



**Substitute and Temporary
Employee Handbook
2025-26**

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Substitute and Temporary Employee Handbook Introduction



Michele R. Salzano
Director
Human Resources Department

The Substitute and Temporary Orientation Handbook is designed to welcome all new substitute and temporary 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 substitute and temporary employees.

Providing excellent customer service is a priority for the Human Resources Department. 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 commitment to support academic excellence for all PWCS students.

Welcome!

Director
Human Resources Department

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.

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.

Core Values

- **Equity** - We strive to provide equitable opportunities and support for all students.
- **Inclusivity** - We celebrate our diversity as a strength and welcome all students.
- **Innovation** - We seek knowledge to create new and unique ideas to reach students.
- **Integrity** - We trust that we do what is best for students through effective interpersonal relationships, dependability, and doing the right thing in all circumstances, even if no one is watching.
- **Resiliency** - We believe in the process of adapting well in the face of adversity, solving problems, and coping with change and challenges.
- **Well-Being** - We take responsibility for the well-being of students' physical and mental health, and take measures to help students, families, and employees feel supported and protected, in order to thrive.

General Employment Information

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 Use 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 [PWCS Board Docs](#) for detailed information on the following regulations:

Regulation Number	Title
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 Personnel 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 Substitute 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 School Officials and Employees Other Than Discrimination and/or Grievances
592.01-1	Certificated Personnel - 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 webpage www.pwcs.edu for the complete listing of all PWCS Policies and Regulations.

REGULATION 503-1 - Standards of Professional Conduct for all Employees

Last Revised
August 13, 2024

Human Resources

REGULATION: 503-1

STANDARDS OF PROFESSIONAL CONDUCT FOR ALL EMPLOYEES

Standards of Professional Conduct for all Employees

I. Communication

Employees shall communicate appropriately and professionally, avoiding abusive language or profanity in written, oral, and nonverbal communications. Employees shall avoid unacceptable communications with students and coworkers, either in-person or through social media. This includes communications that conflict with their position as role models for Prince William County Public Schools (PWCS) students or with the educational mission of the school division, including those actions outlined in Section VI of this regulation.

II. School Division Resources

Employees shall use School Board resources, including school division time; property (including intellectual property); approved PWCS websites, webpages and social media platforms; and other technology for authorized purposes only and in compliance with Regulation 910-2, "Prince William County Public Schools Official Websites and Social Media Platforms."

III. 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.

IV. Professional Behavior

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

- A. All PWCS employees serve as 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. All employees shall demonstrate professional and ethical standards and personal integrity in all interactions 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.

V. 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 (including shared ancestry or ethnic characteristics), 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 that 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.

VI. 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 that 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 written, electronic, telephonic, video, social media, 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 507-3, "Resolution of Allegations Against Employees of Sexual Misconduct Under Title IX."
 - 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 using only official PWCS communications platforms including PWCS email accounts, official PWCS texting groups or messaging applications, and official PWCS social media accounts, except in case of an emergency or unusual situation. 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 phones or other personal electronic forms of communication, including, but not limited to, private social media or messaging accounts (including but not limited to Facebook, Instagram, Twitter, LinkedIn, TikTok, YouTube, Reddit, 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 910-2, "Prince William County Public Schools Official Websites and Social Media

Platforms,” may be used to communicate 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 or sexual misconduct with a student, has a duty to report the suspected violation under the procedures set forth in Regulation 771-1, “Child Abuse and Child Neglect Reporting Procedures,” and Regulation 507-3, “Resolution of Allegations Against Employees of Sexual Misconduct Under Title IX.”

VII. Relations with Coworkers 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.

VIII. Threats Against Other School Employees, Students, or School Property

No employee shall physically or verbally threaten the person, family, property, or well-being of any student or other school employee, nor the safety of PWCS schools, students, staff, or property. Such threats may be referred to law enforcement.

IX. 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.

A school employee's conduct occurring outside of working hours that undermines the employee's position as a role model, reflects negatively on the reputation of the school division, jeopardizes the trust of the School Board and the community in the employee's integrity, or has 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 social media platforms that can be reasonably interpreted as the official speech of PWCS, that occur during the employee's work hours or through the use of PWCS network or devices, at conflict with or impact the employee's ability to perform his/her duties, conflict with the educational mission of the school division, or 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.

X. 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.

XI. Confidentiality and Personal Privacy

- A. Employees shall maintain and access confidential information in compliance with School Board policies, regulations, and state and federal laws. All employees are expected to access student or employee information solely for legitimate educational or administrative purposes. No employee shall share such information unless the recipient has a legitimate need for the information in furtherance of their job-related duties.
- B. Employees shall respect the personal privacy of employees and students. Employees shall routinely use staff bathrooms and locker rooms when practical.

XII. Conflict of Interest

Employees shall not profit financially or personally from any transaction that conflicts with their employment with PWCS 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 503.01-1, "Conflict of Interest."

Failure to adhere to the Standards of Professional Conduct set forth in this regulation provides just cause for disciplinary action, up to and including nonrenewal or dismissal from employment.

The Chief Human Resources Officer (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.

Cross References

503.01 - POLICY - Conflict of Interest

503.01-1 - REGULATION - Conflict of Interest

561 - POLICY - Responsibilities and Duties of Employees

738-3 - REGULATION - Harassment of Students

771-1 - REGULATION - Child Abuse and Child Neglect Reporting Procedures

Regulation 511-7 - Substitute Teachers and Substitute Teacher Assistants

Last Revised – March 25, 2025

Human Resources

REGULATION 511-7

SUBSTITUTE TEACHERS AND SUBSTITUTE TEACHER ASSISTANTS

I. Substitute Requirements

- A. Non-degreed substitute teachers shall have earned a minimum of 48 college credit hours from an accredited college or university.
- B. Degreed substitute teachers shall hold a bachelor's degree, or higher.
- C. 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.
- D. Substitute teacher assistants are required to be at least 18 years old and have earned a high school diploma or a General Educational Development (GED) diploma.
- E. Exceptions to this section may be granted with approval from the Director of Human Resources (or designee).

II. Assignments and Pay

A. Substitute Teachers

- 1. Degreed and/or VA licensed substitute teachers are eligible to work short-term, long-term, and temporary teacher assignments.

Substitute teachers without degrees are eligible to work short-term assignments. If the substitute has a record of relevant paid experience and satisfactory performance working with children in a prekindergarten to high school age range as determined by Human Resources, they may be eligible to work long-term and temporary teacher assignments with the approval of the Director of Human Resources.

- a. Short-term substitute assignments are defined as those up to 10 days in length for a teacher on leave.
- b. Long-term substitute assignments are defined as those lasting 11 or more consecutive days for a teacher on leave. Substitute teachers are paid the regular substitute rate for the first 10 consecutive days. Beginning on the 11th day, the long-term substitute pay rate applies. The budget holder has the discretion

to allow one prearranged absence and extend the 10-day requirement by an additional day on a case-by-case basis.

- c. Temporary teacher assignments are defined as those lasting up to 90 instructional days 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 workday to include a 30-minute unpaid duty-free lunch (7 work hours).
3. Substitute teachers shall be scheduled for at least half-day assignments.
4. Substitutes 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.

B. Substitute Teacher Assistants

1. A full-day substitute teacher assistant is a 7-hour workday 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 the hourly rate 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.

C. 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 from their supervisor.
2. All hours worked must be recorded on an approved timesheet or through the approved electronic timekeeping 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 the higher of the two positions.
4. Substitutes may be released and barred from accepting future assignments in a particular school at the discretion of the building administrator.
5. If a school no longer has a need for 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. If a substitute reports late or leaves an assignment early without approval, compensation will be based on the number of hours worked.

7. If a job is accepted after the designated start time 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

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

IV. Conduct

- A. 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.
- B. Substitutes are required to work a minimum of five days within each six-month period (July – December and January – June). Those who do not meet this minimum work expectation will be considered to have voluntarily resigned their employment and will be removed from the active roster. If removed, the substitute must complete the application process again for reconsideration of employment.
- C. 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.
- D. If a substitute’s performance is unsatisfactory, the manager shall inform the substitute. If a letter is written to the substitute, a copy of the letter is to be forwarded to the Human Resources Department and placed in the substitute’s personnel file.
- E. The Director of Human Resources (or designee) shall notify the substitute if the decision is made to remove the substitute from the substitute pool and terminate their employment due to unsatisfactory performance.

V. Management

- A. The principal (or designee) shall be responsible for the orientation, assignment, and monitoring of substitutes’ performance.
- B. In situations where a substitute is not available, teachers and teacher assistants may be required to substitute for other teachers at the administration’s discretion to meet the needs of students.
- C. 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 substitutes.
- D. At the beginning of each school year, principals shall inform employees of the procedure for reporting their absence from work. Once a teacher has reported his/her absence, it shall be the responsibility of the principal or designee to arrange for a substitute.

The Chief Human Resources Officer (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 Employee Relations focuses on promoting effective management practices and workplace behaviors, positive working environments, and relationships. The office supports individuals and departments on how to work through conflict that is not able to be resolved at the site level in order to make the work environment more positive, enjoyable, and productive.

The Office of Employee Relations' responsibilities include:

- 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.
- 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 to correct and prevent harassment.

Nondiscrimination Statement

Prince William County Public Schools (PWCS) does not discriminate in employment nor in the provision of educational programs, services, and activities, nor tolerate bullying or harassment, on the basis of race, color, religion, national origin (including shared ancestry and ethnic characteristics), 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.

The following individuals will handle inquiries regarding nondiscrimination policies, including Section 504 and Title IX:

Mailing Address

P.O. Box 389, Manassas, VA 20108

Civil Rights, Section 504, Compliance (Employees),
Equal Employment Opportunity,
Americans with Disabilities Act, Grievance Procedures:
Equity and Employee Relations Office
703-791-8764

Section 504 Compliance (Students):
Director of Special Education
703-791-7287

Title IX Compliance:
Title IX Coordinator and Student Equity Office
571-374-6839

Family Educational Rights and Privacy Act (FERPA):
FERPA Officer
703-791-7445

2025-26 School Calendar

The following calendar includes the school start and end dates, holidays, and teacher workdays. Calendars are posted on the school division webpage www.pwcs.edu.

Date	Event/Holiday
August 18	First day of school
August 29	Labor Day weekend holiday (schools and offices closed to the public)
September 1	Labor Day weekend holiday (schools and offices closed)
September 23	Holiday (schools and offices closed in observance of Rosh Hashanah)
October 2	Holiday (schools and offices closed in observance of Yom Kippur)
October 13	Division professional development (no school for students)
October 21	Holiday (schools and offices closed in observance of Diwali)
November 3	School-based conferences/professional development (no school for students)
November 4	Teacher workday (no school for students)
November 11	Veterans Day holiday (schools and offices closed)
November 26	Thanksgiving Break (schools and offices closed to the public)
November 27-28	Thanksgiving Break (schools and offices closed)
December 22 - January 2	Winter break (no school for students)
January 5	School reopens
January 19	Martin Luther King Jr. holiday (schools and offices closed)
January 23	Teacher workday (no school for students)
January 26	Parent conferences/professional development (no school for students)
February 16	Presidents Day holiday (schools and offices closed)
March 20	Holiday (schools and offices closed in observance of Eid al-Fitr)
March 30 - April 3	Spring Break for Students/Teachers (no school for students)
April 6	Teacher workday (no school for students)
May 25	Memorial Day holiday (Schools and offices closed)
May 27	Holiday (Schools and offices closed in observance of Eid al-Adha)
June 12	Last day of school

Compensation

Timesheets

All substitute and temporary employees must record their hours worked each workday using the designated time and leave system or a provided timesheet, if requested, maintained by the school or department. Each school or department is responsible for entering and managing time and leave records for their substitute and temporary staff. Employees are also encouraged to retain a copy of their timesheet for personal records.

Substitute Positions and Pay

The following chart summarizes the FY 2025-26 substitute positions and current rates of pay.

Substitutes hired before September 1, 2009, that have not completed 48 college credit hours can continue to substitute “teach” up to 10 consecutive days in a single classroom.

Type	Education Required	Eligible Positions and Rates of Pay
Substitute Teacher Assistant	HS diploma/GED - less than 48 college credits	Substitute teacher assistant • \$20.40 per hour
Non-degreed Substitute Teacher	More than 48 college credits from an accredited institution. - less than a bachelor’s degree	Substitute teacher assistant • \$20.40 per hour Substitute teacher (up to 10 days) • \$22.25 per hour <i>Non-degreed substitutes are not eligible for long-term assignments.</i>
Degreed Substitute Teacher	Bachelor’s degree or higher	Substitute teacher assistant • \$20.40 per hour Substitute teacher (up to 10 days) • \$22.25 per hour Long-term substitute teacher (11+ days) • \$28.80 per hour (individuals <i>without</i> Virginia licensure)
Licensed Substitute Teacher	Active Virginia Department of Education (VDOE) issued teaching license.	Substitute teacher assistant • \$20.40 per hour Substitute teacher (up to 10 days) • \$22.25 per hour Long-term substitute teacher (11+ days) • \$37.30 per hour (individuals <i>with</i> Virginia licensure)

Substitutes are responsible for ensuring the Human Resources Department has the most current transcripts or VDEO license information on file.

Education Updates

To ensure that the PWCS Substitute and Temporary Employment office has a copy of a transcript(s) reflecting the highest level of education or VDOE teaching licensed attained substitutes, should complete, an “Education/Licensure Update Form.” This form is available on the PWCS Records system.

The college transcript reflecting the recently acquired degree and conferral date or copy of the VDOE teaching license must be uploaded along with the form (diplomas are not accepted). If you are unable to upload the documents, send the documentation via email to HRSUB@pwcs.edu. Title the email "Education/Licensure Update Form". The effective date for 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.

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 before work being performed.

When preapproved overtime occurs, non-exempt substitute and/or temporary employees shall receive overtime pay, at time and a half, for 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 expected to fulfill the responsibilities typically carried out by the regular teacher. These may include lesson planning, maintaining grade books, participating in back-to-school nights, and supporting virtual learning for students. The building administrator will determine the level of involvement required in these activities.

Direct Deposit

1. Once you begin working in your new position with PWCS and have received your ID badge, you will have access to [Employee Self Service \(ESS\)](#).
2. Some features available to you through this portal include update your address and view your pay statement information.
3. Additionally, the required Direct Deposit form, and optional Federal and State Tax forms are available in ESS. 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.

If a tax change request is not submitted in ESS, it is assumed that you want the highest withholding rate applied. 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 issuing W-2 Forms annually.

Pay Statements

Pay statements are available from the ESS webpage. Statements show all pay, deductions, and fringe benefits for the current period and year-to-date totals. To ensure accurate and timely pay, each employee should promptly report any name and address changes to the Human Resources Department.

Pay Dates

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

Dates Worked	Pay Date
8/16 – 8/31	9/15
9/1 - 9/15	9/30
9/16 - 9/30	10/15
10/1 - 10/15	10/31
10/16 – 10/31	11/15
11/1 - 11/15	11/30
11/16 - 11/30	12/15
12/1 - 12/15	12/31
12/16 - 12/31	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

Payroll Questions:

- Call: 703-791-8943
- Email: PWCSPayrollOffice@pwcs.edu

After each check is received, it is recommended that you review the stub or earnings statement in the 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 applicable school's finance specialist for assistance.

Work Schedules

Substitute and temporary assignments are on an as-needed basis and reflect the needs of the school/department. Assignments are paid at 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, use the time clock. Please check with office staff for appropriate sign in/out procedures and identification requirements.

Summer School Positions

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

Adult Education and EL Learner Programs

The Student Management and Alternative Programs Department is responsible for employment opportunities in Adult Education.

- Substitutes interested in working with the Adult Education program may contact the department at 703-791-8387.

The Student Opportunity and Multilingual Services Department oversees employment opportunities for English learner programs.

- Substitutes interested in these positions may contact the department at 703-791-8745.

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. There are two 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 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 before retirement. There are, however, some exceptions.

The Lincoln representative's contact information can be obtained visiting the PWCS [Launchpad](#), by phone 703-791-8050 (option 2), or email benefits@pwcs.edu.

Credit Union

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

Employee Resources

PerkSpot: Substitute and Temporary Employees have access to our employee discount program, called Perkspot. You will find local and national discounts on apparel, travel, food, health, and more! Visit Perkspot at pwcs.edu.perkspot.com, or **click here** and create an account using your PWCS email address.

EAP – ComPsych: PWCS understands the demands and pressures associated with balancing work and personal life can be overwhelming. PWCS wants to be certain our employees are provided with the best possible support and services. ComPsych is available to provide an Employee Assistance Program and work/life balance services for our employees and their immediate family members. Learn more about these resources in the [Launchpad](#).

Professional Expectations

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.

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.

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 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."

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 before the beginning of any assignment.

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.

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).
- 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.
- CPS is available Monday – Friday from 8 a.m. – 5 p.m. via 703-792-4200. After regular business hours, on weekends or holidays calls can be made to the Virginia Abuse and Neglect State Hotline, 1-800-552-7096.

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

Inappropriate Communications and Relationships

Inappropriate communications and relationships with students are 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.

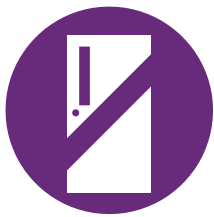
- **Don't** communicate via social media with students without administrator and parent permission.
- **Don't** give a student a ride in your car.
- **Don't** go to a student's home without parental presence and permission.
- **Don't** host a student in your home.
- **Don't** meet inappropriately with 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, the following actions may be required in order to maintain the safety of students.



HOLD

THE EDUCATION PROCESS CONTINUES.

A Hold is initiated when there is a situation that requires students and staff to remain in their classrooms or stay out of access areas. This may be an altercation in a hallway, a medical issue, or other developing situation.

ACTION: Students and teachers are to remain in their classroom or area, even if there is a scheduled class change, until the all-clear is announced. Students and staff in common areas, like a cafeteria or a gym, will be asked to remain in those areas or move to adjoining areas like a locker room. Students and staff outside of the building should remain outside unless the administration directs otherwise. Teachers should sweep the hallway of nearby students. Additionally, teachers should take attendance, note the time, and conduct classroom activities as usual.



SECURE THE BUILDING

THE EDUCATION PROCESS CONTINUES.

A Secure the Building is initiated when there is a general threat in the vicinity of the school. The source of the threat may be known or unknown. All outside activities are canceled, and students are brought inside. Students in modular or trailer classrooms will remain there, and those classrooms are to be secured from outside entry.

ACTION: SECURE THE BUILDING requires bringing people into a secure building and checking all outside access points. Where possible, classroom activities would continue uninterrupted. Classes being held outside would return to the building and, if possible, continue inside the building. There may be occasions when students expect to be able to leave the building – end of classes, job commitment, etc. depending on the condition, this may have to be delayed until the area is safe. During the training period, it should be emphasized to students as well as their parents that they may be inconvenienced by these directives, but their cooperation is important to ensure their safety.



LOCKDOWN

THE EDUCATION PROCESS STOPS!

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 the school grounds.

ACTION: Lockdown requires ensuring classrooms, offices, and other occupied area doors are locked. Move occupants out of the line of sight of interior windows, turning off lights to make the room seem unoccupied, and having occupants maintain silence. Training reinforces the practice of not opening the classroom door once in Lockdown. No indication of occupancy should be revealed until first responders open the door. If the location of the threat is apparent and people do not have the option to Lockdown, it is appropriate to self-evacuate away from the threat.



LOCKDOWN (Cont.)

Defend Options: Escape – Barricade – Defend

While in a Lockdown there are other options that can lead to your survival. If exposed to an immediate threat inside your lockdown area, you may need to consider options such as evacuation, distract, and/or disable.

LOCKDOWN (Cont.) Defend Options: Escape – Barricade – Defend While in a Lockdown there are other options that can lead to your survival. If exposed to an immediate threat inside your lockdown area, you may need to consider options such as evacuation, distract, and/or disable.

ACTION: Response options are not in order, and it may take one or all the options to counter the threat.

ESCAPE: Used when it is most advantageous and if the threat is imminent and unavoidable after you are locked down in your classroom. School personnel should take the following actions:

BARRICADE: Hiding in your immediate area with layers of protection. Strategically pre-place furniture near your door and when the threat is imminent, use that furniture (bookcases, chairs, desks, etc.) to assist in blocking the door.

DEFEND - DISTRACT/RUN: An attempt to disrupt the active shooter and escape so you and your students are not a static target.

DEFEND - DISABLE: Not just a last option, it may be your only option. If your door is breached, disabling the threat may be the only way to protect yourself and those around you!



EVACUATE

Use appropriate safety strategy for the hazard.

Evacuate (evacuation) is initiated when there is a need to move students and staff from one location to another for safety reasons. This may be an on-site evacuation due to a power outage or mechanical failure that would disrupt the school day. This may be an off-site evacuation due to a gas leak or fire where it is no longer safe to stay in the building.

ACTION: The classroom teacher or administrator is usually responsible for initiating an Evacuation. The directives or actions may vary for fire, bomb threat, or other emergencies. Other directions may be advised during an Evacuation, and students and staff should be prepared to follow specific instructions given by staff or first responders.



SHELTER IN PLACE

Use appropriate safety strategy for the hazard.

A Shelter in Place is initiated when specific protective actions are needed based on a threat or hazard. Training should include response to threats such as tornadoes, earthquakes, hazardous materials situations or other local threats.

ACTION: Advisories from the public safety 911 call center and/or the National Weather Service will help in determining your school's response. Safety strategies may include evacuate to a shelter area, seal the room, or "Drop, cover, and hold".

Discontinuation of Service

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, [Sign In - TalentEd](#).

By PWCS

It is expected that a substitute or temporary employee will work a minimum of five days every six months (January to June and July to December). Substitutes and temporary employees 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.

One complaint, found serious in nature by the Human Resources Director, will be sufficient to be immediately removed from the current employee roster (e.g., 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.

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 can 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 resubmitting 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 during 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 case of a school closure, substitute assignments will be canceled for the day. In case 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. See the chart below:

Code Red	Schools closed for students. Employees do not report for work unless designated as inclement weather employees. Inclement weather employees shall report at times specified to perform essential duties as dictated by the event.
Code Orange	School buildings and office buildings closed. Virtual instruction (synchronous or asynchronous) and services are delivered remotely on a normal school day schedule unless otherwise noted. All employees on the teacher scale are required to employ telework to provide remote instruction (synchronous or asynchronous). All administrators and all classified employees are required to telework during normal work hours. Employees whose jobs cannot be done remotely (e.g., Food and Nutrition, Transportation, and Facilities) will receive specific instructions from their supervisor.
Code Green	Schools closed for students. Certain administrators and employees, specifically designated as inclement weather personnel, shall report at times specified to perform essential duties as dictated by the event. All administrators (pay grade 13 and higher) and 250-day classified employees shall report for work at the specific time designated by the Superintendent (See Attachment I). Teachers (all grade 12 employees) and all non-exempt employees on less than a 250-day calendar do not report.
Two-Hour Delay	Schools shall open on a two-hour delay schedule. Inclement weather employees and Food and Nutrition staff report on time. Teachers (all grade 12 employees) and all non-exempt employees that work less than 250 days report to work on a two-hour delay. Administrators and 250-day classified employees report one hour late. Bus drivers, bus attendants, route managers, and dispatchers shall report on a one-hour delay (see Section III., C., 4.).
Early Closing	Schools shall close early. Teachers, teacher assistants, library media, sign language interpreters, and school nurses (employees whose primary responsibility is working with students) may be excused early by the Principal after students have safely departed. All other employees shall remain on their normal work schedule unless specifically excused by an announcement from the Superintendent.

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, select “Employee Benefits”, then “Employee Self Service,” or may be accessed directly from this website: <https://pwcps.sharepoint.com/sites/Finance/SitePages/Employee-Self-Service.aspx>

Q: Is direct deposit available?

A: The **required** Direct Deposit form is available in ESS. Please note that it can take up to 30 days for the direct deposit to go into effect. The first pay typically comes in the form of a check.

Q: If there are discrepancies with my paycheck, who do I contact?

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 Human Resources Department if further assistance is necessary.

Q: How do I find out my computer login?

A: As a substitute/temporary employee, you have your own PWCS network login. Passwords must be updated every 6 months in Toolbox <https://toolbox.pwcs.edu>. If you do not know your network login/password, please contact Tech Support via

<https://pwcs.zendesk.com/hc/en-us> or call 703-791-8826. Tech Support is available Monday – Friday from 8 a.m.-4:30 p.m. Please have your PWCS badge number handy.

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. However, there is no matching contribution.

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: You will receive an ID card.

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

A: At least five times between January-June or July-December, otherwise you may be inactivated.

Substitute specific FAQs

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

A: Substitutes may be considered 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 bachelor's degree or higher.

Q: How much are long-term substitutes paid?

A: Eligible substitutes are paid \$22.25 per hour for the first 10 consecutive days in a classroom. Starting on day 11, the long-term rate of \$28.80 per hour begins. If the substitute holds a valid Virginia teaching license starting on day 11, the long-term rate of \$37.30 per hour begins.

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 SmartFind Express (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 to complete the full day of 7.5 hours. Substitutes are not permitted to sign in or commence work or continue past their normal 7.5 hour-day without prior approval from their supervisor.

Q: I am substituting at a school, and the 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 or 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. You will immediately want to register with SFE so that you may begin to receive calls to accept open jobs.

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

A: Complete a "Substitute Education/Licensure Update Form," in the PWCS Records system and upload a copy of your transcript(s) that reflect the change. If you are unable to upload the supporting documents, send us an email to HRSUB@pwcs.edu with the topic of Education/Licensure Update Request.

Q: If I just received my degree, when will my new title be effective?

A: Once your transcripts and Education/Licensure Update Form are received and processed by the Sub/Temp 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 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's SFE administrator to let them know you had to cancel. Do not rely on messages and emails, be persistent to talk to the correct person.

Q: Are there any consequences for canceling jobs?

A: You cannot cancel a job after it has started. 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 canceling 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 to 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, I often see “No Records Found” what does this mean?

A: The jobs you see online are filtered based on your selected availability, job classifications, preferred locations, and the system’s callout time rules. The system uses a “best match” process to show jobs that closely align with your preferences. If no jobs match, you may see “No Records Found.”

To increase your chances of seeing more job opportunities earlier in the process, consider broadening your preferences. Eventually, jobs that haven’t been filled by matching substitutes will be shown to all users, even if they don’t match your preferences.

Note: If you’re searching in the morning for jobs on a future date, you may also see “No Records Found.” This is because, until 10 a.m., the system only displays jobs available for the current day due to callout rules.

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 in Records to the Sub/Temp Office.

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

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. Please also make the change in ESS.

Q: I talked to a teacher who wants to request 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 few 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 Information

PWCS website	www.pwcs.edu
Human Resources website	www.pwcs.edu/departments/hr/
PWCS Job Opportunities	jobs.pwcs.edu
PWCS Employment application	jobs.pwcs.edu/WorkSpace
Sub Call System website	pwcs.sfe.powerschool.com

Employment Service Center, for questions concerning applications and vacancy information.

Email: HR@pwcs.edu

Phone: 703-791-8050

Payroll

Email: PWCSPayrollOffice@pwcs.edu

Phone: 703-791-8943

Temporary Employment Office

Email – HRSUB@pwcs.edu

Phone: 703-791-8050, option 3

Hetrick, Christi – Supervisor

571-374-6858

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 – Human Resource Specialist

703-791-7897

PWCS Department of Human Resources Address:

PWCS

Attention: HR/Temporary Employment Office

14715 Bristow Rd.

Manassas, VA 20112

Submit an anonymous tip by calling 1-844-5-SAYNOW or visiting SaySomething.net.



Substitute/Temporary Acknowledgment

Continued Service

During periods when school is not in session, such as summer break and holidays most substitute and temporary positions are typically unavailable. Substitutes who have worked at least five times within the past six months and have not submitted a resignation will automatically remain active for the upcoming school year.

Substitute and temporary assignments may be ended at any time by either Prince William County Public Schools (PWCS) or the employee, without cause. Positions generally do not include benefits such as 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 PWCS successful.

This Handbook is not a contract with PWCS. 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 pathogens, and sexual harassment. In addition, you understand and will abide by PWCS Regulations and Policies available on the PWCS website www.pwcs.edu.

Print Name

Date

Signature

Last 4 of Social Security #

Thank you for your contributions to the students of PWCS

Prince William County Public Schools (PWCS) does not discriminate in employment nor in the provision of educational programs, services, and activities, nor tolerate bullying or harassment, on the basis of race, color, religion, national origin (including shared ancestry and ethnic characteristics), 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.

Rev. 06/2025