



# SUBSTITUTE AND TEMPORARY EMPLOYEE HANDBOOK

*The Prince William County School Board is committed to a policy of nondiscrimination and to the provision of equity in its educational programs, services and activities for all students and employees. The Division shall not discriminate in employment nor in the provision of educational programs, services, and activities on the basis of race, color, religion, national origin, sex, gender identity, sexual orientation, pregnancy, childbirth or related medical conditions, age, marital status, veteran status, disability, genetic information or any other basis prohibited by law. The following individual(s) will handle inquiries regarding nondiscrimination policies, including Section 504 and Title IX:*

*Chief Human Resources Officer Prince  
William County Public Schools*

*P.O. Box 389 Manassas, VA 20108*

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Michele R. Salzano  
Director  
Department of Human Resources

The Employee Orientation Handbook is designed to provide a welcome to all new employees and introduce them to the vision, mission, and culture of Prince William County Public Schools (PWCS).

This handbook is provided to communicate the most recent policies, regulations, and procedures under which PWCS operates. It is purposely limited in size and scope to those regulations and benefits that are most frequently asked about by employees.

Providing excellent customer service is a priority for the Department of Human Resources. Please do not hesitate to call, fax, or email us if there are ways we can help you be more effective or efficient; or if we can assist you with any questions about your role, contract, salary placement, or benefit package.

We are pleased to have you as a member of the PWCS family. Whether you are an administrator, teacher, bus driver, professional or support employee, the skills and commitment you bring to your job make an important contribution to our goal of providing a World-Class education for the children of our School Division.

Welcome!

Director  
Department of Human Resources

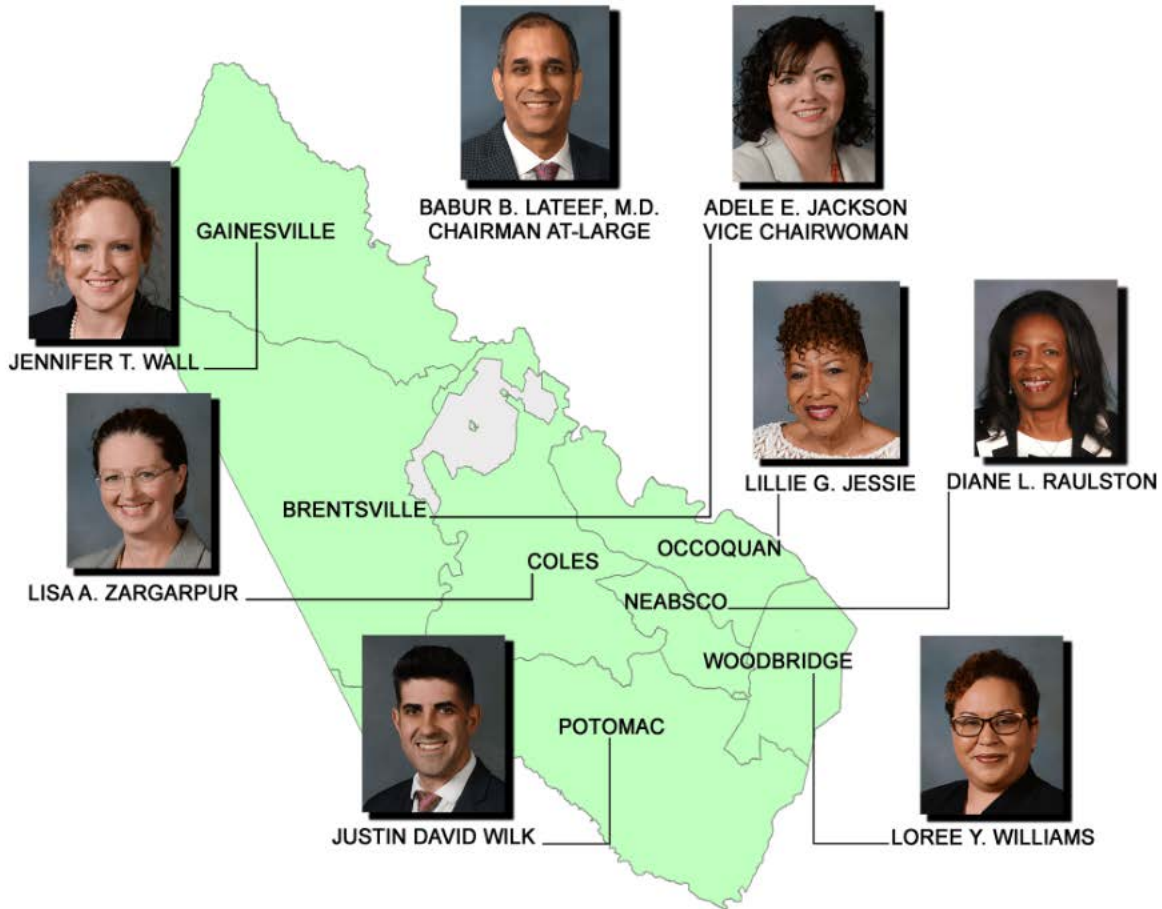
SCHOOL DIVISION CULTURE

# We believe...

- ... that it is the responsibility of the School Division to teach children
- ... in the value of individual
- ... that every individual can learn
- ... that decision-making is best done through a collaborative process
- ... in diversity
- ... that the school Division is governed through a representative process
- ... in the commitment of the School Division to all employees
- ... that effective communication among all employees is critical to the well-being and operation of the School Division
- ... that effective communication and public relations are the responsibility of every employee
- ... that continuous improvement in all areas of the School Division is the basis for a quality operation



PRINCE WILLIAM COUNTY PUBLIC SCHOOLS  
LAUNCHING THRIVING FUTURES



## Mission

- We serve as trusted partners in education with our students, families, and community.
- We prepare our students to be critical thinkers, responsible digital citizens, innovators and visionaries, resilient individuals, and global collaborators.
- We commit to inclusive practices and equity with an expectation of excellence from every student and employee every day.

## Vision

Every student will graduate on time with the knowledge, skills, and habits of mind necessary to create a thriving future for themselves and their community.

## **GENERAL EMPLOYMENT INFORMATION**

### **BASIC EMPLOYMENT EXPECTATIONS**

*see Regulation 503-1: "Standards of Professional Conduct for all Employees"*

*All employees are expected to demonstrate a professional, cooperative, knowledgeable, and courteous demeanor in all interactions with students, parents, colleagues, and members of the community.*



### **ACCEPTABLE USES OF**

### **PWCS COMPUTER SYSTEMS AND NETWORK SERVICES**

*see Regulation 295-1: "Computer Systems and Network Services-PWCS Responsible Use and Internet Safety Policy"*

Employees are to utilize the Division's computers, networks, and Internet services for school-related purposes and performance of job duties. Incidental personal use of school computers is permitted as long as such use does not interfere with the employee's job duties and performance, with system operations, or other system users. "Incidental personal use" is defined as use by an individual employee for occasional personal communications not occurring during instructional time, which use is not otherwise prohibited by this regulation.

## KEY REGULATIONS GOVERNING PWCS SUB/TEMP EMPLOYMENT

Visit the PWCS Web site ([pwcs.edu](http://pwcs.edu)) for more detailed information on the following regulations:

295-1	Computer Systems and Network Services – PWCS Responsible Use and Internet Safety Policy
404.04-1	School Closing Due to Hazardous Conditions
501-2	Pre-Employment Reference Check/Background Investigations on Prospective Employees
501-3	Fingerprinting of New Employees and Volunteers
501-4	Criminal Conviction History of Candidates for Employment
503-1	Standards of Professional Conduct for all Employees
503-2	Criminal Charge Notification Requirements
503.01-1	Conflict of Interest
503-5	Solicitation and Selling
504-1	Drug-Free and Alcohol-Free Workplace
504-2	Drug and Alcohol Testing
505-1	Employee's Central Office Human Resources File (Personnel File)
505-2	Release of Confidential Information/Records
505-3	Review of Active and Inactive Personnel Files
506-1	Benefits and Working Conditions for All Employees
506-3	Employee Rights
507-1	Complaint Procedures for Claims of Discrimination and Harassment in employment
507-2	Sexual Harassment Involving Employees
511-6	Teaching or Supervising Immediate Family Members
511-7	Substitute Teachers and Teacher Assistants
511-8	Temporary Personnel
511-9	Criteria and Procedures for the Selection of Supplemental Contract Coaches and Extra-Curricular Sponsors
511-10	Criteria for the Selection and the Use of Non-Contract Volunteers
514-1	Health Requirements and Medical Examinations
532-1	Workers' Compensation and Injury Leave Benefits
561-2	Certificated Personnel – Responsibilities, Duties, and Workday
561-3	Children of Staff in School Division Buildings and Vehicles
561-5	Complaints Against Employees Other Than Discrimination and/or Grievances
592.01-1	Publications
735-1	Prohibited Substances
735-2	Smoking/Possession and/or Use of All Tobacco Products
737-1	Searches and Seizures
738-1	Resolution of Allegations Against Students of Sexual Misconduct
738-3	Resolution of Allegations Against Students of Discrimination or Harassment
741-1	Corporal Punishment

This list of Regulations is not intended to be a complete list of Regulations governing substitute/temporary employees of PWCS. Please refer to the PWCS Web page ([pwcs.edu](http://pwcs.edu)) for complete listing of all PWCS Policies and Regulations.

Last Revised  
December 9, 2020

## Human Resources

### REGULATION: 503-1

#### STANDARDS OF PROFESSIONAL CONDUCT FOR ALL EMPLOYEES

##### I. **Communication**

Employees shall communicate in an appropriate/professional manner avoiding abusive language or profanity in written, oral, and nonverbal communication. Employees shall avoid unacceptable communications through social media with students and coworkers and the school community, including those actions outlined in Section VIII of this regulation.

##### II. **School Division Resources**

Employees shall use School Board resources, including School Division time, property, and technology for authorized purposes only.

##### III. **Alcohol and Drug Free Work Environment**

Employees shall comply with the Prince William County Public Schools (PWCS) requirement that an alcohol and drug free work environment be maintained.

##### IV. **Weapons Prohibited**

Employees shall comply with all PWCS regulations regarding the prohibition of weapons on school property.

##### V. **Achievement of Division Goals**

A. Employees shall comply with all applicable laws and School Board policies, regulations, and notices.

B. Employees shall be committed to the achievement of the Strategic Plan goals and objectives.

##### VI. **Professional Behavior**

Consistent with the School Board's directive in Policy 561, "Responsibilities and Duties of Employees," and the expectation that all school employees will conduct themselves in a professional and ethical manner so as to promote the best interests of PWCS.

A. All PWCS employees shall be role models for the students in the School Division. All school employees must recognize that as a condition of their employment in a World-Class educational system, they must model legal, ethical, moral, respectful and civil behaviors, both in and outside the workplace.

B. They shall demonstrate professional and ethical standards, as well as personal integrity, in all interactions both in the workplace and the community. They shall also demonstrate a high level of professional performance consistent with their assigned duties, responsibilities, and continuous improvement. Employees shall work in a collegial and collaborative manner with peers, school personnel, and the community to promote and support student learning.

##### VII. **Nondiscrimination**

All employees must exhibit respect for all manner of diversity among students, staff, and the community, and must adhere to all School Board policies and regulations prohibiting discrimination or harassment on the basis of race, color, religion, national origin, sex, gender identity, sexual orientation, pregnancy, childbirth or related medical conditions including lactation, age, marital status, veteran status, disability, genetic information or any other basis prohibited by law. Conduct, words, other communications, or behaviors which create or contribute to a hostile work environment,



or those directed toward coworkers, subordinates, or supervisors which are, or could be perceived as, disrespectful of race, color, religion, national origin, sex, gender identity, sexual orientation, pregnancy, childbirth or related medical conditions including lactation, age, marital status, veteran status, disability, genetic information, or other personal characteristics will not be tolerated.

#### VIII. Employee-Student Relations

- A. At no time shall an employee's conduct or relationship with a student impede or negatively affect the student's education or participation in educational programs or services.
- B. Employees must recognize and establish appropriate boundaries between themselves and students, regardless of the students' age, and must not engage in any behaviors or interactions with students, in person or through any communication media, which could be perceived as inappropriate, intimate, grooming, or harassing in nature. Accordingly, the following standards apply to all interactions between employees and students:
  1. No employee shall engage in communications with students, either in person or through electronic, telephonic, video, or other modes of communication, in a manner that is excessive, inappropriate, unduly familiar, intimate, or sexual in nature, at any time, regardless of location.
  2. Employees shall not engage in intimate, unduly familiar, or sexual conduct with any student at any location in or outside of school, including, but not limited to, conduct prohibited by Regulation 738-3, "Harassment of Students."
  3. Employees may use electronic communications with students for legitimate purposes connected to school programs or services, including participation in athletics and extracurricular activities. However, employees should communicate with students for such purposes only using official PWCS email accounts, official PWCS texting groups, and official PWCS social media accounts, except in emergency or unusual situations. Any employee-initiated communications must be directly related to a school program or activity, and shall, when feasible, be group communications with parents/guardians included in the same. Except as provided herein, employees shall not communicate with students using cell phone and other personal electronic forms of communication, including, but not limited to, private social media or messaging accounts (e.g., Facebook, Instagram, Twitter, Snapchat, and texting). Employees should not provide students with access or invitations to their own personal non-official social media accounts. Nor should employees access the private social media sites of students. PWCS official social media accounts established pursuant to Regulation 910-1, "External School Communications" may be used for communication with students above age 13 and must have more than one staff member actively monitoring the account.
  4. Employees shall not cause any student to miss instructional time or school sponsored activities for non-educational purposes.
  5. Employees shall not allow a student to occupy, ride in, or drive the employee's personal vehicle without the knowledge and consent of the student's parent or guardian and without at least one other adult in the vehicle.
  6. Employees shall not assist or encourage a student's use of controlled or unhealthy substances, including but not limited to, tobacco, vaping, alcohol, and drugs, and should not attend any function where students are in possession of, or are using such substances.
  7. Employees shall not purposefully meet with students outside school or school activities, without the knowledge and consent of the student's parent/guardian.
  8. Employees shall not solicit, discuss, propose nor arrange any personal, intimate, romantic, dating or sexual relationship with a student while they are PWCS students, even if the proposed relationship does not occur or would not occur until after the student reaches the age of majority and graduates or leaves PWCS.
  9. Employees who have reason to believe, or are advised by other staff or supervisors, that their interactions with a student(s) may be viewed as inappropriate, unduly familiar,

intimate, grooming, or sexual in nature, shall take all reasonable measures to immediately correct the same, including termination of any electronic or other non-school related communications.

10. Employees shall not help a student falsify or conceal information relating to the student's health, safety, or welfare.

C. Any employee who has reason to know of a possible violation of these standards by any other PWCS employee shall report the same to his or her immediate supervisor or the Director of Human Resources. Any employee who has reason to believe a violation of these standards has occurred which may constitute child abuse or neglect has a duty to report the suspected violation under the procedures set forth in Regulation 771-1, "Child Abuse and Child Neglect Reporting Procedures."

#### **IX. Relations with Co-Workers and Supervisors**

Employees are expected to maintain a civil, respectful, and polite demeanor in all interactions with coworkers and supervisors. Failure to do so reflects a lack of judgment, professionalism, and control which is unacceptable in a school environment.

#### **X. Threats Against Other School Employees, Students, or School Property**

No employee shall physically or verbally threaten the person, family, property, health, or mental well-being of any student or other school employee, nor the safety of PWCS schools, students, staff, or property. Such threats will be referred to law enforcement for criminal prosecution under Va. Code §18.2-60 or other applicable statute.

#### **XI. Conduct Outside the Workplace**

The School Board recognizes that employees have the right to conduct their personal lives separate from their positions as School Board employees. However, employees must also recognize their duty to maintain that separation in light of their unique position as public-school employees who serve the school community as role models, leaders, and instructors of students. In that respect, school employees are held to a higher standard of ethical and moral behavior, both in school and in the community.

Conduct or actions of school employees occurring outside school which undermine the employee's position as a role model, reflect negatively on the reputation of the School Division, jeopardize the trust of the School Board and community in the employee's integrity, or have a negative impact on school operations and student education, can serve as a basis for disciplinary action, up to and including dismissal. Examples of such conduct include, but are not limited to:

- A. Drug or alcohol abuse that interferes with the performance of the employee's duties, impairs the operations of PWCS, or becomes open or notorious;
- B. Conviction of a felony, a crime of moral turpitude, other criminal offenses, or a finding of child abuse or neglect;
- C. Social networking activities on Internet sites or other public media which can be reasonably interpreted as the official speech of PWCS, or which occur during the employee's work hours or using PWCS network or devices, or which impact the employee's ability to perform his/her duties, or which reflect negatively on the professional reputation of the employee and/or PWCS; or
- D. Other conduct or statements by employees which are incompatible with their status as role models, undermine the mission and goals of the School Division, or reflect unfitness to carry out the duties of their positions.

#### **XII. Professional Appearance**

Employees shall dress in a professional manner that is neat, clean, appropriate, and safe in the workplace, at school-sponsored activities, and when representing PWCS.

XIII. **Confidentiality and Personal Privacy**

- A. Employees shall maintain and access all confidential information only within the confines of School Board policies, regulations, state statutes, and federal laws.
- B. Employees shall respect the personal privacy of employees and students. Employees shall routinely use staff bathrooms and locker rooms when practical.

XIV. **Conflict of Interest**

Employees shall not profit financially or personally from any situation that conflicts with their employment by Prince William County Public Schools and shall comply with the State and Local Government Conflict of Interests Act, Va. Code § 2.2-3100 et seq. and Policy 503.01 and Regulation 503.01 "Conflict of Interest."

Failure to adhere to these Standards of Professional Conduct provides just cause for disciplinary action, up to and including nonrenewal or dismissal from employment.

The Associate Superintendent for Human Resources (or designee) is responsible for implementing and monitoring this regulation.

This regulation and any related policy shall be reviewed at least every five years and revised as needed.

**SUBSTITUTE TEACHERS AND SUBSTITUTE TEACHER ASSISTANTS**

**I. Substitute Requirements**

1. Non-degreed substitute teachers applying after August 1, 2009, shall have a minimum of 60 college credit hours, and/or have obtained an associate degree from an accredited college or university. Non-degreed substitutes may fill in for a teacher's absence for a period not to exceed 10 consecutive school days.
2. Degreed substitute teachers shall hold a four-year degree, or higher.
3. Virginia (VA) licensed substitute teachers shall hold a current VA teaching license or have retired from Prince William County Public Schools (PWCS) as a teacher.
4. Substitute teacher assistants are required to be at least 18 years old and have completed high school or a General Educational Diploma.
5. Exceptions to this section may be granted with approval from the Director of Human Resources (or designee).

**II. Assignments and Pay**

**1. Substitute Teachers**

1. Degreed and VA licensed substitute teachers are eligible to work short-term, long-term, and temporary teacher assignments.
  - a. Short-term substitute assignments are up to 10 days in length for a teacher on leave.
  - b. Long-term substitute assignments are 11 days or longer in length for a teacher on leave. Substitute teachers must complete 10 consecutive substitute days at the regular substitute rate. Beginning on the 11th day, the applicable long-term substitute pay becomes effective.  
On a case-by-case basis, the budget holder has the option to allow one additional day excused or prearranged absence and extend the 10-day requirement one extra day.
  - c. Temporary teacher assignments are up to 90 instructional days in length for a teacher vacancy, where no permanent teacher is assigned to the classroom. If there is a need for the substitute to continue to fill in for the teacher vacancy beyond the 90 days, approval by the Division Superintendent and the Superintendent of Public Instruction is required.
2. A full-day substitute teacher schedule is a 7.5-hour day to include a 30-minute unpaid duty-free lunch (seven work hours).
3. Substitute teachers shall be scheduled for at least half-day assignments.
4. Substitute teachers shall be paid the hourly rate stipulated in the current Budget Manual for hours worked.
5. On delayed openings and early releases substitute teachers shall be paid a minimum of three hours.

**2. Substitute Teacher Assistants**

1. A full-day substitute teacher assistant is a seven-hour day to include a 30-minute unpaid duty-free lunch (6.5 work hours).
2. Substitute teacher assistants shall be scheduled for at least half-day assignments.
3. Substitute teacher assistants shall be paid an hourly rate as stipulated in the current Budget Manual for hours worked.
4. On delayed openings and early releases, substitute teacher assistants shall be paid a minimum of three hours.

**3. Substitutes Teachers and Substitute Teacher Assistants**

1. Substitutes are not permitted to sign in or commence work before their normal starting time or continue working after their normal ending time without prior approval of their supervisor.
2. All hours worked must be recorded on an approved timesheet or through the approved electronic time keeping system. Failure to record time or falsification of time records may result in discipline up to and including dismissal.
3. An administrator may reassign a substitute within the building at any time. If a difference in pay exists between the two positions, the substitute must be compensated for the higher of the two positions.
4. Substitutes may be released and barred from accepting future assignments in that school at the discretion of the building administrator.
5. If for whatever reason the school no longer needs a substitute to fill in for a position, the school must cancel the job at least an hour before the start of the substitute assignment. If this does not occur and the substitute reports to work, the substitute shall be given the option to perform other duties as assigned and be paid for the hours initially requested or choose not to work and receive no pay for the day.
6. Substitutes are expected to report on time and remain at work for the duration of the assignment. In the event that a substitute reports late or leaves an assignment early without approval, compensation will be based on the number of hours worked.
7. In the event a job is accepted after the start of the assignment, reasonable time will be given for the substitute to commute to the assignment.  
Exceptions to this section may be granted with approval from the Director of Human Resources (or designee).

**III. Benefits**

1. Substitutes are not eligible to participate in most employee benefit programs. However, they may choose to participate in the PWCS Supplemental Retirement Plan.
2. Temporary staff working the equivalent of full-time hours, as defined by the Affordable Care Act, may be eligible for health insurance.

**IV. Conduct**

1. Substitutes are employed on an as-needed basis and are "at will" employees. An administrator may discontinue services of a substitute with or without cause.
2. Substitutes are to conduct themselves in a professional manner and abide by the standards of conduct established for all PWCS employees, and all PWCS policies and regulations.
3. If a substitute's performance is unsatisfactory, the manager shall inform the substitute. If a letter is written, a copy of the letter is to be forwarded to the Department of Human Resources and placed in the substitute's personnel file.
4. The Director of Human Resources (or designee) shall notify the substitute if the decision is made to remove the substitute from the substitute pool.

**V. Management**

1. The principal or his/her designee shall be responsible for the orientation, training, assignment, and evaluation of the work of substitutes.
2. Regularly assigned teachers and teacher assistants shall not be required to substitute for other teachers except in cases of sudden and unforeseen circumstances.
3. When classroom teachers and specialists are absent from their instructional duties, every reasonable effort shall be made to replace such teachers with the best qualified substitute teachers.
4. At the beginning of each school year, principals shall inform employees of the procedure to be used in reporting their unavailability for work. Once a teacher has reported his/her unavailability, it shall be the responsibility of the principal or designee to arrange for a substitute.

The Associate Superintendent for Human Resources (or designee) is responsible for implementing and monitoring this regulation.

This regulation and any related policy shall be reviewed at least every five years and revised as needed.

## EQUITY AND EMPLOYEE RELATIONS

The Office of Equity and Employee Relations (EER) is charged with the responsibility for monitoring, coordinating, and recommending action aimed toward the School Board's policy of equal opportunity in education and employment.

- Coordinate and apply the School Board's commitment to equal opportunity and nondiscrimination in Division programs and activities.
- Monitor Division compliance with appropriate federal and state laws, civil rights statutes, and School Board policies and regulations.
- Oversee grievance, discrimination and harassment claims.
- Manage investigations of all internal discrimination complaints filed by employees and applicants for employment, and other persons who assert such claims against the School Division. Provide for the timely and equitable resolution of such complaints.
- Respond to all Freedom of Information Act (FOIA) requests, subpoenas, and other legal correspondence. Act as Division liaison with legal counsel.
- Amend and revise relevant policies, regulations, and practices associated with issues of discrimination, harassment, grievances, investigations, and conflict resolution procedures.
- Manage and present training programs to employees of PWCS to promote compliance with School Division policies, regulations, and state and federal laws prohibiting discrimination; and encourage equitable treatment in School Division practices.

Any employee who engages in discriminatory conduct shall be investigated once it is made known to the Equity and Compliance Officer. Employees and applicants have a responsibility to refrain from engaging in any behavior that violates this policy while at work and during work-related functions. Employees who experience or observe any job-related harassment or believe they have been treated in a discriminatory manner are expected to report the incident(s) to management in order to correct and prevent harassment.

### **Nondiscrimination and Commitment to Equity**

*The Prince William County School Board is committed to a policy of nondiscrimination and to the provision of equity in its educational programs, services and activities for all students and employees. The Division shall not discriminate in employment nor in the provision of educational programs, services, and activities on the basis of race, color, religion, national origin, sex, gender identity, sexual orientation, pregnancy, childbirth or related medical conditions, age, marital status, veteran status, disability, genetic information or any other basis prohibited by law. The following individual (s) will handle inquiries regarding nondiscrimination policies, including Section 504 and Title IX:*

Freedom of Information Act (FOIA), Civil Rights, Section 504 Compliance (Employees), Equal Employment Opportunity, Americans with Disabilities Act, Grievance Procedures:

Equity and Compliance Office

703.791.8071

Section 504 Compliance (Students):

Director of Special Education

703.791.7287

Title IX and Student relations Officer 703.791.8515

Family Educational Rights and Privacy Act (FERPA): Records Management Specialist  
703.791.7445

Mailing Address  
Box 389, Manassas, VA 20108

## PWCS Regulations Governing Equity and Employee Relations

**Visit the PWCS Web site ([pwcs.edu](http://pwcs.edu)) to view the following policies and regulations:**

- 506-3 Employee Rights
- 507-1 Complaint Procedures for Claims of Discrimination in Employment
- 507-2 Sexual Harassment Involving Employees
- 561-5 Complaints Against Employees Other Than Discrimination or Grievances
- 738-1 Resolution of Allegations Against Students of Sexual Misconduct
- 738-3 Resolution of Allegations Against Students of Discrimination or Harassment

## 2022-23 SCHOOL CALENDAR

The following calendar includes the school start and end dates, holidays and teacher workdays. Calendars are posted on the School Division Web page ([pwcs.edu](http://pwcs.edu)).

August 22	First day of school
September 2-5	Labor Day Weekend Holiday (Schools and Offices Closed)
September 26	Holiday (Schools and Offices Closed)
October 5	Holiday (Schools and Offices Closed)
October 10	Divisionwide Professional Learning Day — No school for All students
October 24	Holiday (Schools and Offices Closed)
October 31	Parent Conference Day (ES)/ Teacher Professional Development/Workday (MS/HS) — No school for All students
November 8	Teacher Workday — No school for All students
November 11	Veterans Day Holiday (Schools and Offices Closed)
November 23-25	Thanksgiving Break (Schools and Offices Closed)
December 19- January 2	Winter Break for Students/Teachers
January 2	School Reopens
January 16	Martin Luther King, Jr. Holiday (Schools and Offices Closed)
January 27	Elementary School 1/2 Day — Parent/Teacher Conferences
January 30	Teacher Professional Development/Workday — No school for All students
February 20	Washington's Birthday/Presidents' Day Holiday (Schools and Offices Closed)
April 3-7	Spring Break for Students/Teachers
April 10	Teacher Professional Development/Workday — No school for All students
April 21	Holiday (Schools and Offices Closed)
May 29	Memorial Day Holiday (Schools and Offices Closed)
June 15	Last day of school



## COMPENSATION

### Timesheets

All substitute and temporary employees are required to report hours worked in the designated time and leave system or provided timesheet maintained at the school location, each workday. Each department or school is responsible for the time and leave entries for their substitute and temporary employees. It is also recommended that the employee keep a copy of their timesheet for their records.

### Substitute Positions and Pay

The following chart summarizes the FY 2022-23 substitute classifications. *Substitutes hired prior to 9/1/09 that have not completed 48 college credit hours may continue to substitute "teach" up to 10 consecutive days in a single classroom.*

TYPE	EDUCATION LEVEL REQUIRED	ELIGIBLE POSITIONS & RATE OF PAY
Substitute Teacher Assistant	HS Diploma/GED  -less than 48 college credits	Substitute Teacher Assistant \$16.76 per hour
Non-Degreed Substitute Teacher	More than 48 college credits  -less than a Bachelor's degree	Substitute Teacher Assistant \$16.76 per hour  Substitute Teacher (up to 10 days). <i>Non-Degreed Substitutes are not eligible for long-term assignments.</i> \$18.52 per hour
Degreed Substitute Teacher	Bachelor's degree or higher	Substitute Teacher Assistant \$16.76 per hour  Substitute Teacher (up to 10 days) \$18.52 per hour  Long-term Substitute Teacher (11+ days) \$24.00 per hour (individuals <i>without</i> VA Licensure)  \$35.00 per hour (individuals <i>with</i> current VA Licensure)** ** Substitutes with valid Virginia Licensure are responsible for ensuring the Department of Human Resources has the most current information on file.

Rates of pay are subject to change. For the most up-to-date pay rates review the current Budget Manual posted on the PWCS Website.

Substitute and Temporary staff are **not permitted** to clock in early, begin work early, or continue to work past their normal end time or through lunch without prior approval from their supervisor.

Non-exempt (hourly) classified and substitute/temporary employees are generally **not permitted** to hold two or more jobs in the School System that would require the employee to work **more than 40-hours** in a workweek. Exceptions to this shall be approved by the Director of Human Resources (or designee) prior to work being performed.

When preapproved overtime occurs, non-exempt substitute and/or temporary employees shall receive overtime pay, at the rate of time and a half, of the rate of pay being earned when the work hours exceed 40 in a workweek.

### **Long Term Substitute and Temporary Teacher Assignments**

Long Term Substitutes and Temporary Teachers are responsible for the duties that the regular teacher performs, such as lesson planning, grade book entries, back to school nights, virtual learning for students, etc. The building administrator determines the extent of participation in such activities.

### **Education Updates**

It is the responsibility of the substitute to ensure that the PWCS Temporary Employment Office has a copy of a transcript(s) reflecting the highest level of education attained. Substitutes, who wish to update their highest level of education, should complete and submit an "Education Update Form." This form is available on the "Substitute/Temporary" Web page under the "Tools/Forms" tab.

The form must be accompanied by a college transcript reflecting the recently acquired degree and conferral date (diplomas are not accepted). The effective date of the status change is the date the information is received and processed in our office. There will be no retroactive pay for degree/licensure status changes.

### **Pay Dates**

Substitutes and Temporaries are paid for days worked twice a month, based on the following schedule:

<b>Days Worked</b>	<b>Expected Pay Date</b>
8/22 - 8/31	9/15
9/1 - 9/15	9/30
9/16 - 9/30	10/15
10/1 - 10/15	10/31
10/16 -	11/15
11/1 - 11/15	11/30
11/16 -	12/15
12/1 - 12/15	12/31
12/16 -	1/15
1/1 - 1/15	1/31
1/16 - 1/31	2/15
2/1 - 2/15	2/28
2/16 - 2/28	3/15

3/1 - 3/15	3/31
3/16 - 3/31	4/15
4/01 - 4/15	4/30
4/16 - 4/30	5/15
5/1 - 5/15	5/31
5/16 - 5/31	6/15
6/1 - 6/15	6/30
6/16 - 6/30	7/15
7/1 - 7/15	7/31
7/16 - 7/31	8/15
8/1 - 8/15	8/31
8/16 - 8/31	9/15

## Work Schedules

Substitute and temporary assignments are on an as-needed basis and reflect the instructional needs of the school. Assignments are paid the rate of pay approved by the School Board. On occasion, due to the fluidity of the environment, a substitute/temporary employee may be requested to change assignments. Substitutes and temporary employees are to report to the main office, unless otherwise instructed, sign in and fill out the appropriate timesheet or use the Kronos clock as directed. Please check with office staff for appropriate sign in/out procedures and identification requirements.

## Direct Deposit

Direct deposit is encouraged for all employees. Direct deposit authorization forms are available on the Payroll Website. From [pwcs.edu](http://pwcs.edu), select "Departments," "Payroll" then "Forms." Please note that it can take up to 30 days for the direct deposit to go into effect. The first pay comes in the form of a check even with the direct deposit option.

## Pay Statements

Pay statements are available from the Employee Self Service (ESS) webpage. Statements show all pay, deductions, and fringe benefits for the current period and year-to-date totals. Pay checks are either direct deposited or mailed to the employee address on file with the Department of Human Resources. To ensure accurate and timely pay, each employee should promptly report any name and address changes to the Department of Human Resources.

The Payroll Office processes and verifies payroll, and inputs specifications from employee W-4, VA-4, and Direct Deposit forms. The office is also responsible for annually issuing W-2 Forms.

Payroll Questions:

For last names that begin with A – K, please call 703.791.8751

For last names that begin with L – Z, please call 703.791.8140

Payroll Email: [PWCSPayrollOffice@pwcs.edu](mailto:PWCSPayrollOffice@pwcs.edu)

After each check is received, it is recommended that you review the stub or earnings statement in the Employee Self Service (ESS) portal for accuracy. If you work as a Substitute, you should also reconcile your record of jobs with your assignments in the Sub Call System. If your pay is not correct, please contact the [School's Finance Specialist](#) for assistance.

## **Summer School Positions**

Although regular Substitute and Temporary positions may not be available over the summer, opportunities for summer school employment may be available. Information is accessible from the PWCS Human Resources website in the spring.

## **Adult Education**

The Student Learning and Accountability Department oversees Adult Education/ESOL employment opportunities. Substitutes interested in teaching/substituting in the adult education program, should contact Eugene Mensah at [mensahE1@pwcs.edu](mailto:mensahE1@pwcs.edu) or by calling 703.791.8387.

## BENEFIT SUMMARY

### Supplemental Retirement Plan

PWCS employees may contribute a portion of their compensation to save for retirement by participating in the PWCS Supplemental Retirement Plan (SRP). There are two (2) plans offered to substitute and temporary employees.

- The **403(b) pretax plan** - where contributions are pre-tax, and earnings are tax-deferred. This means not only will employees who participate be saving for retirement but will also be paying less in taxes.
- The **ROTH 403(b) an after-tax** - where contribution(s) are contributed after-tax, but earnings grow tax-free. Contributions are taxed at the time of investment but are generally not taxed when the funds are withdrawn at retirement.

The contribution(s) made to the 403(b) and ROTH 403(b) plans are payroll deducted and sent to the approved PWCS retirement investment company, Lincoln Financial Group (Lincoln). Lincoln offers investment products that combine the consistent returns of a stable value investment option and the benefits of mutual funds.

The maximum amount of compensation an employee can contribute in any given year is limited to what the IRS will allow.

**Match:** PWCS does not provide a match on Substitute and Temporary employee contributions.

**Eligibility:** Employees are eligible to participate in the Supplemental Retirement Plan immediately upon employment or anytime thereafter.

**Summary:** Contributions into the 403(b) and ROTH 403(b) plans are to be used for retirement. Money in the retirement plan is not like money in a credit union or savings account. The IRS provides strict guidelines for withdrawing funds prior to retirement. There are, however, some exceptions. Loans and hardship withdrawals may be available under the pretax 403(b) plan.

Enrollment forms and Lincoln representative contact information may be obtained from the PWCS Benefits web site or contact the Benefit and Retirement Services Office at 703.791.8927 or email [benefits@pwcs.edu](mailto:benefits@pwcs.edu).

### Credit Union

Substitutes and Temporary staff may enroll in the Prince William County Employees Credit Union and/or Apple Federal Credit Union. Please contact the credit union(s) directly if you are interested.

## PROFESSIONAL EXPECTATIONS

### A. **Employee Dress**

Employees are representatives of the School Division and are required to dress and groom themselves in a manner that portrays a professional image.

Any manner of dress or personal hygiene that is unprofessional and considered disruptive to the work of the School Division shall be considered inappropriate.

### B. **Computer, Internet, and Telephone Use**

Each sub is assigned a PWCS email as well as a username and password for accessing school computers.

Computer resources are provided for the purpose of producing work that supports learning and teaching. All users have the responsibility of using the computer system and internet for work-related activities in a considerate, ethical and lawful manner as per Regulation 295-1, "Computer Systems and Network Services - PWCS Acceptable Use and Internet Safety Policy." Cell phone use is restricted by teachers, substitutes, temporary employees, and students in the classroom during instructional time. Student cell phones may be confiscated and given to the administrator. Please see the student *Code of Behavior* for more information.

### C. **Alcohol, Smoke and Drug Free Workplace**

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance (including alcohol or anabolic steroids) by an employee on school property, at any school activity or on any school-sponsored trip is prohibited.

The use and distribution of tobacco products; nicotine vapor products, or alternative nicotine products, including electronic smoking devices, and any components or accessory used in the consumption of a tobacco product (including liquid-containing nicotine) is prohibited by staff, contractors, and visitors on school property or school premises, on school buses, and at on-site or off-site school-sponsored activities, at any time, including non-school hours.

Each employee convicted of any drug related crime shall notify the Director of Human Resources no later than five (5) days after such conviction. Compliance with this provision is a condition of employment and failure to report such information shall be immediate grounds for dismissal as per Regulation 504-1, "Drug-Free and Alcohol-Free Workplace."

### D. **Corporal Punishment**

No teacher, principal, or other person employed by the School Board shall subject a student to corporal punishment. "Corporal punishment" means the infliction of, or causing the infliction of, physical pain on a student as a means of discipline.

As an employee, it is essential that you exercise good judgment to ensure your safety and well-being as well as that of other staff members and students. Questions regarding discipline procedures should be discussed with an administrator prior to the beginning of any assignment.

## E. Sexual Harassment

Sexual harassment is any unwanted sexual language, gestures, jokes, looks, and/or touches that make you feel uncomfortable. The harasser can be anyone: a friend, a classmate, a teacher, a relative, a boss, or a co-worker. Harassment is normally intended to intimidate, pressure, or embarrass another person. Sometimes, the harasser may not even know that their actions are offensive. If you are sexually harassed, clearly tell the harasser that the behavior is inappropriate, report it, and document the incident as per Regulation 507-2, "Sexual Harassment Involving Employees." You can help prevent harassment by being aware, not allowing inappropriate behavior, and reporting any concerns. Good judgment is essential.

## F. Reporting Requirements

In accordance with Regulation 771-1, "Child Abuse and Child Abuse Reporting Procedures," any person employed in a public school who has *reason to suspect* that a child is abused or neglected shall report the matter immediately/within 24 hours.

- A school administrator is to be notified. They will assist with facilitating a report to Child Protective Services (CPS).
  - o If an administrator is not able to be reached, it is the employee's duty to report the suspected concern to CPS.
- CPS must be notified within 24 hours from the time the suspected abuse/neglect was identified.
  - o CPS is available Monday – Friday from 8am-5pm via 703.792.4200. After regular business hours, on weekends, or holidays calls may be made to the Virginia Abuse and Neglect State Hotline, 800.552.7096.

In addition to the aforementioned, any incidents involving property damage or bodily injury must also be reported, per Regulation 390-1.

Inappropriate communications and relationships with students, is a violation of our policy, regulations, procedures, and the law. Establish and maintain appropriate boundaries.

**DON'T** become a friend, peer, or buddy with a student

**DON'T** communicate via social media with students without administrator and parent permission.

**DON'T** give a student a ride in your car.

**DON'T** go to a student's home without parental presence and permission.

**DON'T** host a student in your home.

**DON'T** meet inappropriately with a student alone, even at school.

**DON'T** socialize with a student outside of school.

**DON'T** discuss personal matters with a student- send them to guidance

**DON'T** send a student text messages (unless absolutely necessary)

**DON'T** call a student's cell phone (unless absolutely necessary)

**DON'T** give a student a gift.

***Avoid even the appearance of inappropriate contact or communication.***

Inappropriate actions with students will not be tolerated. If you believe inappropriate actions have occurred, immediately notify a school administrator.

## CRISIS MANAGEMENT SUMMARY

The information provided (below) is a brief overview of the Crisis Management Plan. The full Crisis Management Plan is available at all school locations. In the event of an emergency situation, the following actions may be required in order to maintain the safety of students.

### Evacuation for any reason:

- Evacuate the building using emergency fire exit routes. Be prepared to use secondary exit routes, if necessary.
- Close all doors, turn off the lights and take attendance book when exiting.
- Move at least 300 feet from the building to your designated evacuation area. Move upwind if smoke and fire is an issue.
- Reassemble class and take roll.
- Report injured or missing students to the designated student accountability administrator.
- Maintain a record of any student removed for medical reasons or released to their parents.
- In the event of a fire drill or false alarm, return to the classroom only after the 'all clear' is announced.

### Lockdown:

A lockdown is initiated when there is an **immediate hostile threat** to school staff and students. The threat may be inside the school or on school grounds. *The education process stops!*

- Shelter any students or staff in the immediate area in your classroom.
- Lock the classroom doors and windows.
- Move students to areas out of the line-of-sight of doorway windows.
- DO NOT self-evacuate until the area is cleared by police or building administrator.
- DO NOT place cardboard or other coverings over the vision glass in the classroom door *unless concealment cannot be obtained.*
- DO NOT evacuate for a fire alarm, unless fire or smoke is present, or you are in imminent danger.
- Keep students and staff calm and quiet.
- *Teachers and Staff outside for PE or Recess will HIDE!* Seek concealment using the school terrain features such as hillside or wooded area.

### Medical Problem:

If it is a minor illness or injury

- Administer first aid, if necessary.
- Have someone escort student to clinic or office.
- Ensure that the parent is contacted to report illness or medical problem.

If it is a serious illness or injury

- Advise the principal or appropriate office staff, and request a 911 call, if necessary.
- Do not move the student and keep the student as calm as possible.

### Secure the Building:

There is a general threat in the vicinity of the school. All outside activities are canceled and students are brought inside. Students in modular trailers will remain there and those classrooms are to be secured from outside entry. *The education process continues.*



- Monitor the building and grounds and report unusual activity or objects to the police.
- Brief students, as necessary, about the heightened security measures.
- **DO NOT** evacuate for a fire alarm, unless fire or smoke is present, or you are in imminent danger.
- Maintain a close accounting of students at all times.

**Shelter-In-Place:**

An external atmospheric condition is anticipated. All students and staff are brought inside the building, and all exterior doors and windows are secured. The HVAC system is turned off. **The education process stops.**

- Close all windows and exterior doors to classroom.
- Students and staff should move as close as possible to the building’s central interior (away from the exterior walls).
- Monitor staff and students for exposure symptoms related to the incident.

**Suicide - threats and attempts:**

- Report to the principal and school counselor (provide the exact wording of the verbal threat or present the written threat).

**Tornado/Severe Weather:**

- Ensure that students sit quietly against a wall on the floor and that they understand the ‘drop and tuck’ command.

**Recommended Online Resources**

The Office of Risk Management and Security Services put together the following list of recommended sites to visit to enhance your knowledge of school related safety and security practices.

Be Ready, Make a Plan (Plan for Emergencies) [www.ready.gov/make-a-plan](http://www.ready.gov/make-a-plan)

National Program for Playground Safety [www.uni.edu/playground](http://www.uni.edu/playground)

National Safe Schools Council [www.schoolsafety.us](http://www.schoolsafety.us)

National Safety Council [www.nsc.org](http://www.nsc.org)

National Weather Service [www.nws.noaa.gov](http://www.nws.noaa.gov)

SafeKids.com [www.safekids.com](http://www.safekids.com)

## DISCONTINUATION OF SERVICE

### A. By Employee

If an employee no longer wishes to serve as substitute or temporary employee for PWCS, he/she is required to notify the Temporary Employment Office in writing as soon as possible to have his/her name removed from the substitute roster. A Resignation Form is available in PWCS Records, <https://princewilliamcountyschools.tedk12.com/records>.

### B. By PWCS

1. It is the expectation that a substitute or temporary employee will work a minimum of 5 days every six (6) months (Jan to June and July to Dec). Substitutes and temporaries who do not meet this expectation may be removed from the active roster. If a substitute wants to be reemployed, they will need to complete the new hire process for reconsideration.
2. One (1) complaint, found serious in nature by the Director, Principal, or Human Resources Supervisor, will be sufficient to be immediately removed from the current employee roster (i.e. corporal punishment, inappropriate and/or unprofessional conduct, sexual harassment, drug/alcohol use, possession of a weapon(s), security violations, any incident judged in direct violation of school board policies and regulations, or the safety of our students). A substitute or temporary employee may also be removed from the approved roster if more than one school reports that the substitute or temporary employee is not meeting the school's expectations. An employee will be notified and afforded the opportunity to provide a written statement of the incident.

### C. By School Administrator

Administrators are responsible for the educational programs at their school locations and have full authority regarding substitute and temporary assignments. In accordance with at-will employment, a school administrator may request that a substitute or temporary no longer be considered for assignments at their school with or without cause.

## Frequently Asked Questions

**Q: Will I need to reapply if it has been a while since I last worked?**

**A:** Substitutes who are inactivated and who wish to be considered for substitute employment again, will need to reapply through the normal substitute application process. This includes re-submitting required documentation and being reprocessed, if approved.

**Q: Can I work at my child's school?**

**A:** With approval from the building administrator.

**Q: What should I expect with school cancellations and delays?**

**A:** Subs and temps are responsible for being aware of delays and closures. We recommend you sign up for automatic notifications of delays and closures with the county.

In the event of a school closure, substitute assignments will be canceled for the day. In the event of delay, the delayed hours will not be reflected in the Sub Call System, but you should report late by the amount of time of the delay.

If there is a 2-hour delay, you should report 2 hours later than normal arrival time. If you have a morning only job on a delayed opening day, you should call the school before leaving to confirm that you are still needed.

**Q: What do I need to do to change my address?**

**A:** Address changes are to be submitted via the Employee Self-Service (ESS). ESS is available from the PWCS Human Resource website [www.pwcs.edu/employment](http://www.pwcs.edu/employment), then select "Benefits", then "ESS," or may be accessed directly from this website:

<https://www.pwcs.edu/cms/One.aspx?portalId=340225&pageId=679977>.

**Q: Is direct deposit available? Is it required?**

**A:** Direct deposit is available and encouraged, but not required. You may elect to participate in direct deposit at any time, but please be advised that it can take up to 30 days to take effect.

**Q: If there are discrepancies with my paycheck, to whom do I need to speak?**

**A:** Contact the finance specialist of the school where you worked as the individual schools input substitute and temporary pay. Contact the Temporary Employment Office in the Department of Human Resources if further assistance is necessary.

**Q: How do I find out what my computer login?**

**A:** As a substitute/temporary employee, you have your own account. Please call the PWCS Tech Support at 703.791.8826 for assistance with your account information.

**Q: How often am I paid?**

**A:** All PWCS employees are paid on the 15th & last day of the month, provided they worked in the previous payroll period. Review the Compensation section of this handbook for pay dates and information.

**Q: As a substitute or temporary employee am I eligible for benefits?**

**A:** Substitutes may participate in the 403(b) Supplemental Retirement Plans.

**Q: If I want to apply for a permanent position with the county, what do I need to do?**

**A:** You may apply for any position(s) for which you are qualified. Please indicate that you are a current substitute in the work history section of the application.

**Q: Do I get an ID badge?**

**A:** Picture IDs are not generated for Substitute and Temporary employees; however, you will receive a substitute card for the current school year, or a temporary badge for the duration of a temporary assignment (if applicable). Each school has policies on badges, and you may be asked to wear a temporary badge specific for the school where you are working.

**Q: How often do I have to work to remain as an active?**

**A:** If you have not worked at least 5 times between January - June or July -December, you may be inactivated.

### **Substitute Specific FAQ's**

**Q: When subbing, what choices in schools do I have?**

**A:** Applicants may work at any location in PWCS in positions for which they are qualified.

**Q: When I substitute, can I be requested by a specific teacher(s)?**

**A:** Yes, a teacher may request a specific sub through the sub system.

**Q: What is a long-term substitute?**

**A:** A long-term substitute works 11+ consecutive school days in the same classroom in an instructional position. Long term does not apply to teacher assistant positions.

**Q: What are the qualifications to be a long-term substitute?**

**A:** Long-term substitutes must hold a 4-year college degree.

**Q: How much are long-term substitutes paid?**

**A:** Eligible substitutes are paid \$18.52 per hour for the first ten (10) consecutive days in a classroom. Starting on the 11th day, the long-term rate of \$24.00 per hour begins. If the long-term substitute holds a valid VA teaching license, the rate of \$35.00 per hour begins on the 11th day.

**Q: How do I become a long-term substitute?**

**A:** Schools are responsible for selecting and submitting requests for long-term substitutes.

**Q: What are the regular full-day work hours for substitutes?**

**A:** A full day substitute teacher schedule is a 7.5-hour day, to include a 30-minute duty free lunch (7 work hours). The SFE sub call system hours are a 7-hour day which is the teacher times. Substitute teachers must work 15 minutes before and 15 minutes after the SFE times in order to be paid the full 7.5 hours. Substitutes are not permitted to sign in or commence work or continue past their normal 7.5 hours day without prior approval from their supervisor.

**Q: I am subbing at a school and a teacher has a planning period. What should I do during this time?**

**A:** When arriving for an assignment, speak to the front office or head of the department for an assignment to do during the planning period. Anticipate being assigned hall duty, bus duty, work in the front office, etc.

**Q: Can I receive calls or see jobs from the Sub Call System that are not on my preference from or on my locations list?**

**A:** Yes. At times, SFE will use its general calling feature to contact qualified individuals to fill assignments at locations other than those preferred. This is done to fill all available jobs. If contacted, you may choose to accept the assignment.

**Q: How will the schools know I am available to substitute?**

**A:** Once you have completed the new hire process and substitute orientation, your name will be added to the active substitute list and your ID badge will be mailed to your home address. You will immediately want to register with SFE so that you may begin to receive calls for open jobs.

**Q: If I have recently graduated from college or completed 48+ college credit hours, how do I change my position status?**

**A:** If your degree status has changed, complete a "Substitute Education Update Form," attach a copy of your transcript(s) that reflect the change, and send it to the HR/Temporary Employment Office. The Education Update Form is located on the PWCS web page [www.pwcs.edu/cms/one.aspx?pageld=4559650](http://www.pwcs.edu/cms/one.aspx?pageld=4559650). select "Tools/Forms" tab.

**Q: If I just received my degree, when will my pay rate be effective?**

**A:** Once your transcripts and Education Update Form are received and processed in our office, the change will be effective. Status changes will not be backdated.

**Q: How would I change my work location preferences?**

**A:** Substitutes may update their location preferences at any time through the Sub Call System via the web by selecting your initials in the top right corner, "Settings" then "Locations".

**Q: What should I do if I report to a job with a job number and the school says they do not need a sub anymore?**

**A:** Subs are encouraged to review their jobs and emails each morning in case of cancellation. A sub should be notified of a job cancellation at least one hour before the job starts. If there has been no cancellation issued, the school should offer you the option to work in another capacity. If there are any questions regarding this policy, remain on site and contact the Sub/Temp Office.

**Q: What should I do if I wake up sick and cannot go to my assigned job?**

**A:** You need to cancel your job in SFE by going to the review assignment tab. Then call the school SFE administrator to let them know you had to cancel. Do not rely on messages and email, be persistent to talk to the correct person.

**Q: Are there any consequences for cancelling jobs?**

**A:** You cannot cancel a job after it has started, and if you cancel a job in the morning, you will not have access to get a second job that day. Multiple cancellations or not contacting the school upon cancelling a job may result in the school not choosing to use you at their location in the future.

**Q: Circumstances occurred causing me to arrive late for a job. What should I do?**

**A:** Call the school before the job starts and let them know you will be late. Schools may replace you if you are running late. In this case, no compensation will be provided.

**Q: When I search for jobs on the web, I often see “No Records Found” what is this telling me?**

**A:** The jobs you can review online are related to your profile, your availability, and the job's status. Only one substitute can see a particular job at a time. As jobs go through a cycle of availability, depending on the step and your preferences, you may not have access to view jobs. You are encouraged to check back at a later time.

**Q: If I accept a job as a teacher, but the school uses me as a teacher's assistant or vice versa, what do I get paid?**

**A:** You get paid the higher rate of the two positions.

**Q: What do I do if I no longer want to be a substitute?**

**A:** Submit a resignation form to the Sub/Temp Office.

**Q: If I have a phone number change, how do I manage this change?**

**A:** You can go into your SFE sub profile and in the top right corner click on your initials and change your callback number and email. If you have a change of address you will need to fill out a change of address though ESS. This is especially important in order to receive your W2's the following year.

**Q: I talked to a teacher who wants to use me for a job, but they say they can't find me in SFE. Why would this happen?**

**A:** A teacher can only request you for a job, if your classifications, locations, schedule and availability match their title and job specifics. For example, if you indicated you were willing to work K-3 but did not select “Art” as a sub preference, then the Art Teacher will not be able to select you for their absences.

**Q: Are there certain days of the week that are in more need of subs than others?**

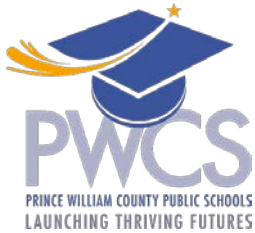
**A:** While sub jobs can be variable, Mondays and Fridays are particularly busy for absence requests. Subs who accept substitute positions on these high-volume days are especially welcomed.

**Q: Is work available for subs during the summer months?**

**A:** There are typically no substitute teacher assignments available over the summer. Available summer temporary opportunities will be posted on the pwcs.edu website and require an application.

**Q: I am not receiving any phone calls for sub jobs, why could this be?**

**A:** There could be a few reasons. Twice a year (Jan and June) we do a mass inactivation of those people who did not work the minimum in the previous 6 months. Another reason could be that you have inadvertently selected to block your calls. Finally, you may have too few choices of locations or classes, or other people have accepted jobs online before the system gets the chance to call you.



## FREQUENTLY REQUESTED CONTACT INFO

PWCS web site <https://www.pwcs.edu/>  
 Human Resources website <https://www.pwcs.edu/departments/hr/>  
 PWCS Job Opportunities  
<https://jobs.pwcs.edu/workspace/wSpace.exe?Action=wsJobsMain>  
 PWCS Employment application <https://jobs.pwcs.edu/WorkSpace>  
 Sub Call System Website <https://pwcs.sfe.powerschool.com/>

### Employment Service Center

For questions concerning application receipt and vacancy information please contact the  
 Employment Service Center (ESC) 703.791.8050  
 Fax: 703.791.8193

Temporary Employment Office	Email	<a href="mailto:HRSub@pwcs.e">HRSub@pwcs.e</a>
Hetrick, Christi – Supervisor		703.791.7327
Jimenez, Drucila – Human Resource Coordinator		703.791.7466
Ealley, Rebecca – Human Resource Specialist		571.374.6858
Cox, Susan – Human Resource Specialist		703.791.7327
Skinner, Monica - Substitute Specialist		703.791.7897

### PWCS Department of Human Resources Address:

PWCS  
 Attention: HR/Temporary Employment Office  
 14715 Bristow Road  
 Manassas, VA 20112

Tip line (Anonymous) 703.791.2821

Virginia Department of Education Web Site: [www.doe.virginia.gov](http://www.doe.virginia.gov)



### Substitute/Temporary Acknowledgement

#### Continued Service

When school is not in session, as is the case over the summer months and holiday breaks, most Substitute/ Temporary positions will not likely be available. Substitutes that have successfully worked at least 5 times within the previous six (6) months, and have not indicated their desire to resign, will automatically receive a new Substitute ID badge mailed to their home address prior to the new school year. PWCS will need the services of Substitutes when schools reopen. Temporary employees will receive a renewal badge for each assignment.

Substitute or temporary assignments may be terminated at any time by PWCS, or by the employee, without reason. Under this type of employment, there is no contract being offered and typically no benefits, to include sick leave that are associated with regular employment.

#### Handbook

This handbook cannot supply all the information needed to provide substitute or temporary services to the schools of Prince William County, yet we hope it will aid in making your employment with Prince William County Public Schools (PWCS) successful.

This Handbook is not a contract with the Prince William County School Division. Should there be a conflict between any statement, fact or figure presented in the Handbook and the current PWCS policies and regulations, the latter shall take precedence. All employees have the responsibility to keep themselves informed of policies and regulations.

#### PWCS Regulations, Policies, and Mandates

By signing below, you attest that you understand the information provided regarding employee expectations, reporting requirements, harassment in the workplace, benefits, compensation and mandates including videos on Hazard Communication, Blood Borne Pathogen, and Sexual Harassment. In addition, you understand and will abide by PWCS Regulations and Policies available on the PWCS Web site ([pwcs.edu](http://pwcs.edu)).

\_\_\_\_\_  
PRINT NAME    DATE

\_\_\_\_\_  
SIGNATURE    LAST 4 SS#

Thank you for your contributions to the students of PWCS.

*The Prince William County School Board is committed to a policy of nondiscrimination and to the provision of equity in its educational programs, services and activities for all students and employees. The Division shall not discriminate in employment nor in the provision of educational programs, services, and activities on the basis of race, color, religion, national origin, sex, gender identity, sexual orientation, pregnancy, childbirth or related medical conditions, age, marital status, veteran status, disability, genetic information or any other basis prohibited by law.*

Rev. 10/2022