

# Substitute Preparedness

## Classified

### Frequently Asked Questions

#### Sub Online

##### **How do I get into Sub Online to accept job offers?**

The system will call substitute staff beginning at 6:00 am to fill jobs for that day. To view open jobs, go to [www.substituteonline.com](http://www.substituteonline.com) and enter your username and password. For first-time users, or for refresher information, additional step-by-step instructions can be found on our district website.

Directions will include:

- Notes/Review assignments
- How to accept/decline a job
- How to mark yourself unavailable
- How to maintain your calendar

*All accepted assignments have a job reference number. Please refer to this assignment number for any requests.* If an employee has contacted you about working, but Sub Online does not reflect the assignment, DO NOT REPORT. You will only be paid for your time if there is a job number reflected in the system.

##### **Can I accept any job assignment?**

Classified substitutes can only accept job assignments that are listed in the preference area of their Sub Online profile (Para 1, Food Service, Custodial, etc.). Several positions require specific training and, therefore, you would be ineligible to sub. Please do not accept assignments outside of your preference area(s).

##### **Am I required to take additional trainings as a classified substitute?**

In some cases, yes.

- Right Response training is required to work as a Para Pro 2 “Right Response Required” positions. Proof of training must be received in Risk Management prior to your acceptance of any position. Contact Risk Management for training information at 360-965-0109.
- CPR/First Aid is required to work as a Para Pro. Training must occur within 60 days of hire and a copy of your cards/certificate turned in to Human Resources. Contact 360-965-0010 for more information.

##### **Who do I call if I have questions?**

Please call the Substitute Placement Desk at 360-965-0078 between 7:30 am and 3:30 pm.

**Where do I go once a job has been accepted?**

Please check in with the main office of the building you are assigned. Keys, directions and building/assignment information will be provided. Your district-assigned ID badge should be worn at all times. Be sure to turn in keys at the end of the day.

**What if I am working a long-term assignment?**

Substitutes working in a long-term assignment that is over 20 days must hold the appropriate endorsement for the subject of the assignment.

**I just found out my assignment was an error and I no longer have to work. What do I do?**

Errors do happen. You may be asked to remain at the location while the school determines if another assignment is available.

- If work is available, and you accept, you will work a total of two hours and then may leave. You will receive 2 hours pay for the day.
- If you elect not to accept, you will not be paid and may leave.

**If school is cancelled, should I cancel my assignment in Sub Online?**

The Substitute Placement Desk will cancel the assignment for you. Inclement weather information can be found on our district website at [www.msd25.org](http://www.msd25.org) under our Resources Quick Links. If Marysville schools are closed, you will not be contacted about the cancellation.

**Are there a minimum number of days I need to work to remain active on the substitute list?**

A substitute may be removed the approved list for a variety of reasons including: if there is an excessive number of cancellations; not reporting for an accepted assignment; and divulging confidential information.

**Will I be evaluated for my job performance?**

Good question. Form evaluations of substitutes are not routinely completed. However, a substitute performance report may be submitted at any time by a principal or administrator.

**May I accept an assignment that has already started or will start soon? How much time is allowed to arrive “on time”?**

If you are available for work and can arrive at the assignment within the hour, please accept the job and then call the school with an estimated time of arrival.

**If I need to cancel my assignment of the same day, how many hours prior to the start time should I cancel?**

We understand emergencies may happen. If you are unable to make your assignment, please call the Sub Desk as soon as possible. You will be given instructions on next steps.

**Work Days**

**Where can I find the district calendar?**

The district calendar is available on our district website at [www.msd25.org](http://www.msd25.org). Click on Menu/District Calendar.

**Where can I find the start and end times for schools?**

The district calendar is available on our district website at [www.msd25.org](http://www.msd25.org). Click on Menu/District Bell Schedule

**Payroll**

**What is the current rate of pay for substitutes?**

The substitute rate of pay changes from year to year. Please visit our district website for salary information at [www.msd25.org](http://www.msd25.org). Click on Departments/Human Resources/Employee Groups – for Miscellaneous & Substitutes. Misquoted rates of pay by a district employee will not guarantee you will be paid at those rates.

**How can I verify the days I've worked to confirm my pay is correct?**

Review your assignments in Sub Online and confirm the pay period cut off dates on the current payroll calendar.

**When do I get paid?**

Substitutes are paid one month behind. The hours worked during your first month will be paid on the last workday of the following month.

**Can I access information on my wages?**

Yes. Information on W2s and wages are available on the district's Employee Access portal. You can access Employee Access by going to [www.msd25.org](http://www.msd25.org) and click on For Staff/Skyward WESPac/Skyward EA Access. If you have difficulty logging in or do not have login information, please contact Payroll at 360-965-0101.

**My personal information (Name, Address, Email Address, Phone Number) has changed. Who should I contact?**

Payroll processes changes to your personal information. Please call 360-965-0101 as soon as possible. This will preclude any delays in the delivery of most written and oral communication sent out by the district. If your name has changed, please bring your new Social Security card to Payroll.