



METROPOLITAN NASHVILLE PUBLIC SCHOOLS SUBSTITUTE HANDBOOK 2017

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METRO PUBLIC SCHOOLS
2601 Bransford Ave., Nashville, TN 37207

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General Information

Substitute employees are those who are assigned to replace regularly assigned employees absent from duty on a given day. Substitute employees may also be assigned to vacancies that have not been filled by a new hire or for employees on an approved leave of absence on a long-term basis.

Substitute employment is part-time employment. Substitute employees shall not be entitled to become members of the retirement fund or to accumulate vacation time, sick leave or other benefits that are allowed full-time employees.

Substitute pay is based on education level. Substitutes will be paid based upon their highest level of education documented at the time of processing. Upgrades in pay require official college transcripts, additional testing and/or licensure requirements to be met and submitted to the Substitute Department. Pay increases will be effective the day documentation is received in the Substitute Department.

Unemployment Insurance

Substitute employees are not eligible to receive unemployment insurance benefits based upon the following law as stated by the Tennessee Department of Employment Security:

“Benefits shall be denied to any individual for any week which commences during an established and customary vacation period or holiday recess that has been predetermined as part of a school calendar year prior to the beginning of each holiday recess, and there is a reasonable assurance that such individual will perform any such service following the vacation period or holiday recess.” **Ex:** Thanksgiving, Christmas, and Easter.

Unemployment benefits are not allowed during the summer break to substitute employees based on the following law:

“Benefits shall not be paid on the basis of such services to any individual for any week which commences during a period between two (2) successive academic years or terms if such individual performs such services in the first of such academic years or terms and there is a reasonable assurance that such individual will perform such services in the second of such academic years or terms.”

Retirees Working While Receiving Service Pension Funds

Substitute employees receiving a pension check from the Metropolitan Nashville Davidson County Government, including individuals who have retired from support positions within Metropolitan Nashville Public Schools and service retirees from Metropolitan Nashville Davidson County Government jobs, **may work no more than 19.5 hours per week.** According to page 28 of the Metropolitan Government of Nashville and Davidson County *Human Resources Retirement Guide B*, if you work more than 19.5 hours per week you “unretire” and “your pension will stop and you will

become an active employee again”. Service pensioners should refer to the Metropolitan Government of Nashville and Davidson County *Human Resources Retirement Guide B* for further information.

Pay

Substitute employees are paid bi-weekly. MNPS pay periods begin on Friday and end on Thursday. Substitute pay is based on 7.5 hours for a full day and 3.75 for half days. However, in cases of tardiness or late assignments, substitutes will be paid hourly based on actual time worked. All MNPS employees must sign-up for automatic check deposit through our Employee Self-Service Portal. Automatic check deposit takes two pay cycles to institute. In the interim, your check will be mailed to your home address.

The **job number** tracks all assignments. Keep a record of the job numbers, dates and teachers for whom you work. This information will be helpful if a problem should arise regarding your paycheck. In case there is an error, you must report it to a substitute helpdesk manager. These employees will assist you in correcting any errors.

Due to the observance of holidays or unexpected inclement weather, work dates are subject to change without prior notification.

Substitutes are not paid when school is out due to inclement weather (snow, floods, excessive heat, extreme cold, etc). Since substitute employees are only called on an as needed basis, they would not be contacted when school is not in session or students are not present.

Bonus Pay

Bonus pay is an incentive to encourage substitute teachers to work every available day. Substitute teachers can earn up to an additional \$30.00 per day if he/she works every day within the pay week. Support substitutes can earn up to an additional \$15.00 per day if he/she works every day within the pay week. All substitute teachers, regardless of their pay status, can earn bonus pay. This is inclusive of those persons with 60 credit hours or more, persons holding degrees and persons holding a valid Tennessee teaching certificate. Eligibility for bonus pay starts at the beginning of EACH pay week. The pay weeks and coordinating pay periods are listed on the payroll calendar.

The bonus is strictly based upon whether or not the classrooms are covered on any given day and is paid only for the days worked when ALL available assignments are covered during the designated pay period. Interim assignments do not guarantee bonus pay. Bonus pay is not granted in lieu of extenuating circumstances. Bonus pay will appear on your check as ‘Sub Incentive Pay’.

SmartFind Express

Metro Nashville Public Schools uses an automated calling system SmartFind to offer substitute employees assignments. All substitute employees will need a touchtone telephone or a computer/tablet to communicate with SmartFind. One time registration requires a touchtone phone. SmartFind is available 24 hours a day, seven days a week during the school year. Employees may call the system to review assignments that are available or wait until the call-out period for SmartFind to make contact with the employee. There is an evening call-out period every night except Saturday and a morning call-out period every school day. The following procedures should be followed during the morning call-out period.

- a) Answer the phone promptly. Messages will not be left on answering machines.
- b) Be ready to go when called or calling in for an assignment.
- c) Follow the instructions from the system. If needed, refer to the substitute employee easy reference information for detailed instructions relative to the SmartFind system.
- d) Record the job number. Take the job number with you to the assignment.
- e) Familiarize yourself with school locations and school schedules, especially those in your area.
- f) The Help Desk is available for emergency situations and assistance from 6:00 a.m. – 5:00 p.m. on weekdays.

Help Desk Telephone

242-0513

You must have a working phone number on file in the substitute office. If your number is disconnected or non-working, you will be blocked from accepting assignments through SmartFind until you can provide us with a working number.

Check-In/Out Procedures

Report to the school office and present your job number.

1. You must have a valid substitute identification badge upon arrival. Individuals without a substitute i.d. may be asked to leave and not allowed to substitute for the day.
2. You must have a job number before starting an assignment. Anyone without a job number should not remain for an assignment.
3. Working without a job number may be considered volunteer work or lead to delayed payment.

5. Sign in upon your arrival documenting the exact time you arrive to the school.
6. Sign out upon your dismissal at the end of the day, documenting the exact time of your departure.

Sign in on the sign-in sheet provided in the office. Sign out at the close of every day. The sign in sheet serves as the official record for your reporting. If you fail to sign in when you arrive in the mornings and sign out in the afternoon, we have no way of verifying completion of that day's assignment and your pay will be affected.

When calling in to the substitute help desk to accept available assignments, please be prepared to give the operator your employee number or name upon request.

Canceling Assignments

If you are unable to report after accepting an assignment, it is your responsibility to cancel the assignment using the automated system. Assignments must be cancelled no later than 1 hour before the school start time. Cancelling an assignment within an hour of the school start time may result in blockage from that school or further disciplinary action.

If you have difficulty cancelling the assignment, you may call the substitute help desk for assistance. Notifying the school that you are unable to report is a nice courtesy, but you will still need to cancel the assignment in SmartFind. Canceled assignments need to be reported as soon as possible in order to allow adequate time for another substitute to accept the position. Substitutes are not allowed to cancel an assignment in hopes of accepting another for the same day. Once you have canceled, you will be ineligible to work for that particular day.

Performance Evaluation

Substitute evaluation forms are sent to each school. An evaluation may be completed on each substitute employee after every assignment. Evaluations are required for long-term substitute teacher assignments (more than 20 consecutive days), outstanding performance and unsatisfactory performance.

If a school administrator sends an unsatisfactory appraisal or reports that a substitute is a no show to an assignment, the substitute will be blocked from receiving future assignments at that location. Failure to respond to unsatisfactory appraisals or no-show reports in writing by the substitute may result in a temporary block. Depending upon the severity of the unsatisfactory report, substitutes may be blocked from taking assignments until they have met with the Director. Upon meeting, the Director may determine that further disciplinary action needs to be taken and proceed accordingly. One such course may include, but not be limited to; mandatory substitute participation in an online

training for further classroom management and sub skills training to be taken within an allotted time frame and at a cost to the substitute.

Job Related Injuries

In the event of an accident/injury, it is the responsibility of the employee to report to the immediate supervisor, department head and/or principal as soon as possible after an accident/injury occurs. Reports should be made no later than the day of the accident/injury.

It is the responsibility of the employee to make sure that an accident form (T-OSHA Form) is completed within 7 days.

Employees injured in the line of duty should report to Metro General Hospital for treatment if the Board of Education is expected to be responsible for the bill. In the event of an emergency situation, which the employee perceives to require emergency medical treatment, the employee may be given emergency treatment at the medical facility nearest in miles to the location of the incident.

Outpatient emergency services will be considered as having ended at the time of discharge. The pre-certification officer at General Hospital for the purpose of determining if the admission was medically necessary must review inpatient emergency admissions within 24 hours of admission. The emergency shall be considered as having ended at the time the employee is discharged from the hospital. Nurses and physicians at General Hospital will provide all treatments after discharge.

The total amount paid for loss of time from work shall not exceed the full pay said employee would have received for said period at his/her regular rate of pay based on the approved work days for the employee's job class.

Contact Employee Relations at **259-8632** for additional information regarding job related injuries.

Medical and Related Issues

Substitute employees having surgery are required to notify the Substitute Department before the surgery. A doctor's statement must be sent to the Substitute Department releasing the substitute employee to regular work without restrictions prior to returning to work.

As soon as an employee is aware of pregnancy, it is the employee's responsibility to give written notice to the Substitute Department stating the estimated date of delivery and the last date she will be off work. The substitute employee is eligible to return to work after the Substitute Department receives a written statement from the physician releasing the employee to work without restrictions.

Alcohol and Drug-Free Workplace Policy

No employee shall unlawfully manufacture, distribute, dispense, possess or use alcohol or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, on or in the workplace, as defined in Schedules I and V of Section 202 of the Controlled Substance Act (21 U.S.C. 812) and as further defined by regulation 21 CFR 1300.11 through 1300.15.

‘Workplace’ is defined as the site for the performance of work done. That includes any school building or any school premise; any school-owned vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event where students are under the jurisdiction of the school district.

Reporting Arrest or Criminal Citations

As a condition of employment, each employee shall notify his/her supervisor in writing of any arrest, charge or conviction of a misdemeanor or felony. Such notification shall be provided no later than twenty-four hours after such arrest, charge or conviction. If the department head cannot be reached within the specified time frame, an employee must make the report immediately the next workday. As a condition of employment, each employee shall abide by the terms of the school district policy respecting an alcohol and drug-free workplace. Sanctions against employees, including non-renewal, suspension, and termination shall be in accordance with school district regulations and procedures. All notifications of arrest or criminal citations need to be submitted in writing.

Smoking Policy

a) Statement of Purpose

To protect the health of Metropolitan Board of Public Education employees and students by recognizing that smoke-free air shall be a priority.

b) Policy

In order to protect students, staff, visitors, and guests of the schools from an environment that may be harmful to them, the Board of Public Education prohibits smoking by all staff, students, visitors, and guests on all school property, in all school buildings, and in all school vehicles (including schools, offices, warehouses and other facilities, as well as vehicles owned by the Board).

For the purpose of this policy, ‘smoking’ will mean all uses of tobacco (including all ‘smokeless’ and chewing tobacco products), cigars, cigarettes, and pipes.

The Board of Public Education shall provide smoking cessation clinics for all employees.

Sexual Harassment Policy

The Metropolitan Nashville Public Schools Sexual Harassment Policy reaffirms clearly and unequivocally that sexual harassment by and of employees and students of the Metropolitan Public School System is prohibited, and that the policy of the Board of Public Education is to provide an environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication constituting sexual harassment, as defined and prohibited by law and policy.

An employee who feels aggrieved because of sexual harassment, and who feels comfortable doing so should directly inform the person engaging in the harassing conduct or communication that it is unwelcome and offensive and must stop. In the event an individual does not wish to communicate directly with the offending party, or if communication has been ineffectual, the complainant may contact the offending party’s immediate supervisor for counsel and/or assistance. If the complaint is not satisfactorily resolved, please contact the Human Resources Department for further guidelines and complaint procedures. **All instances of harassment should be reported.**

Law Prohibiting Weapons on School Property

Effective July 1, 1982, the Tennessee Code Annotated, title 39, Chapter 49, as amended by the State Legislature, prohibits and makes it unlawful for any person to possess or carry, whether openly or concealed, any weapon in any public school building, bus, campus, grounds, etc. **Such violation is a felony.**

Personal Data

All substitute employees must keep their address, telephone number and any other pertinent data current with the Human Resources Department at all times. The appropriate form for name, address and telephone change may be secured through schools, departments, Human Resources and the Substitute Department. You may also update personal data using the Employee Self-Service Portal.

APPENDIX A

Food Service Substitutes

Qualifications

Food service substitutes are required to complete a food service orientation and adhere to the following dress code while working in the school cafeteria:

- a) A neat, clean white uniform should be worn (pantsuit or dress is acceptable).
- b) A hairnet that covers the entire head must be worn at all times
- c) Comfortable, walking shoes are recommended. (No cloth tennis shoes or sandals).

Principals and/or cafeteria managers have the responsibility to send an employee home for the day without pay that does not adhere to the above regulations.

APPENDIX B

Substitute Teachers

Substitute teachers are those who are assigned to replace full-time employees absent from duty on a given day. Substitute teachers may also be assigned to temporary vacancies until a certified teacher can be employed. While on an assignment, substitute teachers are the ‘teacher of record’ and should follow the same policies and procedures that are established for regular teachers. Please reference the Teacher Handbook online at www.mnps.org for additional teacher policies.

Conditions of Employment

Requirements

All substitute teachers must have at least 60 credit hours or 90 quarter hours of college course work and complete the online substitute assessment through stedi.org if they do not possess a teaching license or have not student taught in MNPS. Substitute teachers are generally not allowed to teach more than twenty (20) consecutive teaching days without a valid Tennessee teaching certificate.

Long-term Assignments

Long-term assignments are those assignments which are lengths of twenty (20) days or longer. A substitute teacher who works in this position will receive the base pay based upon their degree plus the bonus; assuming they work every day within the pay period. Long-term assignments may require substitutes to work longer hours and take on greater responsibility than they normally would substituting on a day to day basis. Long-term assignments do not garner interim teacher pay.

Selection

Substitute teachers will be offered work on a daily basis, as needed, by the automated substitute employee management system (SmartFind).

Substitute teachers for special education and federally funded projects will be provided according to state and federal regulations and budgetary authority.

Assignments

Assignments to schools where a family member may act as a supervisor, should not be accepted. Assignments in classrooms where a family member is a student should also be refused.

Full-time teachers must cancel the job in the computer system no later than one hour before the school start time and notify their principal of intent to return to duty on the afternoon of the school day preceding their return or as early as possible the next morning. **In the event that the teacher returns to work without notifying the computer system and the substitute reports to work also, the teacher loses the amount paid the substitute (Article VI of the Educational Agreement). If the principal insists under such circumstances that the full-time teacher remain, the principal will pay the substitute from local funds at the prevailing rate of pay and status.**

Report to the principal's office at least fifteen, and preferably thirty minutes before school opens. The same condition applies to the end of the school day. Substitutes are to remain fifteen minutes after the school closing time or until the last student in their care is dismissed, whichever occurs last. In the event of a late assignment the substitute teacher has one hour from the time the assignment was accepted to report to the location. Make certain you have the job number. If questioned, those without a job number may not be allowed to remain for an assignment.

Sign-in sheets should be available at each school location. Record your name as it appears on your Social Security Card. Also record the job number, your employee number, the name of the regular teacher for whom service is to be performed and the date and time of arrival. At the end of the day, your departure time must also be recorded.

Before leaving the office to start your day, ask for the teacher's substitute folder, schedule, and extra responsibilities. Determine whether the school schedule will operate normally. Read the notices on the office bulletin board. Check the teacher's mailbox for bulletins, messages or announcements. **Leave all personal mail in the box.**

Do not leave school premises for any reason without prior notification to the school administrator and receipt of their permission. This includes leaving for lunch or during teacher planning. As a substitute teacher, you are not entitled to receive a planning period. The principal may elect to have you work in other areas during your planning and as a substitute employee you must comply. Failure to do so will be considered insubordination and grounds for termination.

Substitutes are expected to remain on assignment for the entire day. This includes those who accept pre-K assignments. Early dismissal of pre-K students does not give substitutes the right to vacate the assignment. Report to the office and offer to assist until the end of the school day. Substitutes are expected to work 7.5 hours if the assignment is for a full day and 3.75 hours if it is for a half day. Below is a breakdown of the half day mark for assignments based upon grade level:

Elementary	11:30 a.m.
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Middle	12:25 p.m.
High	10:30 a.m.
Magnet	11:15 a.m.
Extended Day	11:50 a.m.

*** Please note that these times are estimates. Check SmartFind for correct start and end times of any and all assignments that you accept. ***

Be certain to use plans when they are available. Keep a file of emergency activities that may be used when lesson plans are not available. This file will also be useful to fill the extra minutes that may occur.

Spend the entire time working with and for the students. Maintaining order alone is not sufficient. **The substitute teacher is expected to carry out the work of the regular teacher. No personal work of any kind should be done.**

Be certain that the classroom is left in good order. Use the last five minutes of the day or class period for collecting materials and organizing them for the next day. Have students help pick up litter from the floor. Leave the teacher's desk in good order.

Remain in the classroom until all students have been dismissed. On occasion other duties will need to be completed. Do not leave the building before the scheduled closing time for teachers. A principal has the right to expect both regular and substitute teachers to be on duty.

Written work assigned by the substitute teacher should be corrected and left for the regular teacher. Return supplies, equipment, and other items that have been borrowed to their proper places. **It is mandatory to complete the Substitute Teacher's Report. Leave the Substitute Teacher Report, keys and record books in the principal's office.**

Classroom Management

Control of the classroom is of primary importance. The suggestions that appear below can help you and your students have a pleasant and worthwhile experience.

1. If there is time before the class arrives, review the day's schedule and become familiar with related activities. Standing by the door and greeting students as they enter the room is often helpful. When the class has arrived, introduce yourself and write your name on the board.
2. The use of students' names often prevents problems. If a seating chart is available, use it.

Discipline

Substitute teachers are the ‘teacher of record’ and should follow the same policies and procedures that are established for regular teachers. Board of Public Education Policy regarding discipline procedures states the following:

“A teacher may dismiss by referring to the principal or his designee a pupil from his class when the grossness of the offense, the persistence of the misbehavior or the disruptive effect of the violation makes the continued presence of the student unacceptable. In such cases, the teacher will immediately furnish the principal or his designee with knowledge of the dismissal and, as soon as possible, but not later than the conclusion of that school day, the full particulars of the incident. The teacher shall readmit the pupil upon the written authorization of the principal or his designee.”

Board policy further states:

“Teachers are expected to exert their best efforts and professional judgment to maintain discipline in the school. If fights involving students do occur on school property, a teacher is expected to do what any reasonable person would do under the circumstances. If circumstances warrant and permit, a teacher may use physical restraint to stop the fight. If the teacher is unable to stop the fight, assistance should be requested immediately.”

Remember that no disciplinary action can be taken that will jeopardize the health and/or safety of students or that will be a personal liability to the substitute.

1. Do not administer corporal punishment.
2. Do not strike students with open or closed hand, push, and shake or do anything that may be interpreted as physical assault.
3. Do not put students in any area where they cannot be supervised at all times.
4. Do not cause students to miss lunch.

If disciplinary problems arise which you are unable to manage, the principal or other building administrator assigned to discipline should be contacted immediately for assistance. **Never leave students unsupervised.**

General Regulations - Students

- Students who have been absent with a contagious disease are not to be readmitted to a classroom without permission from the principal’s office.

- No outside agency or person, including the parent, is to question or interview a student except in the presence of the principal of the school. It is the duty of all professional personnel (including substitute teachers) to see that this right of the student is not violated.
- Students are not excused to leave school under any circumstances without prior approval from the principal's office. Students who appear to be ill should be sent to the office immediately, accompanied by another student if necessary. Accidents that involve any of the students that are under your supervision must be reported to the principal immediately.
- Students may not be kept after school without the permission of the principal. Parents must be informed and must approve such action before it is taken. No student who rides the school bus is to be detained.
- No communication may be made with parents without prior permission from the principal.
- Permission from the principal is necessary before field trips are planned.
- Students are to be supervised at all times.
- Substitute teachers do not administer prescription medication to students. Notify the office and allow office personnel to get and administer medication.

General Regulations – Substitute Employees

- It is not permissible for substitute employees to leave the building to which assignment has been made during planning or lunch periods. If an emergency arises, consult the principal.
- Substitute teachers are legally responsible for students, equipment and materials on all assignments. Permission should be obtained from the principal's office before computers, copiers, or other equipment are used.
- **Substitute teachers are expected to remain on duty in classrooms when student teachers are responsible for instruction.** It is further expected that the substitute will assist the student teacher.
- A principal has the right to refuse to allow visitors to interrupt classrooms. Therefore, it is best to discourage visitors from coming to visit during the school day.
- All lunches are to be paid for at the time of purchase.

Some Policy Matters

The following excerpts are from the Board of Public Education policy to ALL teachers (including substitute teachers) in the Metropolitan Public Schools. These items should be observed without exception.

- Be a loyal and cooperative member of the school's faculty;
- Use textbooks, courses of study, and other instructional materials that have been approved by the Board of Public Education;
- Observe all rules and regulations made by the Board of Public Education;
- Refrain from introducing religious and/or political views into the school setting;
- Accompany students from the building to the designated area during fire drills;
- Refrain from advertising or announcing public meetings or entertainment except as authorized by the Board of Public Education through the principal;
- Refrain from speaking profanity while in the classroom or in the presence of students; and
- Refrain from discussing controversial topics except as approved for course study (i.e., sex education, drugs, etc.).

A Word of Caution

Remember, you are a professional. In general, if you dress professionally, you will be treated as a professional. Ties for men are encouraged.

Maintain a professional attitude toward your work. Substitute teachers are expected to observe the same ethical codes as regular teachers.

You are especially cautioned about the following:

- Do not criticize the teacher for whom you are substituting;
- Do not find fault with the schools in which you work and discuss these with other people. Never make uncomplimentary comparisons of schools;

- Do not discuss the grades of children you teach except when it may be complimentary or when you are seeking professional assistance;
- Keep all information about pupils in confidence and never give a list of pupils to anyone except the school principal;
- A friendly, cheerful and cooperative attitude toward both the building personnel and students will help to start the assignment in a positive manner. Your attitude will have a great deal to do with your acceptance by the faculty and by the students;
- Do not use cell phones or classroom phones during instructional time;
- Do not take pictures of any students using any type of camera this includes camera phones;
- Do not show movies or videos that have not been pre-approved by the administration;
- Keep a picture i.d. on your person at all times; preferably your substitute identification badge;
- Do not exchange or share personal information (phone numbers, addresses, email addresses, Facebook data, Myspace data, etc.) with students for any reason; and
- Do not bring family members with you or invite them to visit you while you are on assignment.
- Refrain from using social media to befriend students of any age.