	26 Spring Break	27 Spring Break
30	31			

Holiday = 0

Contract = 17

**April 2020**

Monday	Tuesday	Wednesday	Thursday	Friday
		1 ER	2	3
6	7	8 ER	9	10
13	14	16 ER	16	17
20	21	22 ER	23	24
27 Non Contract	28	29 ER	30	

Holiday = 0

Contract = 21

**May 2020**

Monday	Tuesday	Wednesday	Thursday	Friday
				1
4	5	6 ER	7	8
11	12	13 ER	14	15
18	19	20 ER	21	22
25 Holiday	26	27 ER	28	29

Holiday = 1

Contract = 20

**June 2020**

Monday	Tuesday	Wednesday	Thursday	Friday
1	2 Senior's Last Day	3	4	5
8	9 Student's Last Day	10 Teacher Grading Day	11 Teacher Workday	12
15	16	17	18	19
22	23	24	25	26
29	30			

Holiday = 0

Contract = 7