

SAN DIEGUITO UNION
HIGH SCHOOL DISTRICT



▶ INSTRUCTIONAL
ASSISTANTS



▶ NUTRITION SERVICES
ASSISTANTS



▶ CUSTODIANS



▶ CLERICAL STAFF



▶ SCHOOL BUS DRIVERS
AND ATTENDANTS

Classified *subs*

ADDRESSING THE NEEDS OF OUR STUDENTS, CAMPUSES,
CLASSROOMS AND OFFICES

Thank you for accepting a position as a Classified Substitute with the San Dieguito Union High School District. The following information is intended to provide an overview of your responsibilities and address any questions you may have. For additional information, please contact Classified Personnel at classifiedsubs@sduhsd.net

Helping You Achieve Success as a Substitute

The Governing Board expects all district employees, including substitutes, to maintain the highest ethical standards, exhibit professional behavior, follow district policies and regulations, abide by state and federal laws, and exercise good judgment when interacting with students and other members of the school community.

Employee conduct should enhance the integrity of the district, advance the goals of the district's educational programs, and contribute to a positive school climate.

Each employee should make a commitment to acquire the knowledge and skills necessary to fulfill his/her responsibilities and should focus on his/her contribution to the learning and achievement of district students.

To help you achieve the knowledge and skills necessary, please go to the District's web site at sduhsd.net. Next, click on the "Teachers and Staff" tab and then click on "Classified Substitutes." This is where you will find many resources that will help you be successful as a substitute.

- ◆ Quick Reference to SEMS
- ◆ Pay Stubs Online
- ◆ Site Contacts and Maps
- ◆ Job Descriptions
- ◆ School Calendar
- ◆ Annual Notifications

Please make sure you printout the **Acknowledgment of Receipt** after you review the Annual Notifications. This must be turned into Human Resources prior to you starting your job as a classified substitute.



ON YOUR FIRST DAY

- Arrive early and park in the Visitor Parking area
- Check in with the secretary at the School Administration Building
- Inquire about sign in/sign out procedures
- You will then be directed to where you need to report to.



Getting the Most Out of Your Day

The time that is in the sub caller system is the time you are accepting to work. Please allow enough time to check in at administration and get to your assigned work area prior to your start time.

At what time are you ready for work? The employees you are subbing for have a specific assigned work schedule and their start time is when you need to be ready for work. What does this mean?

If you are called in to start your day at 7:30 a.m., please make sure you are ready for work at 7:30 a.m. not 7:45. Things to remember are that getting coffee, putting your jacket away, visiting about your weekend, checking voicemails and emails on your personal cell phone are not part of the start time.

Hours Worked	Paid Break Period	Unpaid Lunch Period
3 to 3.9 hours	None	None
4 hours	15 minutes	None
5 hours	15 minutes	30 minutes
6 hours	15 minutes	30 minutes
7 hours	15 minutes	30 minutes
8 hours	2-15 minutes breaks	30 minutes

Please ask the supervisor when you should take your breaks and lunch period. Please note that breaks and lunches may not be used to shorten or rearrange the work day.

Payroll Guidelines

Payday is on the last working day of the month. When the last day of the month falls on a Saturday or Sunday, you are paid on the Friday before.

All subs are paid the month after the time is worked. So for September, you will receive that pay on October 31st.

Automatic Deposit is encouraged for all subs and your pay stubs are online. You can access your pay stub by going to the district's web page under "Teachers and Staff", "Pay Stubs Online."

Please note: It takes two months to set up direct deposit. Therefore your first check you can pick up at the District Office on payday or it will be mailed to your home address on file. On the second month, the direct deposit will be activated.

The Payroll office will register you for Pay Stubs Online and send your login and password information to the e-mail address that is on file with the district.

For more information on payroll, call 760-753-6491, ext. 5522, 5513 or 5524.



Employee Info Changes:

Please make sure you keep HR abreast of any phone number, address and/or name changes you have throughout the school year. When you have a name change, please bring a social security card with the new name to the HR office. Appointments are encouraged.

WHO TO CONTACT:

760-753-6491
 Victoria Long x 5594
 Shirley Janssen x 5503
 Kathy Potter x 5519
 Lindsey Shook x 5563



San Dieguito Union High School District

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