

Welcome to the Bakersfield City School District! We hope that you will enjoy your employment as a substitute in our district. The information in this handbook should help you get started and give you some direction along the way.

GENERAL EMPLOYMENT INFORMATION

Substitutes are employed by the Board of Education at the recommendation of the Superintendent of Schools.

It is important that you advise Personnel Services of any change in your address or telephone number. In order to be employed as a substitute, you must have a telephone number where our office can reach you and a touch-tone telephone to access the automated substitute calling system.

You may contact Personnel Services staff at the following number:



631-4868

6:00 a.m. – 4:30 p.m.

PAY SCALES AND PAY PERIODS

Day-by-day substitutes are paid an hourly rate based on the entry-level classification. Substitutes are paid for the number of hours actually worked.

In order to receive full salary, a substitute must be on duty the same number of hours as the regular employee. Hours of duty are verified by the principal or department head.

Pay periods are from the first through the last working days of each month. Warrants are mailed to your home on or about the tenth of the following month. We recommend that you keep a personal log of your substitute work, including dates, assignments and hours, and compare your records with your check each month.

If you have questions regarding your pay warrant, contact the payroll department at 631-4701 or 631-4703.

DRESS CODE

IMPORTANT: FOOD SERVICE SUBSTITUTES MUST ADHERE TO THE DRESS CODE PROVIDED IN THIS HANDBOOK.

Because our district has no formal dress code for most employees, it is each employee's responsibility to dress appropriately and professionally when reporting for duty. You should check with the principal or department head if you have any questions regarding dress requirements for a particular assignment.

CALLING OF SUBSTITUTES

Every effort is made to call substitutes in advance or in due time in the morning so that they may arrive at the site by the correct reporting time. However, if you do receive a late call, an hour from the time of the call is allowed for reporting.

Substitutes are called from Personnel Services; however, when the assignment is for more than one day, the principal notifies the substitute to return. Principals release substitutes when their services are no longer required. Principals notify Personnel Services when they retain or release substitutes.

IMPORTANT: PLEASE REFER TO ATTACHED INFORMATION REGARDING THE AUTOMATED SUBSTITUTE CALLING SYSTEM.

REPORTING FOR DUTY

When you arrive at the school, check in with the school office. The principal or his/her representative will provide information on the assignment, location of room, building arrangement, etc. If you are reporting to a department at the Education Center or Maintenance, Operations & Transportation, check in with the department head or his/her secretary. You will receive specific instructions regarding your schedule and duties from each school or department where you are assigned.

Keys may be furnished to you by the school office. Keys must be kept in your personal possession at all times so that they are not lost, destroyed or stolen. Return keys to the office as instructed by the principal.

The principal will inform you of the procedures for purchasing lunch tickets. Generally, lunch tickets are sold by cafeteria personnel prior to the opening of school. You may eat in the school cafeteria by purchasing an adult ticket. Credit cannot be extended.

Substitutes are required to be on duty the same hours as the regular employee. Generally, schools operate from 8:00 a.m. to 3:15 p.m. and departments, 7:30 a.m. to 4:30 p.m. Personnel Services staff will usually provide this information; however, you should check with the principal or department head to confirm the schedule.

Before departing the school, you will need to report to the principal's office to find out if you are to be retained or released, turn in keys, etc. If you are substituting in a department, be sure to check with the department head or his/her secretary for this information.

PUBLIC RELATIONS

All schools of the Bakersfield City School District operate under the same policies of the Board of Education. Differences may exist in the administration of the individual school when carrying out these policies.

As a substitute, you are in a position to establish good school-community relations for the school district and the individual schools and departments in which you work. Reaction to the day's work will often be discussed and will result in favorable or poor impressions.

It is considered unethical and unprofessional to negatively criticize a department, school, class or individual members of a class, with those outside the department or school since the period of observation has been of such short duration that accurate conclusions cannot be reached. Valid complaints should be made in writing to the appropriate administrator.

At all times we welcome your suggestions as to how we may better our services to you and the district. We realize that substitutes have a difficult but important task. We want to help make your substituting experience both pleasant and productive.