

# Norwalk Community School District



**Substitute Manual**

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**NORWALK COMMUNITY SCHOOL DISTRICT**  
**LIST OF BUILDINGS, ADMINISTRATORS, DIRECTORS, and OFFICE STAFF**

|                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                  |
|-------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>DISTRICT OFFICE</b><br>380 Wright Road<br>Norwalk, IA 50211<br>Ph: (515) 981-0676<br>Fax: (515) 981-0559 | Shawn Holloway, Superintendent<br>Jen Sigrist, Associate Superintendent of Teaching & Learning<br>Jake Loll, Director of Business Services<br>Leslie Merriman, Human Resources Manager<br>Tiffany Yacovazzi, Human Resource Generalist<br>Emily Manley, Admin Support Specialist<br>Alysun Archibald, Payroll Clerk<br>Aimee Rhode, Director of Student Services |
| <b>NORWALK HIGH SCHOOL</b><br>1201 North Ave<br>Norwalk, IA 50211<br>Phone: (515)981-4201                   | Chris Basinger, Building Principal<br>Tom Scallon, Assistant Principal<br>Blake Bergstrom, Assistant Principal<br>Caitlin Deters, Principal's Secretary<br>Katie Sleeth, Attendance Secretary<br>Josh Tobey, Activities Director                                                                                                                                 |
| <b>NORWALK MIDDLE SCHOOL</b><br>200 Cherry Street<br>Norwalk, IA 50211<br>Phone: (515)981-0435              | Rob Arnold, Building Principal<br>Chad Wiedmann, Assistant Principal<br>CJ Degan, Assistant Principal<br>Amy Black, Principal's Secretary<br>Abby Laman, Attendance Secretary<br>Zach Lipovac, Middle School Activities Director                                                                                                                                 |
| <b>LAKEWOOD ELEMENTARY</b><br>9210 Happy Hollow Dr.<br>Norwalk, IA 50211<br>Phone: (515)981-1850            | Clint Driftmier, Building Principal<br>Chris Larson, Assistant Principal<br>Linda Guerra, Principal's Secretary<br>Cathie Elkin, Attendance Secretary                                                                                                                                                                                                            |
| <b>ORCHARD HILLS ELEMENTARY</b><br>1130 W. North Ave.<br>Norwalk, IA 50211<br>Phone: (515)981-1855          | Sheila Taylor, Building Principal<br>Rodney Martinez, Assistant Principal<br>Deanna Gingrich, Principal's Secretary<br>Heather Overholser, Attendance Secretary                                                                                                                                                                                                  |
| <b>OVIATT ELEMENTARY</b><br>713 School Ave.<br>Norwalk, IA 50211<br>Phone: (515)981-1005                    | Amy Gage, Building Principal<br>Nicole Banegas, Assistant Principal<br>Bethani Witte, Principal's Secretary<br>Susan Lear, Attendance Secretary                                                                                                                                                                                                                  |

|                                                                                              |                                                                                                                                               |
|----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| <b>BUILDING &amp; GROUNDS</b><br>360 Wright Road<br>Norwalk, IA 50211<br>(515) 981-0917      | Richard Sleeth, Director<br>Karin Stewart, Secretary                                                                                          |
| <b>NUTRITION SERVICES</b><br>1130 W. North Ave.<br>Norwalk, IA 50211<br>Phone: (515)981-9876 | DeeAnna Serres, Director<br>Michelle Stockwell, Secretary                                                                                     |
| <b>TECHNOLOGY</b><br>360 Wright Road<br>Norwalk, IA 50211<br>Ph: (515) 981-0676              | Tim Geyer, Director of Technology<br>Trisha Hutton, Secretary<br><a href="mailto:Helpdesk@norwalkschools.org">Helpdesk@norwalkschools.org</a> |
| <b>TRANSPORTATION</b><br>2626 North Ave.<br>Norwalk, IA 50211<br>Phone: (515)981-0016        | Carlos Guerra, Director<br>Arlene Kluesner, Secretary                                                                                         |

## WELCOME

The administration and faculty of Norwalk Community School District would like to welcome you. The staff considers all substitutes a very important piece of our school program. Your skill in maintaining a high standard of effectiveness and ensuring a continuous program of quality instruction for all students is valued. The roles of substitutes are one of the greatest challenges. It is your responsibility to provide students with instruction and support when the regular classroom staff must be absent. This booklet is designed to assist you in your endeavor to learn about our schools and our students. It can be your guide to a more successful year in our district.

## PROFESSIONAL ETHICS

As a substitute traveling from school to school within Norwalk Community School District, you will observe many classroom formats. Maintaining a consistent educational environment is extremely important to the success of every student. Please make every effort to carry on with instruction and support of the regular staff member as outlined in the substitute instructions.

If, in your role as a substitute, you need access to student records, please contact the building principal. These records, which are maintained to provide the professional staff with necessary information concerning each student, must be handled with extreme care. Information concerning students, which may be of a confidential nature, must be kept confidential by the substitute.

## QUALIFICATIONS AND REQUIREMENTS

All substitutes in the Norwalk Community School District must have the following employment forms on file at the District Office:

- Completed Online Application
- Staff Emergency Contact Information
- Federal W-4
- State W-4
- I-9 with a copy of [valid forms of identification](#) (ex. driver's license, social security card, birth certificate, or passport).
- NCSD Direct Deposit Payroll Form & voided check (contact your bank if a voided check isn't available)
- IPERS Enrollment Form
- Workers Compensation (designated doctors and hospitals) Notice
- Employee/Volunteer Screening Form which gives us permission to obtain background check information from the Department of Criminal Investigation

In order to serve as a substitute teacher, the following documents are also required:

- Valid Iowa teaching license as issued by the Iowa Board of Educational Examiners
- College Transcripts

The District will not issue a paycheck until the District Office payroll department has **ALL** of the necessary forms requested above.

Mandatory trainings are required by federal and state requirements as well as Norwalk Community School District requirements and need to be completed prior to employment. If trainings were taken in another district, valid certificates may be submitted to Human Resources. Otherwise, substitutes may take these trainings through the [AEA](#) for free by attaching Norwalk Community School District to their [AEA](#) profile. NCSD will not reimburse for trainings paid for by the substitute. Please [see the attached list of required trainings](#) for the various positions. (Please note: some trainings are not provided through AEA so please ensure you are using the listed training source for these items.)

NCSD ordinarily will not rehire a full time employee for any position, including substitute roles, until the individual has completed a 26 week break in service from their previous position. Individuals who wish to waive full time benefits in order to be considered for part time employment prior to the expiration of their 26 week break in service are encouraged to contact HR to discuss early rehiring opportunities.

### **Drug & Alcohol Use ([BP403.05](#) & [BP403.05E1](#))**

It is NCSD's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on NCSD premises and while conducting business-related activities off NCSD premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

### **SUBSTITUTE TEACHERS**

Only the District has the authority to hire substitute teachers. Substitute teachers will be paid a regular daily rate for the first fifty (50) days full or the equivalent thereof of service. On the 51st day of service and for the remainder of that school year, the substitute employee will be paid the premium amount for committed service. **Long-term substitute days of service do not qualify toward the fifty (50) days of service necessary to receive the daily premium amount.** The Board of Directors shall set the amount for the regular daily rate and the premium. Substitute teachers are exempt from performing any of the duties of the teacher for whom they are substituting if those duties occur outside the regular school day.

All substitute teacher employees will be required to requalify for the Premium Rate at the start of the new school year.

### **LONG-TERM SUBSTITUTE TEACHERS**

Only the District has the authority to hire long-term substitute teachers. Long-term substitute teachers are substitute employees hired to fulfill the duties of a regular teacher that is scheduled to be absent for more than ten (10) consecutive days. Any long-term assignment beyond ten (10) consecutive days may require approval from the Iowa Board of Educational Examiners depending on the substitute's licensure. Long-term substitutes shall be paid the regular daily rate (unless they have fulfilled the requirement to be paid the premium amount) for the first ten (10) consecutive days worked in a particular assignment for a specific teacher employee. On the eleventh (11<sup>th</sup>) consecutive day and thereafter, the long-term substitute shall be paid a rate of pay as set by the Board of Directors. All days served by a long-term substitute teacher must be continuous days of teaching for one specific teacher. A long-term substitute teacher is entitled to one full day of absence on any scheduled workday during the service period. All absences will be unpaid. If the substitute is absent for more than one day per 30 days of service, the substitute's rate may return to the regular substitute daily rate and the substitute will need to work an additional 10 days to be eligible for the long-term rate. Unusual circumstances will be handled through the Human Resources office.

Long-term substitute teachers shall assume all of the duties of the regular teacher as defined by the supervising principal until the long-term substitute is relieved of this specific assignment or the regular teacher employee returns to active full-time duty, whichever comes first. Unusual circumstances will be handled through the Human Resources office.

Long-term substitutes reassigned from one long-term assignment to another long-term assignment will remain at the long-term sub rate if the period between assignments is five (5) school days or less.

### **SUBSTITUTE PARAEDUCATORS**

Only the District has the authority to hire substitute paraeducators. Substitute paraeducators will be paid a regular hourly rate as set by the Board of Directors.

### **ALL OTHER SUBSTITUTE POSITIONS**

#### **(Buildings & Grounds, Nutrition, Transportation, Secretaries)**

Once all paperwork and background checks are completed, the substitute's name will be placed on the active substitute list for the departments of interest. The department director or secretary will contact substitutes regarding availability as needed. Substitute pay varies by assignment and is determined by the Board of Directors.

### **SUBSTITUTE ABSENCE MANAGEMENT PROCEDURES**

#### **(Teachers and Paraeducators)**

Once substitute teachers and substitute paraeducators have turned in all of the requested paperwork, their name will be placed on the active substitute list in Frontline and the substitute will be given access to Frontline's Absence Management (District's online absence and substitute fulfillment application).

The District Office will supply substitutes with a user id and pin number, as well as a "User Guide" to operate Absence Management. Absence Management can be accessed either by visiting [www.norwalkschools.org](http://www.norwalkschools.org) and searching for Frontline, or by visiting <https://app.frontlineeducation.com>. Substitutes are encouraged to download and use the Frontline app on their phone.

Substitutes may log into Absence Management to pick and choose the jobs they would like to take. Absence Management will also randomly call substitutes for available jobs. This feature can be disabled by the substitute by logging into "Absence Management→ Preferences→ Call Times→ Accept phone calls for available jobs-No". Substitutes may also enter non-work days into Absence Management, disabling the substitute's ability to receive calls or view jobs for those particular days.

Taking assignments is in the substitute's control. Substitutes may accept or reject assignments or see them listed in Absence Management. When an assignment is accepted, Absence Management will notify the school building office personnel who will be subbing.

A substitute may cancel an assignment (in the event of unanticipated circumstances) up to 8 hours before the assignment start time; however, the substitute will NOT be able to obtain another assignment within the district for the rest of that given day.

### **SUBSTITUTE HOURS**

Arrival Time – As start times vary by building and position, substitutes are expected to arrive at the building main office by the time designated with the position. If the call requesting services is late, substitutes are asked to arrive as soon as possible after accepting the assignment.

Departure Time – Prior to departing, please return keys to the secretary and sign check-out sheets as requested. Substitutes may depart from all Norwalk Community School buildings at the conclusion of the assigned duties/time.

Early Dismissals - Norwalk has early dismissal for Professional Development every Wednesday. Elementary buildings will be dismissed at a time between 1:20 pm and 1:30 pm and secondary schools will be dismissed at 2:00 pm on Wednesdays.

If you are hired to work as a sub teacher on a Wednesday early dismissal day and you report to work at the beginning of the day, you will be paid for a full day. The district may request you to stay beyond early dismissal time for student supervision until 3:45 pm. If you report to work at a later time you must work beyond a half day or four hours to be paid for a full day.

### **Staff and In-Service Meetings**

Short-term substitutes are welcome to attend staff and in-service meetings, but it is not required and is not paid time. Long-term teacher substitutes should talk to the building principal concerning attendance at staff or in-service meetings. If attendance is required, the long-term substitute shall be paid for this time.

### **School Cancellations, Late Starts and Early Dismissals for Emergencies and Inclement Weather**

Substitute employees are expected to monitor the local news media and the District's website during inclement weather and report to work accordingly based on changes to scheduled start times. If school is canceled or the substitute employee is contacted and directed not to report to work, the substitute employee will not be paid. If the substitute teacher or substitute paraeducator has worked more than four hours on the day of an early dismissal, the substitute will be paid for a full day. The substitute may leave when the building principal or supervisor dismisses other staff.

## **ARRIVING AT YOUR ASSIGNED BUILDING**

### **Norwalk High School**

Parking – North side of the school building facing North

Office – Use the main entrance on the west side of the building. Office is on the left side of the hallway.

### **Secondary Campus Cafeteria (formerly known as Eastview)**

Parking – East of the school building

Check in with the HS Office if subbing for a HS staff member.

Check in with the MS Office if subbing for a MS staff member.

Established substitutes may use this entrance.

### **Norwalk Middle School**

Parking – Park in the front of the building

Office – Use the main entrance on the west side of the building. Office is on the left side of the hallway.

### **Lakewood Elementary**

Parking – Southeast of school building

Office – Use the main entrance on the south side of the building. Office in the hallway to the left.

### **Orchard Hills Elementary**

Park in the lot on the East side of school building

Use the main entrance on the East side of the building and enter the office to check in.

### **Oviatt Elementary**

Parking – West side of school building, South of the 10-minute parking slots by gymnasium

Office- Use the main entrance on the West side of the building. Office is in the hallway to the left.

## **WHAT TO DO WHEN YOU ARRIVE AT SCHOOL**

Report to the school office to secure your assignments for the day. Locate the teacher's mailbox and check for items that might pertain to the day's activities.

When you arrive at the classroom, locate the lesson plan book, the daily schedule, attendance slips, manuals, and other pertinent information on or in the teacher's desk. Carefully review the lesson/behavior plans and follow all instructions as closely as possible.

Review the staff member's schedule for any special duties you may be expected to perform such as recess, lunchroom, bus duty, etc.

Familiarize yourself with emergency procedures. Note fire and safety drill regulations and exit procedures. Signals and procedures for fire, tornado and E-Day drills differ in each of the Norwalk Community School District buildings. Fire and tornado drill instructions are posted in each classroom. Be sure you know the correct procedure for the building and room to which you are assigned.

Introduce yourself to other staff.

## **CLASSROOM RESPONSIBILITIES**

### **Reporting Absences**

Pupil attendance must be taken daily. In grades 6-12, attendance is taken each period. The procedure followed in the individual schools will be explained in the teacher's substitute directions. No student should be excused from class without your permission. If you have any questions about the absence list or lunch count, feel free to ask the building secretary.

### **Lunch**

Please fill out lunch lists for students (Oviatt, Orchard Hills, and Lakewood Elementaries) completely. If you have questions, please contact the building secretary. As a substitute, you may purchase a hot lunch or salad bar

meal (where available) by ordering by 9:00 a.m., in the office, and paying the adult rate as you go through the lunch line.

### **Classroom**

All teachers are expected to assume responsibility for handling student behavior in their room. Teachers should maintain effective order and control at all times. All teachers are charged with the responsibility of informing students about proper building procedures and rules of conduct. Creating a favorable rapport is an important aspect of successful substitute teaching. The following suggestions may help you establish good classroom routines:

- Provide for efficient learning situations, and develop an atmosphere of mutual respect between teacher and pupils.
- Look professional. Appropriate attire is essential to creating a positive and productive atmosphere in the classroom. Please avoid the “jeans and T-shirt” look unless otherwise indicated by the teacher or building principal.
- Expect good behavior. Students tend to respond to what is expected of them. A positive approach is worth more than many negative rules. Avoid making threats that cannot be carried out.
- Have materials ready. Be organized at the beginning of the class.
- Be aware of the attention span of the pupils. Know when to change activities.
- Except for a real emergency, never leave the class unattended.
- Some buildings have established special approaches to discipline at certain grade levels or district wide. Check the substitute folder for specific instructions. Proper discipline, or classroom order, is a prerequisite in good teaching. Be firm and professional. Any unusual disciplinary problem should be brought to the attention of the building administration.
- Ask the secretary or building principal to identify a contact person (or procedures) for your assistance if you need it. (e.g., behavior problems).
- The substitute shall not administer corporal punishment of any kind.
- Review and become knowledgeable about the official Student Discipline policy of the District.
- Supervision of halls is a responsibility of all teachers. When students are coming into the building/classroom or leaving the building/classroom, be visible in the hallway.
- Substitutes are to contact parents only under the advisement of the principal.
- If any person comes directly to you and requests the release of a student from the classroom, that person should be directed to the office. All students who are released must have approval from the office.
- Common sense should prevail when administering all rules and guidelines.

The following information will be on the teacher’s desk or easily located:

- The daily lesson plans made out in detail.
- A list of student plans made out in detail.
- A weekly time schedule of classes (curriculum areas to cover.)
- Student seating assignments (if applicable)
- A list of students in various special groups that are needed to implement the lesson plans (e.g., reading groups, lab partners).

- The identification of supervisory responsibilities (such as days on duty at noon, recess, bus duty, lunch dismissal time, etc.).
- The fire drill and other emergency procedures.
- Any important or unusual information about any student (physical problems, etc.).
- Special schedules (e.g., band, Title I)

Identified copies of textbooks, manuals, and workbooks to be used for implementing the lesson plan should be easily located.

An alternate lesson will be available if the topic(s) to be covered is/are controversial and/or need the careful guidance of the regular classroom teacher.

If videos are scheduled, check the procedure for showing them and learn how to operate the audiovisual equipment needed. If equipment or materials are broken or damaged, notify the building office.

Unless you are given other instructions, correct all papers, workbook assignments, or tests given while you are substituting.

### **Homework**

Do not assign homework unless the regular teacher has planned the homework. Substitutes who expect to be in a substitute teaching position for a week or more may assign homework after discussing this with the principal.

### **Duty Schedule**

You are required to perform the duties assigned to the regular staff member on the day or days of his/her absence, including playground duty, hall duty, lunchroom supervision, or other assigned responsibilities.

### **Emergency Procedures**

Accidents or illnesses involving students should be reported to the office immediately. Please contact the EMC OnCall Nurse at 1-844-322-4668 should you be injured while working for the district. Please also ensure you are notifying the Principal or Assistant Principal if an injury occurs during the workday.

### **Medication at School**

No school employee or substitute shall administer medicine for a pupil or for another employee without prior approval and the required medication administration training on file with Human Resources.

The building nurse will administer all medications; substitutes will not be responsible for administering medications.

### **END OF THE SCHOOL DAY**

Leave a record of the work completed on the teacher's desk and note any unusual problems. Teachers also appreciate a note highlighting a successful experience with the class or an individual student.

Make sure all materials are stored properly and the room is empty of students before leaving. Turn off all lights, close the door and lock if possible. Check in the office to initial the log sheet from which you will be paid. Also, check with office personnel to see if you will be needed another day.

### **USE OF TELEPHONES AND PERSONAL CELL PHONES**

Substitute employees should practice discretion in using District telephones and personal cell phones. Use of personal cell phones should be limited to break times. Excess use of a personal cell phone while on duty could result in disciplinary action, up to and including termination.

### **EQUAL OPPORTUNITY/NONDISCRIMINATION**

#### **Equal Employment Opportunity**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at NCSD will be based on merit, qualifications, and abilities. NCSD does not discriminate in employment opportunities or practices on the basis of race or ethnicity, religion, gender, national origin, age, creed, color, sexual orientation, physical/mental handicap or disability, or any other characteristic protected by law.

NCSD will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training ([BP401.01](#)).

In accordance with [Title IX of the Education Amendments Act of 1972](#), the Norwalk Community School District prohibits sex discrimination, including sexual harassment as defined by the regulations implementing Title IX against any individual participating in any education program or activity of the District. This prohibition on discrimination applies to and protects students, employees, and applicants for employment. [BP106](#).

#### **Immigration Law Compliance**

NCSD is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form.

Employees with questions or seeking more information on immigration law issues are encouraged to contact Human Resources. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

#### **Discrimination, Sexual and Other Harassment**

Norwalk Community School District is committed to providing a pluralistic educational culture, which promotes mutual respect and acceptance among people, and in which all people are allowed to reach his/her

fullest potential. In addition, NCSD is committed to providing equal opportunity to all people without unlawful harassment or discrimination on the basis of race or ethnicity, religion, gender, national origin, age, creed, color, sexual orientation, physical/mental handicap or disability, or any other characteristic protected by law. Any form of unlawful harassment or discrimination is inappropriate, offensive, illegal, and will not be tolerated. The District Equity Coordinator should be contacted at (515)981-0676 if anyone feels they have been discriminated against. The Equity Coordinator will then investigate and handle the complaint according to the Affirmative Action Guidelines. No one who complains about improper conduct will be retaliated against in any way. Information and a complaint form can be found in [BP104](#), [BP106](#) and [BP104.E1](#). ([BP401.01](#))

#### **NOTIFICATION OF ARREST, CRIMINAL CHARGES OR CHILD ABUSE COMPLAINTS**[BP404.01](#)

Employees of the district must notify Human Resources of any arrests, the filing of any criminal charges, and the disposition of any criminal charges pending against them. Notification to Human Resources should occur within five (5) business days of notification to the employee. Except for employees whose duties require possession of a Commercial Drivers License, simple misdemeanors do not need to be reported by employees.

Employees must notify Human Resources of any child abuse complaints filed against them. Employees must notify Human Resources regarding the findings in any complaint against them alleging child abuse. Notification of Human Resources of any complaints and findings should occur within five (5) business days of notification to employee.

Information relating to arrests, criminal charges and child abuse complaints shall be treated and maintained as part of the employee's confidential file.

Employees who do not notify the District as required under this policy may be subject to disciplinary action up to and including termination.

### **PAYMENT AND BENEFITS**

Substitutes are paid on the 1<sup>st</sup> and 15<sup>th</sup> of each month. If the 1<sup>st</sup> of the month falls on a Saturday, Sunday, or Monday holiday, payday will be the Friday before. If the 15<sup>th</sup> falls on a Saturday or Sunday, payday will be the Friday before.

#### **Withholding**

Federal and state taxes, social security taxes, and IPERS deductions are withheld from each paycheck. As a new substitute employee, IPERS will not be withheld until you meet the qualification of having earned \$1000.00 in two consecutive quarters (January – March, April – June, July – September, or October – December).

#### **Benefits**

Substitutes are covered by the district's liability insurance and worker's compensation. In addition, the district contributes the Employer's contribution percent to Social Security and IPERS (if quarterly earning rule is met) for each substitute.

Substitutes are not eligible for insurance or leave benefits unless they are placed on a full-time, semester-long position.

**Contact Person - Payroll**

Any questions relative to paychecks or withholdings should be directed to Alysun Archibald, Payroll Clerk, or to Jake Loll, Director of Business Services. Either can be reached by calling the Norwalk Community School District office at (515)981-0676.

**NOTICE OF CONTINUED EMPLOYMENT**

Substitute employees will be sent a Returning Substitute Packet through Frontline Central at the end of each school year to indicate intention to work the following school year or to be removed from the sub list. If a substitute does not submit the Returning Substitute Packet and has not taken a sub job within one year of submitting payroll paperwork, the District will remove them from the sub list.