

SUBSTITUTE TEACHER HANDBOOK



Updated May 2020

Ventura Unified School District
255 W. Stanley Avenue, Suite 100
Ventura, CA 93001

For the future of every student

**Ventura Unified School District
Certificated Human Resources**

SUBSTITUTE TEACHER HANDBOOK

Welcome to the Ventura Unified School District

We are delighted that you have chosen to serve the school community in this meaningful way. In order to support you in having a positive and successful teaching experience, **The Substitute Teacher Handbook is required reading.**

VISION STATEMENT

In the Ventura Unified School District, all students will receive an exemplary and balanced education fostering a life-long passion for learning and engagement. We demand excellence of ourselves because our supportive community has entrusted us with their children.

MISSION STATEMENT

The Ventura Unified School District will educate all students in safe, healthy and high performing schools.

We will

Inspire all students to excel academically,
Honor the unique qualities and diverse backgrounds of all students,
Build supportive relationships,
Guide all students to reach their full potential,
Motivate all students to successfully pursue their chosen life paths, and
Engage all students to become responsible and contributing members of society.

DISTRICT GUIDING PRINCIPLES

Every student can learn.
We will make decisions in the best interest of students.
We will value and celebrate diversity, and treat all people with dignity and respect.
We will operate in a fiscally responsible manner.
We will work as a team.
We will maintain a working environment that promotes professional growth and excellence.
We will celebrate and recognize success, creativity and achievement through a variety of indicators.
We will embrace families and community as partners in education.

District Administration

| | |
|------------------------|---|
| Dr. Roger Rice | Superintendent |
| Dr. Danielle Cortes | Assistant Superintendent, Educational Services |
| Dr. Jeff Davis | Assistant Superintendent, Human Resources |
| Betsy George | Assistant Superintendent, Business Services |
| Gina Wolowicz | Director, Elementary Curriculum and Instruction |
| Dr. Greg Bayless | Director, Secondary Curriculum and Instruction and CTE |
| Cynthia Frutos | Director, Student Support Services |
| Marcus Konantz | Executive Director, Special Education |
| Kerry Newlee | Assistant Director, Special Education |
| Dr. Rene Rickard | Director, Assessment, Accountability & Program Evaluation |
| Dr. Soledad Molinar | Director, Multilingual and Multicultural Programs |
| Ann Marie Bidlingmaier | Coordinator, Health Services |
| Eric Reynolds | Director, Risk Management |

Certificated Human Resources Department

Key Contacts for Substitute Teachers

| | | | |
|----------------|--------------------------|-------|--|
| Carmen Delaney | Substitute Coordinator | x1156 | carmen.delaney@venturausd.org |
| Marie Corral | Credential Specialist | x1153 | marie.corral@venturausd.org |
| Trish Shelby | Executive Assistant | x1154 | trish.shelby@venturausd.org |
| Sherry Manley | Human Resources Manager | x1152 | sherry.manley@venturausd.org |
| Dr. Jeff Davis | Assistant Superintendent | x1150 | jeff.davis@venturausd.org |

Character Traits

| | | |
|-----------|----------------|--|
| August | Punctuality | "Means Being On Time" |
| September | Responsibility | "Readily Assuming Obligations and Duties" |
| October | Courtesy | "Consideration for Others" |
| November | Cooperation | "Willingness to Work Together" |
| December | Kindness | "Treatment of Others in Ways that Show You Care" |
| January | Honesty | "Being Truthful, Trustworthy and Upright" |
| February | Respect | "Regard for the Worth of Someone" |
| March | Sportsmanship | "Willingness to Abide by the Rules" |
| April | Punctuality | "Means Being On Time" |
| May | Self-Control | "Means Learning to Restrain Your Impulses" |

Ventura Unified School District

Certificated Human Resources

SUBSTITUTE TEACHER HANDBOOK

INDEX

| | |
|--|--------------|
| JOB DESCRIPTION – Substitute Teacher | Page 4 - 5 |
| EMPLOYMENT POLICIES AND PROCEDURES | Page 6 |
| • General Statement | Page 6 |
| • Questions | Page 6 |
| • Credential and Permit Requirements | Page 6 |
| • Fingerprinting | Page 6 |
| • Application Process | Page 6 |
| • Employment Status | Page 6 |
| • Accepting Assignments | Page 7 |
| • Salary Information | Page 7 - 8 |
| • Minimum Day | Page 8 |
| • “Banking Time” Day | Page 8 |
| • Long-term Substitute Pay/Responsibilities | Page 8 - 9 |
| • Accounting for Time and Requesting Payment | Page 9 |
| • Submission of Time Sheets | Page 9 |
| • Retirement | Page 9 |
| • Observations | Page 9 |
| • Dismissal of Substitutes | Page 9 |
| ASSIGNMENTS, RESPONSIBILITIES AND PROCEDURES | Page 10 |
| • Substitutes’ Preparation | Page 10 |
| • Day’s Assignment | Page 10 |
| • How to Cancel a Previously Accepted Assignment | Page 10 |
| • Terminating the Assignment | Page 10 |
| • Legal Responsibilities | Page 10 - 11 |
| • Appropriate Behavior and Attire | Page 11 |
| SUGGESTIONS FOR A SUCCESSFUL TEACHING EXPERIENCE | Page 12 |
| • Methods and Practices | Page 12 |
| • What Principals Expect of You | Page 12 |
| • What Substitutes Expect of Principals | Page 13 |
| • What Teachers Expect of Substitutes | Page 13 |
| • What Substitute Teachers Expect of Teachers | Page 13 |
| TIPS FROM THE CERTIFICATED HUMAN RESOURCES STAFF | Page 14 - 15 |
| DISCIPLINING STUDENTS | Page 15 - 16 |
| EMERGENCY PROCEDURES | Page 17 |
| • Disaster Preparedness | Page 17 |
| • School Health Programs/Services | Page 18 |
| • Healthy Lifestyle | Page 19 |
| UNIFORM COMPLAINT AND HARASSMENT PROCEDURE | Page 20 |
| APPENDIX INDEX | Page 21 |

Ventura Unified School District

Certificated Human Resources

Job Description

Title:

Substitute Teacher - Grades Kindergarten – 12

Basic Functions:

Provides large and small group instruction in all subjects during the regular teacher's absence; develops classroom lesson plans or follows lesson plans provided by teacher to maintain continuity in learning environment; may be asked to grade papers, correct assignments and check homework depending upon the length of the assignment; performs other related duties as assigned, including playground supervision, passing duty, and/or other additional classroom support as assigned by the school principal.

Knowledge Of:

Principles, theories, methods, techniques, and strategies pertaining to teaching and instruction of school aged students; growth and development and behavior characteristics of adolescents; educational standards and instructional goals and objectives, effective classroom management techniques, including positive reinforcement and conflict resolution strategies; diverse student background and needs.

Supervision:

Reports to building principal or office manager. May supervise paraeducators and/or other classified personnel.

Physical Characteristics:

- Speak clearly
- See to read
- Bend, stoop, reach and lift to perform tasks

Working Conditions:

Classroom environment

Minimum Qualifications

Teacher applicants must hold the appropriate California credential or valid Emergency 30-Day Substitute Teaching Permit based on a baccalaureate degree and CBEST (California Basic Educational Skills Test).

Representative Duties:

1. Follow lesson plans provided by teacher to maintain continuity or develop instructional plans if not provided.
2. Establishes and maintains standards of student behavior needed to provide a productive learning environment.
3. Instructs pupils in citizenship, basic communication skills, study skills and other elements of the course of study specified by VUSD.

4. Instructs pupils in proper care and use of materials, equipment, and tools to prevent loss or abuse, and to minimize time required for distribution and collection, dependent upon size and facility available.
5. Be prepared to accept the duties of the regular classroom teacher for campus or cafeteria supervision.
6. Coordinates work with teacher assistants, volunteers, and paraprofessionals where applicable.
7. Report concerns about the safety or welfare of a student to office staff/principal as soon as possible.
8. Review class roll several times during the day to make certain that all students are accounted for.
9. Be on duty at least one-half hour before assignment begins until one-half hour after class is dismissed.
10. Write a summary about how the day went and be sure to leave the classroom in an organized condition.
11. For long-term substitute assignments, please refer to the job description for the particular grade level or subject assignment.

The VUSD Governing Board is committed to equal opportunity for all individuals in education. District programs, activities, and employment shall be free from discrimination based on sex, race, color, religion, national origin, ancestry, ethnic group, sexual orientation, marital or parental status, physical or mental disability, section 504 disability or any other unlawful consideration. The Board shall promote programs which ensure that discriminatory practices are eliminated in all district activities (BP 0410).

Important Information Regarding Substitute Employment Policies and Procedures

Substitute Teachers are an important and necessary part of the school staff. When regular Contract Teachers are absent, the Substitute Teacher must be able to carry on the classroom instructional program with as much continuity as possible. Therefore, Substitute Teachers will be selected with the same thoughtfulness as all other VUSD staff members. Our goal is to maintain high professional standards and full support of Substitute Teachers because they play an integral role in the schooling of students.

GENERAL STATEMENT

Questions regarding certification, employment, fingerprinting and retirement may be directed to the Certificated Human Resources Department (641-5000 x1156).

QUESTIONS

State law requires that all teachers possess valid California credentials or permits. Upon hire, Emergency 30-Day Substitute Teaching Permits are processed through the VUSD Certificated Human Resources Department. Substitute Permits are valid for one calendar year. It is your responsibility to keep your credential/permit up-to-date and provide Certificated HR a copy once renewed. Credentials and permits are renewed directly through the State by going to www.ctc.ca.gov.

CREDENTIAL AND PERMIT REQUIREMENTS

State law requires all new (and some returning) school employees to be fingerprinted through the hiring district prior to beginning of service. Fingerprinting paperwork is available through the Certificated Human Resources Department. Fingerprinting services are performed at various Ventura County locations.

FINGERPRINTING

The substitute application is available exclusively on www.edjoin.org. All substitute applicants will be subject to a paper screening and interview process.

APPLICATION PROCESS

Qualified substitute candidates will be supplied with the remaining application material for employment, request for Livescan, etc. Upon verification of fingerprint clearance, and completion of the application packet, the applicant will contact the Substitute Coordinator (641-5000 x1156) to schedule a time to submit the completed paperwork. During the hiring orientation, you will learn how to use the district's automated SmartFindExpress, and clarify any other questions or concerns related to your substitute employment. More information about SmartFindExpress is included at the back of this handbook (see Appendix A).

When it is necessary to replace a teacher for a period in excess of fifteen (15) consecutive working days, the fully credentialed Substitute Teacher will be placed accordingly to the long-term substitute rates established by the Board of Education (see Appendix C for currently approved Substitute Salary Schedule).

EMPLOYMENT STATUS

Long-term substitute assignments lasting longer than 30 days require appropriate credentialing qualifications for the particular assignment. In order to determine if a Substitute Teacher qualifies for a long-term assignment, the Certificated Human Resources Department must have copies of all credentials held and a complete set of college transcripts (both upper and lower division course work) on file.

**ACCEPTING
ASSIGNMENTS**

You may receive a call from SmartFindExpress offering you a job already in progress or a job that is scheduled to start in just minutes. Please do not be hesitant in accepting these jobs. If SmartFindExpress is calling you, then the job is there and **NEEDS** to be filled. SmartFindExpress keeps a complete record of when absences are called in, when calls are made to substitutes and when substitutes accept jobs. You will not be penalized for arriving late to a job **WHEN** your tardiness is due to a late call from SmartFindExpress.

Please remember that job numbers are **mandatory** for substitute assignments. If you enter a classroom before obtaining a job number, you risk not being paid for the assignment. SmartFindExpress will always provide you with a job number for every assignment it offers you. If a teacher prearranges a substitute assignment with you, ask that teacher to call you back with the job number, as SmartFindExpress does not make calls for prearranged jobs. If the teacher fails to call you with the job number (or just to insure that the job has actually been assigned to you), you can call or log on to SmartFindExpress and retrieve the information yourself. When calling the system, enter your Access ID and PIN number, select option number 5 – “Review or Cancel an Assignment.” SmartFindExpress will proceed to play all future jobs (job numbers included) to which you are already assigned. Or log-on to the website and access the Substitute menu to review assignments. **REMEMBER, NO JOB NUMBER=NO PAY!**

Your PIN number is for your use only. It should not be given out to anyone. Your PIN number is not the identification number that teachers need to request you for assignments. Your identification number for assignment purposes is your Access ID (your 7-digit telephone number). If you are in a situation where you have the same telephone as another Ventura Unified Substitute Teacher, then one of you will have a modified identification number which will be the telephone number plus an additional zero at the end.

Finally, the “Do Not Disturb” feature of SmartFindExpress allows you to place yourself on “snooze” for a length of time up to 24 hours. SmartFindExpress will not call you during the segment of time you specify. You can only activate the “Do Not Disturb” feature when the system is calling you. You cannot activate it by calling in to SmartFindExpress yourself.

The Ventura Unified School District Board of Education establishes the Substitute Teacher pay schedule (see Appendix C – Substitute Salary Schedule for currently approved rates).

**SALARY –
FULL DAY**

In order to provide equitable pay for partial-day assignments at the several levels of education, the following pay schedule shall be applied:

**SALARY –
PARTIAL DAY**

Elementary: When the assignment is at the elementary level (K-5) and is for a period of the day **before your assignment’s lunch break** (or any fraction thereof), the Substitute Teacher will be paid 60% of the established Substitute Teacher daily rate.

When the assignment is for a period of the day **following the assignment’s lunch break** (or any fraction thereof), the Substitute Teacher will be paid 50% of the established Substitute Teacher daily rate.

Those assigned to a **Kindergarten** position and who are required to work only a **partial-day** will be paid **60%** of the established Substitute Teacher daily rate.

**SALARY –
PARTIAL DAY
Cont.**

Those assigned to an **Extended-Day/Full-Day Kindergarten** position and who are required to work a **full day** will be paid **100%** of the established Substitute Teacher daily rate. In order to receive the full day of pay, **the Substitute Teacher is required to work the entire day performing school-related work until the regular work day ends. If the Substitute Teacher does not remain for the entire day, they will only be paid the Extended-Day Rate of 65% or 75% depending upon student dismissal (see Appendix C – Substitute Salary Schedule for currently approved rates).**

Middle School: When the assignment is at the middle school level and is for a partial day, the Substitute Teacher will be paid a per period rate, computed at 45/60 of the current district hourly rate as established by the Board of Education. Payment shall be a two period minimum and shall not exceed the established Substitute Teacher daily rate.

High School: When the assignment is at the high school level and is for a partial day, the Substitute Teacher will be paid a per period rate, computed at 55/60 of the current district hourly rate as established by the Board of Education. Payment shall be a two period minimum and shall not exceed the established Substitute Teacher daily rate.

Those assigned to work on a school or district declared **minimum day** will receive the full substitute daily rate of pay. **Minimum days may include end of quarter, end of semester, end of year, parent conferences, etc.** The principal may elect to have the Substitute Teacher stay to perform school-related work until the regular workday would normally end.

**MINIMUM
DAY**

On a school declared **“banking time” day**, the following Substitute Rate will apply:
Elementary School:

**“BANKING
TIME” DAY**

- If students are released before 12:00 pm, Substitutes will receive 65% of the established Daily Substitute Rate.
- If students are released after 12:00 pm, Substitutes will receive 75% of the established Daily Substitute Rate.

Middle School:

- Substitutes will receive 80% of the established Daily Substitute Rate.
- Substitutes will receive 80% of the Period Substitute Rate for each period on a banking day if they work 4 periods or less.
- **At this time, all middle schools have a “banking time” day on Fridays.**

A Substitute Teacher position becomes long-term on the 16th consecutive day of the assignment. Substitute Teachers serving in long-term assignments will be paid according to the currently approved Substitute Salary Schedule (see Appendix C – Substitute Salary Schedule for currently approved rates).

**LONG-TERM
SUBSTITUTE
PAY/
RESPONSIBILITIES**

Substitute Teachers serving in long-term assignments are the teacher of record for the time period they are working the assignment. Long-term substitute teachers will devote 40 hours each week (prorated for partial assignments) to teaching and related activities. In addition to time spent in the classroom, the

normal work load includes the participation, as needed, in the following activities for which the long-term substitute will not receive added remuneration: school staff meetings; parent conferences; district level meetings, occurring at the end of the instructional day, which will not exceed 90 minutes; special help to students; back-to-school nights; student supervision; and other professional meetings for which the long-term substitute may volunteer. A long-term substitute is expected to provide the same services as a teacher.

When a Substitute Teacher reports for the first assignment in a calendar month, the school site will issue a Substitute Teacher Time Sheet. The time sheet is retained by the Substitute Teacher and is presented at each assignment for the entire month.

**ACCOUNTING
FOR TIME AND
REQUESTING
PAYMENT**

For payroll purposes, the work month for Substitute Teacher is from the first working day of the month through the last working day of the same month. **Pay warrants will be issued on the last working day of the *following* month.**

The reporting dates are absolute. **Time sheets must be received** by the Payroll Office at 255 W. Stanley Ave, Suite 100, Ventura, CA 93001 **by noon on the fifth day of the month** in order for payment to be made on the last working day of that same month.

**SUBMISSION OF
TIME SHEETS**

Substitute Teachers are encouraged to join the State Teachers' Retirement System (STRS) on the first day of service. Membership forms are included in the employment/payroll packet presented to new Substitute Teachers. This election to join is irrevocable unless one resigns from the district and requests a refund from STRS.

RETIREMENT

If a Substitute Teacher does not elect to join on the first day of service, he/she automatically becomes a member after completing 100 work-days in any one school year.

All personnel employed by the Ventura Unified School District have periodic observations. The performance of the Substitute Teacher will be observed by the principals of the schools at which they serve or other school site staff.

OBSERVATIONS

Governing boards of school districts may dismiss substitute employees at any time at the discretion of the Board of Education (Enacted by Stats. 1976, Ch. 1010.) Education Code – EC 44953(a). In an effort to maintain a balanced substitute pool, we monitor our substitutes regularly and deactivate non-contributory substitutes as needed to alleviate unnecessary calling of substitutes. Substitutes that do not work within a span of three consecutive months and/or have a high volume of unanswered/unaccepted assignment calls will be deactivated and removed from the system. If you plan to be unavailable for any extended period of time, please notify our office to prevent removal from the substitute list.

**DISMISSAL OF
SUBSTITUTES**

Assignments, Responsibilities and Procedures

In order to prepare for assignments, Substitute Teachers are encouraged to familiarize themselves with the locations of the various schools. Visits to observe classroom routines, methods, and materials may be arranged through the school sites.

SUBSTITUTES' PREPARATION

Substitute Teachers are expected to be on duty **at least one-half hour before school begins until one-half hour after the class is dismissed**. They should be prepared to accept the duties of the regular teacher for the classroom day and for campus or cafeteria supervision. Substitute Teachers should make sure the room is in order, papers are corrected, assignments for the next day are prepared and other duties as assigned by the Principal are completed before leaving.

DAY'S ASSIGNMENT

If a Substitute Teacher is not able to cover a previously accepted assignment, he/she **must call or log-on to the automated Substitute System (SmartFindExpress)** to cancel the assignment at the **earliest possible time** so that other arrangements can be made. SmartFindExpress is available 24 hours a day, 7 days a week.

HOW TO CANCEL A PREVIOUSLY ACCEPTED ASSIGNMENT

SmartFindExpress does not accept cancellations within **90 minutes** of the start time. **If you must cancel with less than 90 minutes before the start time, call the Substitute Coordinator immediately at 641-5000 x1156.**

At the end of the day, the Substitute Teacher will inquire at the school office to determine whether their service will be needed the following school day. If not, classroom keys must be turned in.

TERMINATING THE ASSIGNMENT

If the Substitute Teacher is not returning, the timesheet should be signed by the Principal and returned to the Substitute Teacher. This timesheet is to be carried by the Substitute Teacher to the next assignment(s) until the timesheet is filled or to the end of the pay period, whichever comes first.

It is the responsibility of the Substitute Teacher to deliver the timesheet to the Payroll Department (255 W. Stanley Avenue, Suite 100, Ventura, CA 93001) by noon on the fifth day of the following month so that payment can be processed in a timely manner.

- Review the class roll several times during the day to make certain that all students are accounted for.
- A class should not be left unsupervised at any time. If you think it is an emergency situation, ask the teacher in a nearby classroom to help you and/or supervise the students.
- Be certain to cover campus supervisor duty schedules as specified for the regular teacher.
- A student should not be released to anyone except an adult listed on the emergency card. At the elementary level, the Office Manager or Principal will typically inform you about an early release. A call slip will be sent at the secondary level. The student should be released to the office where they will be signed out by the adult.

LEGAL RESPONSIBILITIES

**Assignments, Responsibilities and Procedures
Continued**

**LEGAL
RESPONSIBILITIES
Cont.**

- If you have any concern about the safety or welfare of a student, you are expected to alert office staff/principal as soon as possible. There is zero tolerance of harassment, insults, abuse, threats or assaults.
- If anyone harasses or threatens you, a student, or other staff member, you are expected to report this type of incident to office staff/Principal or Certificated Human Resources as soon as possible.
- There is a "No Use" policy (Tobacco, Alcohol, Drugs) in all VUSD schools.
- Review the district's Wellness Policy (posted online) regarding food distribution and concern for food allergies and/or other dietary restrictions. Please do not allow any food items not prepared by food services to be given to children while you are acting as the Substitute Teacher. If you have any concerns, please contact the school office manager or principal and direct the parent/guardian to that person.
- Substitute Teachers may not use the computerized student record keeping system. The Principal/office staff should provide you with a "paper roster" for taking student attendance.

Substitute Teachers are expected to behave and dress in a professional manner. All school staff set an example for students, including Substitute Teachers. Substitute Teachers are accountable for professional standards. Inappropriate behavior and/or attire will be reported and may result in termination from services. Cell phone usage and texting during class time is unprofessional and prohibited. Maintain professional and appropriate boundaries with all students at all times. Please use common sense and good judgment in your appearance and deportment when you are at work.

**APPROPRIATE
BEHAVIOR
AND ATTIRE**

SUGGESTIONS FOR A SUCCESSFUL TEACHING EXPERIENCE

METHODS AND PRACTICES

- Avoid delay in beginning the day's assignment.
- Write directions or lesson plans neatly on the board. This will be a great way to establish and communicate an organized plan of the day's work.
- Tell the class something about yourself: what and where you have taught. Participate in the sharing of current events and news.
- Take firm control of the class from the beginning.
- Clear and definite directions for study, for distributing and collecting papers, and for entering and leaving the room are helpful and necessary to maintain an orderly classroom environment.
- Sound work habits should be stressed and general classroom control maintained so that continuity in learning will take place. You may want to make reference to the Character Trait of the Month (see Page 2).
- Positive attitudes, consistency, fairness, encouragement and patience are far more effective than a negative, critical approach in working with students.
- Have a positive, enthusiastic attitude toward the assignment.
- Expect respect and cooperation; be respectful of students' opinions.
- Physical punishment, sarcasm, ridicule or hasty actions are not appropriate methods of pupil control. If you need assistance, please share your concerns and request help.
- Physical conditions in a room sometimes affect behavior. Monitor ventilation, temperature and lighting and report your concerns to office staff.
- Do not be critical of the regular teacher's procedures or program.
- **Remember:** You are the teacher for the length of your assignment. We sincerely hope your experience is an enjoyable and successful one.

WHAT PRINCIPALS EXPECT OF YOU

- Report to the school office punctually.
- Check the day's schedule for assignments. Be sure to know and cover your campus supervision assignment.
- Check the regular teacher's mailbox for assignments.
- Ask questions and seek assistance as needed.
- Report at the end of the day to inquire if your services are needed the following day.
- Become familiar with the course of study, policies and general plan of the school district. Do not bring videos from home to supplement classroom materials. Any variation from the lesson plan should be carefully considered. Talk with the Principal if you need clarification or have any concerns.

| | |
|---|--|
| <ul style="list-style-type: none"> • To be made aware of changes in routines, programs or special responsibilities. • To be told if I have a campus supervision assignment. • Help in anticipating problems and preparation for handling special discipline cases. • Informed about whom to contact for help or assistance. • Shown where the staff bathroom, workroom and lounge are located. • Informed about how to obtain materials, supplies or equipment. | WHAT SUBSTITUTES EXPECT OF PRINCIPALS |
| <ul style="list-style-type: none"> • Implement the lesson plan and maintain classroom control. • Keep copies of notices and bulletins received (leave this material in the Teacher's Plan Book). • Leave a written summary of work done, assignments completed or special problems that occurred. • If another teacher has made a presentation, leave a brief overview. | WHAT TEACHERS EXPECT OF SUBSTITUTES |
| <ul style="list-style-type: none"> • The daily schedule. • Notification of supervision responsibilities. • A well-outlined plan for the day with all necessary teaching materials. • Name of pupils who can be relied upon. • A seating chart with first and last names of students. • Names of pupils with special needs or concerns - especially students who may have chronic adjustment concerns or are medically fragile. • Names of pupils who go to pull-out classes or services. • Reading groups and schedule of work. • Teacher's Manuals and Guides. • Accessibility to the school's emergency plan, fire, earthquake, lockdown, etc. Classrooms should be equipped with a "safe wall" regarding emergency information and procedures. | WHAT SUBSTITUTES EXPECT OF TEACHERS |

TIPS FROM THE CERTIFICATED HUMAN RESOURCES STAFF

1. **The primary responsibility of every VUSD employee is to provide the best educational opportunities for students.** Whether you are a teacher or a substitute, an aide or the school secretary, a district administrator or a school custodian, it's all about the kids.
2. **Working as a Substitute Teacher can be a great steppingstone to employment as a regular teacher.** Principals often ask Certificated Human Resources office employees to recommend applicants for positions. We are very pleased to recommend those about whom we have heard good reports and with whom we have experienced a good working relationship.
3. **A unique Job Number is given to each and every substitute assignment within the district. Any time you accept a job via SmartFindExpress, the system will give you this Job Number.** You must take the Job Number with you to the school site at which you will be working, and record it on your time sheet. If you accept a job directly from a teacher, SmartFindExpress will not call you about the job. In these instances, you should ask the teacher to provide you with the job number after he/she reports the absence to SmartFindExpress. To insure that the job has actually been assigned to you, you can call or log on to SmartFindExpress and retrieve the information. Remember: **NO JOB NUMBER = NO PAY.**
4. **Do not accept a long-term substitute assignment (any job longer than 15 school days) directly from a teacher or school office.** Doing so could cause problems with your paycheck. All long-term assignments must be coordinated through the Certificated Human Resources Department.
5. **Ideally, the substitute should arrive at the assignment in time to:**
 - Inquire in the office about room keys, duty schedules, and materials in the teacher's mailbox, location of facilities and special events that may be taking place that day.
 - Become familiar with whatever plans the teacher has prepared, equipment that may be required and the physical facilities of the classroom.
6. **Ideally, the teacher will have left:**
 - Lesson plans giving all necessary information to implement the plan.
 - Classroom procedures and routines that he/she wants you to implement.
 - A method for identifying the students in the class.
 - Lists of students with special needs.
 - Lists of students who leave the room for various reasons.
 - Names of students who have special classroom assignments.
 - A note outlining any special work he/she might **not** want the Substitute Teacher to do.

7. Generally, most regular teachers want their substitutes to:

- Carry out the plans that have been left without too much deviation.
- Maintain classroom order and control.
- Correct the papers students have turned in that day.
- Leave the room in organized condition.
- Leave a written summary about how the day went.

8. Having one or two activities of your own can mean the difference between a bad day and a good one. Conversations in the teacher's lounge can provide ideas for future use on those days when the teacher for whom you are substituting has not left sufficient work for the whole day.

9. Maintain a professional attitude. As a Substitute Teacher, you are a member of the staff while you have the assignment.

DISCIPLINING STUDENTS

School rules and procedures are developed and enforced in accordance with California Education Codes 35291.5 and 48900. School rules establish a standard of conduct that promotes a safe, orderly and positive school environment.

STUDENTS, PARENTS, TEACHERS, AND STAFF have the following rights and responsibilities regarding student discipline (E.C. 35291, 35291.5, 35291.7, 48900 et. Al., 48915 and VUSD Board Policy 5131-5132).

PARENTS may participate and give advice in the formation of school rules and procedures and receive a written copy. They may appeal the discipline by a teacher or administrator by contacting the person's supervisor. They may request or be required to attend conferences regarding the discipline of their children; be required to spend a portion of the day in an unruly child's classroom; accept liability for willful conduct of their children which results in injury to another pupil or to school district personnel; assume liability (up to \$10,000.00) for damage to school property caused by their child's willful misconduct (E.C. 48900.1).

STUDENTS must obey all school regulations and classroom rules while at school, school activities, and on their way to and from school and school activities; treat others with respect; be diligent in their studies; be respectful to teachers and others in authority; and refrain from the use of profane and vulgar language (Title V. California Code of Regulations §300). Students must not visit other

school campuses while in session unless a school official has given prior permission. Students must also remain on campus once they have arrived and follow the rules regarding leaving campus.

The Governing Board, pursuant to E.C. 44808.5, permits 11th and 12th grade pupils to leave school grounds during the lunch period, however, students are still subject to disciplinary action for any violation of school rules while away from campus.

DRESS CODE District policy prohibits the wearing of "gang-related clothing" or clothing that is unsafe either for the student or those around the student, or disruption of school operations and the educational process in general (E.C. 35183).

LASER POINTERS Possession of a laser pointer by any student on any school campus is prohibited (Penal Code 417.17).

ALL STUDENTS, STAFF AND PARENTS have the right to be free from any hate crime which includes, but is not limited to, abusive statements or behavior which degrades an individual on the basis of race, ethnicity, culture, heritage, gender, sexuality, physical or mental attributes, religious beliefs and practices.

TEACHERS, STAFF AND OFFICIALS shall hold pupils to a strict account for their conduct on the way to and from school, on the playground, or during recess (E. C. 44807); must fairly and equitably enforce the written policies of the school district; may withhold grades, diplomas or transcripts of the pupil responsible for damage or loss of property until such damages are paid or until completion of a voluntary work program in lieu of payment of monetary damages; may suspend students from school and/or recommend transfer to another school or alternative school or recommend expulsion; and **must recommend expulsion from all district programs when a student is found to have:**

- Caused serious physical injury to another person, except in self-defense;
- Possessed/sold any firearm, knife, or explosive, or any weapon or other dangerous objects (including pocket knives of **ALL** sizes. **NO KNIVES OF ANY KIND!**);
- Sold alcohol or other controlled substances/drugs;
- Committed robbery or extortion;
- Committed an assault or battery upon any school employee;
- Committed or attempted to commit a sexual assault or sexual battery.

Students may be represented by legal counsel or by a non-attorney advisor in school expulsion proceedings (E.C. 48918).

EMERGENCY PROCEDURES

Important safety notices:

- **Insults and abuses** directed at school employees will not be tolerated and are illegal. Violations will be reported to law enforcement officials and perpetrators may be arrested/prosecuted.
- **Traffic safety** around VUSD school sites continues to be a concern. We expect parents, staff and students to comply with related laws and regulations (including school parking regulations). Please drive or ride cautiously and carefully. Violations will be reported and citations will be issued.
- **Visitors to school campuses** (including parents and guardians) must receive permission and obtain a Visitor's Pass from the Principal's Office. Violations will be subject to the notice and reporting procedures for campus intruders (P. C. 601, P. C. 653 [g]).
- **Motor vehicle searches** are conducted when there is reasonable suspicion school rules have been violated. Be reminded and aware that students are subject to suspension and expulsion proceedings for having dangerous, illegal, and/or inappropriate objects, material, or substances in their car.
- **Random canine search** procedures are conducted on and around VUSD School campuses.
- **Students who violate school rules** may also be cited and arrested. Parents will be notified, as soon as reasonably possible, if their child is removed from school grounds by police.

DISASTER PREPAREDNESS

- **DUCK & COVER & HOLD ON.** Protect head and face. Get under desk or table and stay there until the shaking stops.
- **REMAIN CALM.** Reassure others.
- **IF INSIDE, STAY THERE.** If outside, stay there.
- **PUT ON STURDY SHOES.**
- **USE A FLASHLIGHT.** Do not light a match or turn on a light switch.
- **CHECK FOR INJURIES.** Use phone book for basic instructions.
- **TURN ON PORTABLE RADIO** for emergency bulletins.
- **FAMILIARIZE YOURSELF** with the school site emergency response plan, procedures and responsibilities. Substitute Teachers, like all school staff, are automatically disaster relief workers until relieved of these duties by the Principal or designee. Classrooms should be equipped with a "safe wall" regarding emergency information and procedures.

VENTURA UNIFIED SCHOOL DISTRICT SCHOOL HEALTH PROGRAMS/SERVICES – An Overview

The district employs nine school nurses that are assigned to multiple programs and schools. Three of the nine school nurses are employed part-time. Every school has a health technician/assistant assigned for a block of time during the school day. The health technician/assistant works in a collaborative partnership with the school nurse and is aware of the school nurse's school schedule. The school nurse is accessible by cell phone or a message may be left with the health technician/assistant.

School nurses are the district's only licensed health care professionals. They conduct and monitor the mandated health screenings; are responsible to interpret medical findings; consult with parent/guardian and medical practitioners regarding student health issues; maintain health records to support student health needs; and support student in learning to their potential. School health screenings include vision, hearing, spinal and dental. The school nurses monitor the school health service delivery to ensure a safe and healthy experience for all students. Under the leadership of the school nurse, the health technician/assistants are instrumental in providing quality first aid and ongoing follow-up for health relation situations.

When Caring For the Ill or Injured Student

Emergency Care: When the airway, breathing, or circulation is impaired or compromised, **CALL 911** (Emergency Medical Support). Monitor for CPR and access the health office staff.

Universal Precautions: Always use disposable gloves or a barrier when dealing with any body fluid. Hand washing is the single most effective way to prevent the spread of infection. A First Aid Exposure Kit has been provided by the Office of Risk Management for every classroom to assist with containment of body fluids and protection. Once the containment material is placed in the "kits" red biohazard contaminated waste disposal bag, the red bag is placed in a regular trash bag and disposed of as regular trash.

Some Conditions or Situations that Warrant a Referral to the Health Office

- **Illness** – Student's not feeling well, vomiting, fever, repetitive cough, or suspicious health condition.
- **First aid** – Superficial skin injuries may be taken care of in the class by cleaning with soap and running water. Students with puncture wounds need to be sent to the health office for evaluation, cleaning and bandaging.
- **Suspected sprain or fracture**
- **Burn**
- **Fainting or feeling faint**
- **Head injury**

Did You Know?

1. Students are not allowed to take medication during school hours unless the school district procedure is followed.
2. Confidential and concise known student health concerns are posted on the Parent and Teacher Connection. Contact the health office staff for consultation.
3. Schools establish a mechanism to inform a substitute teacher of pertinent health concerns.

Please contact the Health Programs/Services office at the Education Service Center for additional information.

Healthy Lifestyle

Ventura Unified School District Health Programs & Risk Management

INFECTIOUS DISEASE CONTROL

VUSD Health

Programs/Services and Risk Management would like to remind you about Senate Bill 2192 and CAL/OSHA Title 8 CCR 5193.

School districts are required to notify employees annually about appropriate methods to prevent exposure to HIV/AIDS and Hepatitis B infections. The Hepatitis B Vaccine is available to positions that have been identified as having a greater likelihood of being exposed to bloodborne pathogens. The district school nurse staff provide "refresher" employee training each year.

Our school district has implemented a Bloodborne Pathogen Exposure Plan. To inquire about the plan or to obtain support should a bloodborne exposure occur, contact our Risk Manager, Eric Reynolds, at the Education Service Center, ext. 1241



Also, feel free to contact your site school nurse or Nancy Maxson, Coordinator, Health Services Programs at the Education Service Center, ext. 1135

REMEMBER: *If it is wet or dry and not yours - DO NOT TOUCH IT!!*

YOU HAVE A HAND IN THIS

Hand Washing



Washing your hands is the single most important step in preventing the spread of infection.

Hand washing also keeps you from transferring contamination to other areas of your body and/or the environment.

If infectious material gets on your hands, the sooner you wash it off, the less chance you have in becoming infected.



Effective hand washing is the KEY!!

- Lather hands with soap and water
- Vigorously rub together all surface of lathered hands for 10-15 seconds
- Rinse hands thoroughly under a stream of water
- Dry hands completely with a clean, dry paper towel
- **Reminder: WASH**
 - ✓ Before eating, drinking, or handling contact lenses
 - ✓ And after eating, coughing, sneezing, and using the toilet

Please encourage your students to wash their hands at the appropriate times during a school day!! When this activity is consistently encouraged in the school setting, research indicates a decrease in absences resulting from illness.



**Healthy Children Do Learn Better
In Safe, High-Performing Schools!!**

UNIFORM COMPLAINT & HARASSMENT PROCEDURES

COMPLAINTS ABOUT PROGRAMS, EMPLOYEES, OR PROCEDURES. The Ventura Unified School District has a uniform complaint process which is followed when parents/guardians or students or staff have complaints against an employee, the district, programs, materials, facilities, special education programs or any program or policy. A copy of the complaint policy is available at each school site, as well as in the Superintendent's office. To make a complaint, we recommend that you first work with the employee or principal/manager of the program. The principal/manager is responsible for processing complaints. If you are not satisfied, please ask the principal/manager for a description of the complaint procedure. It is the policy of the district that no person suffers any form of retaliation as a result of making a complaint. Civil law remedies may be available, as well as remedies through the complaint procedure (E.C. 40, Title V California Code of Regulations § 4600 through 4671).

Complainants have the right to legal counsel. For free to low-cost legal services, contact:

Channel Counties Legal Services
(Legal Aid Association)
132 South "A" Street
Oxnard, CA 93030
805-487-6531

or

Protection and Advocacy, Inc.
221 E. Glenoaks Blvd, Suite 220
Glendale, CA 91207
Toll Free: 1-800-776-5746

STUDENT HARASSMENT POLICY. Harassment Rule – Harassing others because of their race, national origin, gender, sexual orientation, religion, or disability is against the law and will not be tolerated. Any of the following behaviors aimed at people because of their race, national origin, gender, sexual orientation, religion, or disability shall be grounds for discipline:

- a) Slurs, epithets, insults, jokes, or derogatory comments.
- b) Verbal or physical abuse of a person, intimidation (physical, verbal or psychological), impeding or blocking movement of a person.
- c) Negative or insulting gestures.
- d) Unwanted sexual advances, offering employment or educational benefits in exchange for sexual favors, threatening or making reprisals after a negative response to a request for sexual favors, sexual leering, displaying sexually suggestive objects or pictures, unwelcome sexual touching or comments, or using sexually degrading words to describe an individual.

REPORTING HARASSMENT. If you are the victim of harassment at school or a school related activity, immediately report the harassment to an assistant principal or the principal at your school. Reporting harassment helps everyone to have a better and safer school environment.

Harassment complaints may also be made to the District's Non-Discrimination and Title IX Coordinator, Anthony Ramos, General Counsel, Ventura Unified School District, 255 W. Stanley Avenue, Suite 100, Ventura, California 93001 (641-5000 x1012).

PROTECTION. If you report harassment, you will be protected from retaliation (Board Policies 4119.11, 5145.3 and 5145.7).

APPENDIX

| | |
|------------------|---|
| Appendix A | SmartFindExpress Registration and Tips |
| Appendix B | California Standards for the Teaching Profession (CSTP) |
| Appendix C | Substitute Teacher's Salary Schedule |
| Appendix D | School Site Map and Directory |
| Appendix E | Staff Acceptable Use Policy - Technology |
| Appendix F | Healthy Workplace/Healthy Families Act of 2014 |
| Appendix G | Voluntary Active Assailant Training – RECOMMENDED |
| Appendix H | Preventing the Spread of Bloodborne Pathogens |
| Appendix I | Procedures to Report Industrial Injuries |
| Appendix J | New Health Insurance Marketplace Coverage Options |
| Appendix K | Substitute Teacher Handbook – Signature Page/Disclaimer |

Ventura Unified School District
SmartFindExpress
653-7868
www.venturausd.org

Access ID: _____
 Your 7-digit telephone number

PIN number: _____
 Same as Access ID-Change during registration

As a Substitute, through our automated system, SmartFindExpress, you have the ability to:

- ❖ Register as a new user by phone and create your PIN Number.
- ❖ Record/change the recording of your name.
- ❖ Review/change your PIN Number (Your PIN Number is confidential - **Do NOT** give it to anyone else).
- ❖ Change your Call-Back Phone Number.
 - ☐ This **does not** change your phone number on the permanent record, nor does it change your Access ID. **To make permanent changes** and update your Access ID, you **MUST** call the Substitute Help Desk, 641-5000 x1156.
- ❖ Place yourself on "Do Not Disturb" so that you will receive "No Additional Calls for up to 24 Hours" OR place the system on hold for up to two (2) minutes.
 - ☐ Press the star key (*) and follow the voice prompts **when the system calls you**.
- ❖ Hear/see open status jobs available for you to accept.
- ❖ Review jobs already accepted.
 - ☐ This includes all job assignments accepted via the system **AND** those accepted via prearrangement.
 - o **SmartFindExpress will not call you regarding prearranged jobs.** Job Numbers for prearranged jobs can be obtained from the teacher requesting your services or by calling or logging on to the system.
- ❖ Review or cancel jobs already accepted.
 - ☐ You **CANNOT** cancel a job within **90 minutes of its scheduled start time**.
 - ☐ In order to allow SmartFindExpress enough time to reassign the job, please allow at least 24 hours whenever possible.
- ❖ Review or modify **PERIODS** of time during which you are **UNAVAILABLE**.
 - ☐ Any specific block of time ranging from one day to one month (i.e. 11/20/2020 through 11/23/2020); **If you are unavailable or working elsewhere for a period of time exceeding 1 month, please notify our office and enter your unavailable dates accordingly.**
- ❖ Review or modify **DAILY** availability.
 - ☐ Regular daily unavailability (i.e. never available on Wednesday).

Before you are eligible to substitute, you must register as a new user in SmartFindExpress. To register, simply call 653-7868, and follow the voice prompts. To utilize the system for other options, call the system telephone number, and follow the voice prompts for the option you wish to exercise or log-on to <https://ventura.eschoolsolutions.com/logOnInitAction.do> and enter your Access ID and PIN.

Substitute transactions are conducted through the automated SmartFindExpress. SmartFindExpress makes calls from 5-9 PM and from 5:30 AM until the jobs are filled. For additional training or to review specific functions of SmartFindExpress, log-in to SmartFindExpress and select "Help" in the top right-hand corner. If you have questions about or difficulty utilizing the system, please call 641-5000 x1156. Be prepared to clearly explain the problem you are having, including any messages SmartFindExpress may have given you.

✂ (Cut here ↑ , and place this ↓ portion in your wallet or purse)

| | | | | | | | | | | | | | |
|---|---|--------------------|--------------------------|-------------|-----------------------------|--------------------|------------|---------------|-------------|-------------------------------|-------------------------------------|----------------------|----------------------|
| For substitute transactions: System Phone Number: 653-7868 or Internet browser: https://ventura.eschoolsolutions.com/logOnInitAction.do Access ID: _____ PIN Number: _____ | Reason for Decline/Cancellation <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">1 Personal Illness</td> <td style="width: 50%;">7 Transportation Problem</td> </tr> <tr> <td>2 Emergency</td> <td>8 Death in Immediate Family</td> </tr> <tr> <td>3 Took Another Job</td> <td>9 Vacation</td> </tr> <tr> <td>4 Out of Town</td> <td>10 Personal</td> </tr> <tr> <td>5 Illness in Immediate Family</td> <td>11 Don't Want Particular Assignment</td> </tr> <tr> <td>6 Lack of Child Care</td> <td>12 Accepted in Error</td> </tr> </table> | 1 Personal Illness | 7 Transportation Problem | 2 Emergency | 8 Death in Immediate Family | 3 Took Another Job | 9 Vacation | 4 Out of Town | 10 Personal | 5 Illness in Immediate Family | 11 Don't Want Particular Assignment | 6 Lack of Child Care | 12 Accepted in Error |
| 1 Personal Illness | 7 Transportation Problem | | | | | | | | | | | | |
| 2 Emergency | 8 Death in Immediate Family | | | | | | | | | | | | |
| 3 Took Another Job | 9 Vacation | | | | | | | | | | | | |
| 4 Out of Town | 10 Personal | | | | | | | | | | | | |
| 5 Illness in Immediate Family | 11 Don't Want Particular Assignment | | | | | | | | | | | | |
| 6 Lack of Child Care | 12 Accepted in Error | | | | | | | | | | | | |

| |
|----------------------|
| CSTP Placemat |
|----------------------|

| STANDARD ONE: | STANDARD TWO: |
|---|---|
| ENGAGING AND SUPPORTING ALL STUDENTS IN LEARNING | CREATING AND MAINTAINING EFFECTIVE ENVIRONMENTS FOR STUDENT LEARNING |
| 1.1 Using knowledge of students to engage them in learning 1.2 Connecting learning to students' prior knowledge, backgrounds, life experiences, and interests 1.3 Connecting subject matter to meaningful, real-life contexts 1.4 Using a variety of instructional strategies, resources, and technologies to meet students' diverse learning needs 1.5 Promoting critical thinking through inquiry, problem solving, and reflection 1.6 Monitoring student learning and adjusting instruction while teaching | 2.1 Promoting social development and responsibility within a caring community where each student is treated fairly and respectfully 2.2 Creating physical or virtual learning environments that promote student learning, reflect diversity, and encourage constructive and productive interactions among students 2.3 Establishing and maintaining learning environments that are physically, intellectually, and emotionally safe 2.4 Creating a rigorous learning environment with high expectations and appropriate support for all students 2.5 Developing, communicating, and maintaining high standards for individual and group behavior 2.6 Employing classroom routines, procedures, norms, and supports for positive behaviors to ensure a climate in which all students can learn 2.7 Using instructional time to optimize learning |
| STANDARD THREE: | STANDARD FOUR: |
| UNDERSTANDING AND ORGANIZING SUBJECT MATTER FOR STUDENT LEARNING | PLANNING INSTRUCTION AND DESIGNING LEARNING EXPERIENCES FOR ALL STUDENTS |
| 3.1 Demonstrating knowledge of subject matter, academic standards, and curriculum frameworks 3.2 Applying knowledge of student development and proficiencies to ensure student understanding of subject matter 3.3 Organizing curriculum to facilitate student understanding of the subject matter 3.4 Utilizing instructional strategies that are appropriate to the subject matter 3.5 Using and adapting resources, technologies, and standards-aligned adopted instructional materials, to make subject matter accessible to all students 3.6 Addressing the needs of English learners and students with special needs to provide equitable access to the content | 4.1 Using knowledge of students' academic readiness, language proficiency, cultural background, and individual development to plan instruction 4.2 Establishing and articulating goals for student learning 4.3 Developing and sequencing long-term and short-term instructional plans to support student learning 4.4 Planning instruction that incorporates appropriate strategies to meet the learning needs of all students 4.5 Adapting instructional plans and curricular materials to meet the assessed learning needs of all students |
| STANDARD FIVE: | STANDARD SIX: |
| ASSESSING STUDENTS FOR LEARNING | DEVELOPING AS A PROFESSIONAL EDUCATOR |
| 5.1 Applying knowledge of the purposes, characteristics, and uses of different types of assessments 5.2 Collecting and analyzing assessment data from a variety of sources to inform instruction 5.3 Reviewing data, both individually and with colleagues, to monitor student learning 5.4 Using assessment data to establish learning goals and to plan, differentiate, and modify instruction 5.5 Involving all students in self-assessment, goal setting, and monitoring all progress 5.6 Using available technologies to assist with assessment, analysis, and communication of student learning 5.7 Using assessment information to share timely and comprehensible feedback with students and their families | 6.1 Reflecting on teaching practice in support of student learning 6.2 Establishing professional goals and engaging in continuous and purposeful professional growth and development 6.3 Collaborating with colleagues and the broader professional community to support teacher and student learning 6.4 Working with families to support student learning 6.5 Engaging in local communities in support of the instructional program 6.6 Managing professional responsibilities to maintain motivation and commitment to all students 6.7 Demonstrating professional responsibility, integrity, and ethical conduct |

Ventura Unified School District

CERTIFICATED SUBSTITUTE SALARY SCHEDULE (Effective 4-1-19)

ELEMENTARY Substitutes

| | |
|---|---|
| Full Day Substitute | \$115.00 |
| Morning Elementary | \$69.00 (60% of Daily Rate) |
| Afternoon Elementary | \$57.50 (50% of Daily Rate) |
| Kindergarten Substitute | |
| • Partial-Day (AM/PM Kindergarten Assignments) | \$69.00 (60% of Daily Rate) |
| Extended-Day/Full Day Kindergarten Assignments* | \$115.00 (<i>Only if worked to the regular work day end</i>) |
| • Students released <i>before</i> 12:00 Noon* | \$74.75 (65% of Daily Rate) |
| • Students released <i>after</i> 12:00 Noon* | \$86.25 (75% of Daily Rate) |
| Banking Day Elementary | |
| • Students released <i>before</i> 12:00 Noon | \$74.75 (65% of Daily Rate) |
| • Students released <i>after</i> 12:00 Noon | \$86.25 (75% of Daily Rate) |

* *Extended-Day/Full Day Kindergarten substitutes are required to work the entire day performing school-related work until the regular work day end; if they do not remain for the entire day, they will only be paid the Extended-Day Rate of 65% or 75%.*

MIDDLE SCHOOL Substitutes

| | |
|--|--|
| Full Day Substitute | \$115.00 |
| Period Middle School* | \$27.60/period (24% of Full Day Substitute Rate) |
| Banking Day Middle School (<u>All</u> Fridays at MS level are banking days) | \$92.00 (80% of Daily Rate) |
| Banking Day Period Middle School* | \$22.08/period (80% of Middle School Period Rate) |

* *There is a two-period minimum for a substitute assignment – No more than \$115 per day for day-to-day subbing.*

HIGH SCHOOL Substitutes

| | |
|---------------------|---|
| Full Day Substitute | \$115.00 |
| Period High School* | \$33.93/period (29.5% of Full Day Substitute Rate) |

* *There is a two-period minimum for a substitute assignment – No more than \$115 per day for day-to-day subbing.*

LONG-TERM Substitute Assignments

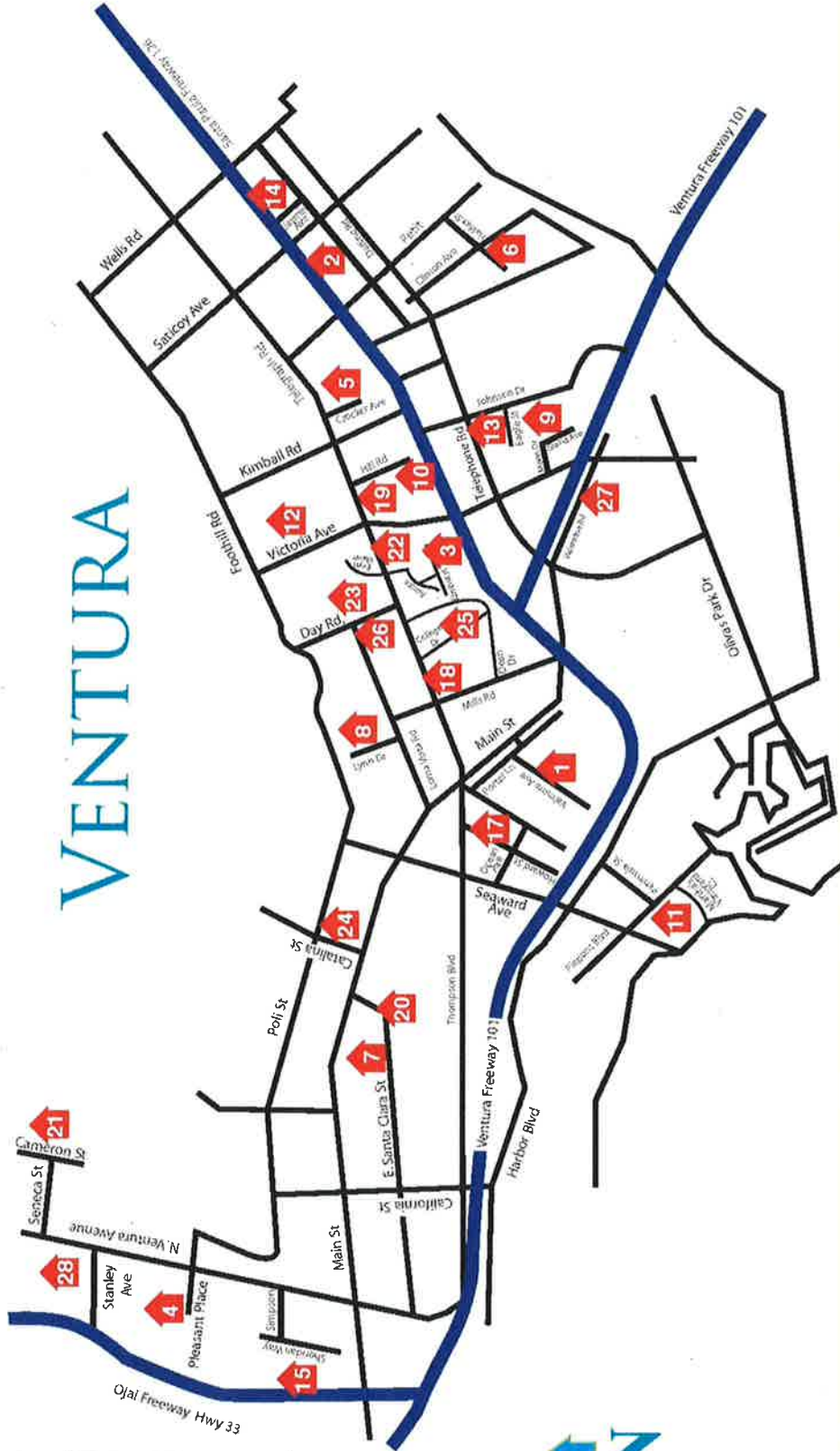
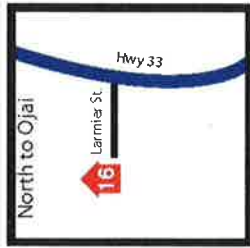
| | |
|---|---|
| Teacher /Counselor/Speech/Nurse 1-15 Days | \$115.00/Day |
| Teacher/Counselor/Speech/Nurse 16-30 Days | \$125.00/Day |
| Teacher/Counselor/Speech/Nurse 31-90 Days | \$150.00/Day |
| Teacher/Counselor/Speech/Nurse 91+ Days | Daily Rate of Class 1, Step 1 of Certificated Salary Schedule (\$258.26 effective 4-1-19) |
| Administrator | Admin Salary Schedule Col 0-14 |

| |
|---|
| Summer School Substitute Rate - 72% of the established rates |
|---|

*Subject to change – please refer to website for current information.

VENTURA UNIFIED SCHOOL DISTRICT

OAK VIEW



ELEMENTARY SCHOOLS (K-5)

- 1 Blanche Reynolds (K-8)
- 2 Citrus Glen
- 3 Elmhurst
- 4 E.P. Foster
- 5 Juanamaria
- 6 Junipero Serra
- 7 Lincoln
- 8 Loma Vista
- 9 Montalvo
- 10 Mound
- 11 Pierpont
- 12 Poinsettia
- 13 Portola
- 14 Satcoy (Atlas)
- 15 Sheridan Way
- 16 Sunset (K-8)
- 17 Will Rogers

MIDDLE SCHOOLS (6-8)

- 18 Anacapa
- 19 Balboa
- 20 Cabrillo
- 21 De Anza Academy of Technology & the Arts

HIGH SCHOOLS (9-12)

- 22 Buena
- 26 El Camino
- 23 Foothill Technology
- 25 Pacific
- 24 Ventura

ALTERNATIVE EDUCATION

- 27 Adult Education/Tech. Dev. Center
- 1 Homestead School (K-8)

DISTRICT OFFICE

- 28 Education Service Center

VENTURA UNIFIED SCHOOL DISTRICT DIRECTORY

| SCHOOL/SITE | SITE # | ADDRESS | PHONE # |
|--|--------|---|----------------|
| Adult Education/Tech. Dev. Center | 27 | 5200 Valentine Road, Ventura CA 93003 | 289-7925 |
| Anacapa Middle School | 18 | 100 S. Mills Road, Ventura, CA 93003 | 289-7900 |
| Balboa Middle School | 19 | 247 Hill Road, Ventura, CA 93003 | 289-1800 |
| Blanche Reynolds Elementary (K-8) | 1 | 450 Valmore Avenue, Ventura, CA 93003 | 289-1817 |
| Buena High School | 22 | 5670 Telegraph Road, Ventura, CA 93003 | 289-1826 |
| Cabrillo Middle School | 20 | 1426 E. Santa Clara Street, Ventura, CA 93001 | 641-5155 |
| Citrus Glen Elementary | 2 | 9655 Darling Road, Ventura, CA 93004 | 672-0220 |
| De Anza Academy of Technology & the Arts | 21 | 2060 Cameron St., Ventura, CA 93001 | 641-5165 |
| Education Service Center | 28 | 255 W. Stanley Ave., Suite 100, Ventura, CA 93001 | 641-5000 |
| El Camino High School | 26 | 61 Day Road, Ventura, CA 93003 | 289-7955 |
| Elmhurst Elementary | 3 | 5080 Elmhurst Street, Ventura, CA 93003 | 289-1860 |
| E.P. Foster Elementary | 4 | 20 Pleasant Place, Ventura, CA 93001 | 641-5420 |
| Foothill Technology High School | 23 | 100 Day Road, Ventura, CA 93003 | 289-0023 |
| Homestead School (K - 8) | 1 | 450 Valmore Avenue, Ventura, CA 93003 | 289-1817 x2115 |
| Juanamaria Elementary | 5 | 100 S. Crocker Avenue, Ventura, CA 93004 | 672-0291 |
| Junipero Serra Elementary | 6 | 8880 Halifax Avenue, Ventura, CA 93004 | 672-2717 |
| Lincoln Elementary | 7 | 1107 E. Santa Clara Street, Ventura, CA 93001 | 641-5438 |
| Loma Vista Elementary | 8 | 300 Lynn Drive, Ventura, CA 93003 | 641-5443 |
| Montalvo Elementary | 9 | 2050 Grand Avenue, Ventura, CA 93003 | 289-1872 |
| Mound Elementary | 10 | 455 S. Hill Road, Ventura, CA 93003 | 289-1886 |
| Pacific High School | 25 | 501 College Drive, Ventura, CA 93003 | 289-7950 |
| Pierpont Elementary | 11 | 1254 Martha's Vineyard, Ventura, CA 93001 | 641-5470 |
| Poinsettia Elementary | 12 | 350 N. Victoria Avenue, Ventura, CA 93003 | 289-7971 |
| Portola Elementary | 13 | 6700 Eagle Street, Ventura, CA 93003 | 289-1734 |
| Saticoy (Atlas) | 14 | 760 Jazmin Avenue, Ventura, CA 93004 | 672-2701 |
| Sheridan Way Elementary | 15 | 573 Sheridan Way, Ventura, CA 93001 | 641-5491 |
| Sunset Elementary (K-8) | 16 | 400 Sunset Avenue, Oak View, CA 93022 | 649-6600 |
| Ventura High School | 24 | 2 N. Catalina Street, Ventura, CA 93001 | 641-5116 |
| Will Rogers Elementary | 17 | 316 Howard Street, Ventura, CA 93003 | 641-5496 |

STAFF ACCEPTABLE USE POLICY

The Ventura Unified School District, hereinafter referred to as VUSD, provides quality services and support for life-long learning opportunities. This will be accomplished through the following VUSD goals:

- * Inspire all students to excel academically
- * Honor the unique qualities and diverse backgrounds of all students
- * Build supportive relationships
- * Guide all students to reach their full potential
- * Motivate all students to successfully pursue their chosen life paths
- * Engage all students to become responsible and contributing members of society

VUSD has a strong commitment to providing a quality education for its students, including access to and experience with technology. VUSD's goals for technology in education include promoting educational excellence in schools by facilitating resource sharing, innovation, and communication, providing appropriate access to all students, supporting critical and creative thinking, fully integrating technology into the daily curriculum, and preparing students and educators to meet the challenge of a highly technological and information-rich classroom and workplace.

VUSD recognizes that technology can enhance employee performance by improving access to and exchange of information, offering effective tools to assist in providing a quality instructional program, and facilitating operations. VUSD provides a wide range of technological resources, including Internet access, to its employees for the purpose of advancing the educational mission of VUSD. All employees are expected to learn and use the available technological resources that will assist them in the performance of their job responsibilities. The level of access provided coincides with the requirements of the employee's job functions. These resources are provided at the public's expense and maintained by VUSD and therefore, are to be used by members of the school community with respect for the public trust through which they have been provided. VUSD intends to maintain a nonpublic forum and reserves the forums created by use of its technological equipment for VUSD's intended purposes.

VUSD periodically updates technology standards according to Board policy. Employees who agree to abide by these defined standards will have access to appropriate, available resources, with guidance and support provided by the Technology Services Department.

Board Policy 4040 has established ethical standards for the use of technology and technological resources in our schools. Board policies apply to all VUSD employees, whether or not they come into direct contact with students, and cover all technology in use while acting in such capacity. This Acceptable Use Policy provides direction regarding the appropriate and inappropriate use of technology:

- * During the performance of duties;
- * While on a VUSD location; and/or
- * While using VUSD equipment.

In general, policy requires efficient, ethical and legal utilization of VUSD's human and material resources. This Acceptable Use Policy does not attempt to articulate all required or prohibited behavior by employees. Additional guidance and support is provided by the Technology Services Department. Successful operation of such resources requires that all employees conduct themselves in a responsible, confidential, ethical, decent, and polite manner, consistent with VUSD's Mission and Goals.

This document provides direction to VUSD employees regarding electronic communications, such as electronic mail, social networking, and publishing web pages on the Internet through VUSD or other Web Servers. Considerations reflected in this document are:

1. Protecting the welfare of children.
2. Protecting every individual's right to privacy.
3. Protecting intellectual and property rights.
4. Respecting the rights of children's parents/guardians.
5. Assuring web resources are used to promote VUSD's educational goals.
6. Assuring web resources are organized, well-designed, and easy to navigate.

Unacceptable behaviors include but are not limited to: creation and transmission of offensive, obscene, or indecent material; creation of defamatory material; plagiarism; infringement of copyright, including software, published texts, and student work; political and/or religious proselytizing; transmission of commercial and/or advertising material; and creation and transmission of material which a

recipient might consider disparaging, harassing, and/or abusive based on race, ethnicity, national origin, sex, gender, gender identity, sexual orientation, age, disability, religion, and/or political beliefs.

VUSD employees must follow VUSD protocols when using VUSD technological resources. Modification of such resources must be accomplished with guidance and support provided by the Technology Services Department. For instance, a VUSD employee may not download any software or electronic files without implementing virus protection measures that have been approved by VUSD. An employee may not intentionally interfere with the normal operation of the network, including the propagation of computer viruses and unsanctioned high-volume network traffic that substantially hinders others in their use of the network. This includes causing congestion or disruption of VUSD Network through inappropriate downloads of large files, streaming audio/video, or other such activities. A VUSD employee may not examine, change, or use another person's files, output, records, or user name for which they do not have explicit authorization. A VUSD employee may not perform any other inappropriate uses identified by the network administrator.

VUSD employees, during the performance of duties, must obey all applicable laws and must follow rules of professional conduct. VUSD is committed to meeting the provisions established in the Family Educational Rights and Privacy Act (FERPA), which protects the rights of students regarding education records. VUSD is committed to meeting the provisions applicable to VUSD established in the Health Insurance Portability and Accountability Act (HIPAA), which protects the rights of students and employees regarding Protected Health Information. When technology resources are used to transmit confidential information about students, employees, and/or VUSD business, all appropriate safeguards must be used.

VUSD is committed to meeting the provisions established in the Children's Internet Protection Act (CIPA), which protects the safety and privacy of minors. Consequently, VUSD uses appropriate filtering technology to limit access to the Internet, in an attempt to prevent online access to materials that are obscene, contain child pornography, or are harmful to minors. In compliance with California legislation and E-Rate, VUSD addresses the appropriate and ethical use of information technology in the classroom so that students and teachers can distinguish lawful from unlawful uses of copyrighted works, including the following topics: the concept and purpose of both copyright and fair use; distinguishing lawful from unlawful downloading and peer-to-peer file sharing; and avoiding plagiarism and provides for the education of minors about internet safety, including appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, cyberbullying awareness and response, and protect online privacy and avoid online predators.

A VUSD employee, acting in an individual capacity and outside the scope of employment, may, during non-working time, express views and opinions that do not necessarily state or reflect those of VUSD. Any such expression shall neither state nor imply that it is made on behalf of VUSD. A VUSD employee shall not communicate information otherwise prohibited by VUSD policy or procedures using VUSD's technological resources.

A VUSD employee does not have an expectation of privacy in workplace electronic communications. Computer files and communications over electronic networks, including e-mail, voice mail, stored files and Internet access, are not private. To ensure proper use, the Superintendent/designee may monitor VUSD's technological resources, including e-mail, voice mail systems, stored files and Internet usage, at any time without advance notice or consent, and may copy, store, or delete any electronic communication or files and disclose them to others as it deems necessary. A VUSD employee, acting within the scope of employment, should conduct VUSD business on VUSD sanctioned systems. A VUSD employee may not waste time on non-VUSD business and the employee's use of VUSD equipment is expected to be related to VUSD's goals of educating students and/or conducting VUSD business. VUSD recognizes, however, that some personal use is inevitable, and that incidental and occasional personal use that is infrequent or brief in duration is permitted so long as it occurs on personal time, does not interfere with VUSD business, and is not otherwise prohibited by VUSD policy or procedures.

Although VUSD will make a concerted effort to protect staff from adverse consequences resulting from use of VUSD technology resources, all users must exercise individual vigilance and responsibility to avoid inappropriate and/or illegal activities. Users are ultimately responsible for their actions in accessing and using VUSD computers and/or mobile devices and VUSD computer network. VUSD accepts no liability relative to information stored and/or retrieved on VUSD-owned technology resources. VUSD accepts no liability for employee-owned technology resources used on VUSD property.

VUSD employees are expected to review, understand, and abide by the policies described in this document. VUSD supervisors are required to enforce these policies consistently and uniformly. No supervisor has the authority to override the policies unless he or she obtains the written permission of the Superintendent or designee. Any employee who violates any provision of this Acceptable Use Policy shall be considered as having acted in an individual capacity and outside the scope of employment and, as such, may be subject to disciplinary action, up to and including termination or criminal prosecution by government authorities.

Employee Name (please print): _____

Employee Signature: _____

Date: _____



Healthy Workplace/Healthy Families Act of 2014 Paid Sick Leave

To: All Employees
From: Human Resources
Re: Paid Sick Leave

As of July 1, 2015, any employee who works in California for 30 or more days within a year from the beginning of employment is entitled to paid-sick-leave as follows:

- Accrual shall begin on the first day of employment or July 1, 2015 whichever is later.
- Paid sick leave accrues at the rate of one hour per every 30 hours worked and is paid at the employee's regular wage rate.
- Accrued paid sick leave shall carry over to the following year of employment up to a maximum of 48 hours.

Employees granted such sick leave may use it as follows:

- An employee may use granted paid sick days beginning on the 90th day of employment.
- An employer shall provide paid sick days upon the oral or written request of an employee for themselves or a family member for the diagnosis, care or treatment of an existing health condition or preventive care, or specified purposes for an employee who is a victim of domestic violence, sexual assault, or stalking.
- An employee may only use sick leave on a day they were scheduled/called to work.
- If submitting for sick leave, an employee must submit a Certificated Absence Report to Certificated Human Resources for dates the employee has been called/assigned to work and declined/cancelled due to illness. Before being granted, this information will be confirmed and verified by Certificated Human Resources and Payroll.

NOTE: *Certificated Hourly Contract employees, VUEA and VESPA Bargaining Unit members accrue sick leave according to their signed hourly contract or their bargaining unit agreement. This policy does not apply to CalPERS retired annuitants.*

/srm

255 Stanley Avenue, Suite 100
Ventura, California 93001
T 805.641.5000
www.venturausd.org



For the future of every student

Date: Spring 2020
To: Substitute Teachers
From: Dr. Jeff Davis, Assistant Superintendent, Human Resources
Re: Voluntary Active Assailant Training - RECOMMENDED

Memorandum

Ventura Unified School District is committed to providing all employees with a safe workplace. In compliance with our safety program, safety training is provided to all employees. One tool we are utilizing is the online Target Solutions safety training program provided by our Joint Powers Authority (Insurance Company). One of the recommended modules available through this online training for education is about active intruders at school.

This interactive online course will teach you about various types of targeted violence and provide you with preparedness and knowledge to better proactively identify indicators and traits so you'll know what to expect and how to respond in various situations. You will be trained on how to react to targeted violence by identifying roles, responsibilities, and relaying communication effectively so that you can calmly interact with first responders. This online training takes one hour to complete.

It is recommended that all education employees, including substitute teachers, be trained in Active Assailant Training. While completion of this training is not required to work as a substitute teacher for Ventura Unified School District, it is recommended and provided at no charge for you to complete as your schedule allows.

To sign up for this voluntary, but recommended training, please contact Director, Risk Management, Eric Reynolds, at eric.reynolds@venturausd.org. Mr. Reynolds will add you to the online Target Solutions training program and respond to your communication when you have been added to the program and given permissions for the Active Assailant Training module. Please allow time for new user setup. **After receiving confirmation from Risk Management that you have been added to the program and assigned permissions, please use the following directions to gain access to the online training:**

1. Go to Target Solutions login screen:
<https://app.targetolutions.com/auth/index.cfm?action=login.showlogin&customerid=24500&custom erpath=venturausd&msg>
2. Login using your **first initial and last name as the username (i.e. jsmith)** and the word **"safety" as your password**. If you have difficulty gaining access, please contact Eric Reynolds at eric.reynolds@venturausd.org or 641-5000 x1241.
3. Once logged in, click on **"My Assignments,"** select the **Active Assailant Training module** and proceed through the program.

Should you have any questions regarding this online training or program access, please feel free to contact my office at x1154. Thank you.

PREVENTING THE SPREAD OF BLOODBORNE PATHOGENS

Bloodborne pathogens, such as bacteria and viruses, are present in blood and body fluids and can cause disease in humans. The bloodborne pathogens of primary concern are hepatitis B, hepatitis C and HIV. These and other bloodborne pathogens are spread primarily through:

- **Direct contact.** Infected blood or body fluid from one person enters another person's body at a correct entry site, such as infected blood splashing in the eye.
- **Indirect contact.** A person's skin touches an object that contains the blood or body fluid of an infected person, such as picking up soiled dressings contaminated with an infected person's blood or body fluid.
- **Respiratory droplet transmission.** A person inhales droplets from an infected person, such as through a cough or sneeze.
- **Vector-borne transmission.** A person's skin is penetrated by an infectious source, such as an insect bite.

Follow standard precautions to help prevent the spread of bloodborne pathogens and other diseases whenever there is a risk of exposure to blood or other body fluids. These precautions require that all blood and other body fluids be treated as if they are infectious. Standard precautions include maintaining personal hygiene and using personal protective equipment (PPE), engineering controls, work practice controls, and proper equipment cleaning and spill cleanup procedures.

TO PREVENT INFECTION, FOLLOW THESE GUIDELINES:

- Avoid contact with blood and other body fluids.
- Use CPR breathing barriers, such as resuscitation masks, when giving ventilations (rescue breaths).
- Wear disposable gloves whenever providing care, particularly if you may come into contact with blood or body fluids. Also wear protective coverings, such as a mask, eyewear and a gown, if blood or other body fluids can splash.
- Cover any cuts, scrapes or sores and remove jewelry, including rings, before wearing disposable gloves.
- Change gloves before providing care to a different victim.
- Remove disposable gloves without contacting the soiled part of the gloves and dispose of them in a proper container.
- Thoroughly wash your hands and other areas immediately after providing care. Use alcohol-based hand sanitizer where hand-washing facilities are not available if your hands are not visibly soiled. When practical, wash your hands before providing care.

TO REDUCE THE RISK OF EXPOSURE, FOLLOW THESE ENGINEERING AND WORK PRACTICE CONTROLS:

- Use biohazard bags to dispose of contaminated materials, such as used gloves and bandages. Place all soiled clothing in marked plastic bags for disposal or cleaning. Biohazard warning labels are required on any container holding contaminated materials.
- Use sharps disposal containers to place sharps items, such as needles.

- Clean and disinfect all equipment and work surfaces soiled by blood or body fluids.
Use a fresh disinfectant solution of approximately 1 ½ cups of liquid chlorine bleach to 1 gallon of water (1 part bleach per 9 parts water, or about a 10% solution) and allow it to stand for at least 10 minutes.
- Scrub soiled boots, leather shoes and other leather goods, such as belts, with soap, a brush and hot water. If worn, wash and dry uniforms according to the manufacturer's instructions.

IF YOU ARE EXPOSED, TAKE THE FOLLOWING STEPS IMMEDIATELY:

- Wash needlestick injuries, cuts and exposed skin thoroughly with soap and water.
- If splashed with blood or potentially infectious material around the mouth or nose, flush the area with water.
- If splashed in or around the eyes, irrigate with clean water, saline or sterile irrigants for 20 minutes.
- Report the incident to the appropriate person identified in your employer's exposure control plan immediately. Additionally, report the incident to emergency medical services (EMS) personnel who take over care.
- Record the incident by writing down what happened. Include the date, time and circumstances of the exposure; any actions taken after the exposure; and any other information required by your employer.
- Seek immediate follow-up care as identified in your employer's exposure control plan.

The California Division of Occupational Safety and Health (Cal OSHA) regulations require employers to have an exposure control plan, a written program outlining the protective measures the employer will take to eliminate or minimize employee exposure incidents. The exposure control plan guidelines should be made available to employees and should specifically explain what they need to do to prevent the spread of infectious diseases.

Additionally, Cal OSHA requires that a hepatitis B vaccination series be made available to all employees who have occupational exposure within 10 working days of initial assignment, after appropriate training has been completed. However, employees may decide not to have the vaccination. The employer must make the vaccination available if an employee later decides to accept the vaccination.

Check Cal OSHA's website (www.dir.ca.gov) or refer to your employer's exposure control officer for more information on Cal OSHA's Bloodborne Pathogens Standard (CCR-T8-S 5193).

REMOVING DISPOSABLE GLOVES

Note: To remove gloves without spreading germs, never touch your bare skin with the outside of either glove.

1 PINCH GLOVE

Pinch the palm side of one glove near your wrist. Carefully pull the glove off so that it is inside out.



2 SLIP TWO FINGERS UNDER GLOVE

Hold the glove in the palm of your gloved hand. Slip two fingers under the glove at the wrist of the remaining gloved hand.



3 PULL GLOVE OFF

Pull the glove until it comes off, inside out. The first glove should end up inside the glove you just removed.



4 DISPOSE OF GLOVES AND WASH HANDS

After removing the gloves:

- Dispose of gloves and other personal protective equipment (PPE) in a proper biohazard container.
- Wash your hands thoroughly with soap and running water, if available. Otherwise, rub hands thoroughly with an alcohol-based hand sanitizer if hands are not visibly soiled.



Risk Management
255 Stanley Ave. Suite 100, Ventura, CA 93001
805.641.5000 ext. 1241
www.venturausd.org

Employee Injury Workers' Compensation Procedures

WORKERS COMPENSATION ADMINISTRATOR:

Athens Administrators

P.O. Box 696
Concord, Ca 94522
866-482-3535

The following procedures should be followed when an industrial (on-the-job) injury or illness occurs. Following these procedures will assure appropriate treatment, prompt payment of medical bills and disability payments.

1. Immediately report to your supervisor all accidents or injuries, regardless of how small or large. You will be given a workers' compensation packet and asked to sign a certification of receipt verifying you received the packet of forms.
2. Complete the attached forms "EMPLOYEE'S REPORT OF INDUSTRIAL INJURY OR ILLNESS" and a "WORKERS' COMPENSATION CLAIM FORM (DWC 1)" and give them to your supervisor within 48 hours.
3. If medical treatment is needed, you must go to a medical provider listed on the attached list of Athens Administrators Medical Panel Network facilities (attached yellow sheet). If you prefer to see your personal physician, a "Personal Physician Pre-Designation Form" must be completed by you and the designated physician prior to any injury or illness. **Neither the Ventura Unified School District nor Athens Administrators is responsible for Medical Bills incurred by non-approved medical facilities.**
4. If your doctor writes you a prescription please refer to the myMatrixx Prescription Information sheet in the workers' compensation for instructions on how to obtain your prescription(s).
5. If, after treatment, you are dissatisfied with the treatment you received or the medical facility, contact Athens Administrators. **A change of Physician must be authorized by Athens Administrators before we will assume financial responsibility for any medical treatment.**
6. As soon as you have been treated, report to your supervisor the outcome of the visit. If time off is required, regularly update your progress with your supervisor and provide continuous releases to your supervisor from your doctor to cover any periods of absence.
7. A doctor's note is required for all absences and should include the fact that it is work related, the date of the injury or illness and the dates and times to be excused from work.
8. Prior to returning to work, you must present to your supervisor a return to work release. Should your doctor include restrictions on the release, discuss these with your supervisor.
9. Once you have been released to return to work, either with or without restrictions, you are not allowed to use industrial leave for your medical appointments. In order to avoid using personal leave balances, you are encouraged to schedule appointments outside of regular work hours.
10. If you have any questions regarding your injury, procedures, payments, etc., please do not hesitate to call the District Insurance Office or Athens Administrators.

Pre-designation Of Personal Physician

In the event you sustain an injury or illness related to your employment, you may be treated for such injury/illness by your personal medical doctor (MD) or doctor of osteopathic medicine (DO) or medical group if: You have health care insurance for injuries/illness that are not work-related; the doctor is your regular physician, who shall be either a physician who has limited his or her practice of medicine to general practice or who is a board-certified or board-eligible internist, pediatrician, obstetrician-gynecologist, or family practitioner; and has previously directed your medical treatment; and retains your medical records; your personal physician may be a medical group if it is a single corporation or partnership composed of licensed doctors of medicine or osteopathy, which operates on integrated multispecialty medical group providing comprehensive medical services predominantly for non-occupational illnesses and injuries; prior to the injury your doctor agrees to treat you for work injuries or illnesses; prior to the injury you provided your employer the following in writing: (1) notice that you want your personal doctor to treat you for a work-related injury/illness; and (2) your personal doctor's name and business address.

You may use this form, a form provided by your employer or provide all the information in writing to notify your employer if you wish to have your personal medical doctor or a doctor osteopathic medicine treat you for a work-related injury/illness and the above requirements are met.

Notice Of Pre-designation Of Personal Physician Employee: Complete this section

Employee: _____
If I have a work-related injury or illness, I choose to be treated by:

(Name of doctor) (MD, DO, or medical group) _____
(street address, city, state, zip) _____
(telephone number) _____
Employee Name (Please Print): _____
Employee's Address: _____
Name of Insurance Company, Plan, or Fund providing health coverage for nonoccupational injuries or illnesses: _____
Employee Signature: _____ Date: _____
Note to Employee: Unless you agree in writing, neither your employer or Athens Administrators may contact your personal physician to confirm a pre-designation if your physician does not sign this form, other documentation that they agreed to be pre-designated prior to the injury will be required. If you agree, your employer or Athens Administrators may contact your personal physician to confirm this pre-designation, sign and date below:

Employee Signature: _____ Date: _____
Employee #: _____
Physician: I agree to this Pre-designation:
Signature: _____ Date: _____
(Physician or Designated Employee of the Physician)

The physician is not required to sign this form, however, if the physician or designated employee of the physician or medical group does not sign, other documentation of the physician's agreement to be pre-designated will be required pursuant to Title 8, California Code of Regulations, section 97801(a)(3). (Optional DWC Form 9783 July 1, 2014)

Notice of Personal Chiropractic or Personal Acupuncturist

If your employer or your employer's insurer does not have a Medical Provider Network (MPN), you may be able to change your treating physician to your personal chiropractor (DC) or acupuncturist (LAC) following a work-related injury/illness. In order to be eligible to make this change, you must give your employer the name and business address of a personal DC or LAC in writing prior to the injury/illness. Athens Administrators generally has the right to select your treating physician within the first 30 days after your employer knows of your injury/illness. After your employer or Athens Administrators has initiated your treatment with another physician during this period, you may then, upon request, have your treatment transferred to your personal DC or LAC. You may use this form to notify your employer of your personal DC or LAC, or your employer may have their own form. The DC or LAC must be your regular DC or LAC, who has directed your treatment and retains your chiropractic records and history. If your employer has an MPN, you may only switch to a DC or LAC within the MPN. A chiropractor cannot be your treating physician after 24 visits if you still require medical treatment thereafter, you will have to select a physician who is not a chiropractor. This prohibition shall not apply to visits for post-surgical physical medicine visits prescribed by the surgeon, or physician designated by the surgeon, under the post-surgical component of the Division of Workers' Compensation's Medical Treatment Utilization Schedule.

Name of chiropractor or acupuncturist (DC or LAC): _____
(street address, city, state, zip) _____
(telephone number) _____
Employee Name (Please Print): _____
Employee's Address: _____
Employee Signature: _____ Date: _____
Title 8, California Code of Regulations, section 97831
(Optional DWC Form 97831 Effective date July 1, 2014)

When a work injury occurs:

- Quickly seek first aid
- Call 9-1-1 for help immediately if emergency medical care is needed
- Immediately report injuries to your supervisor.

Athens Anthem MPN Information:

MPN Website: www.wvad.com/anthemcompass/KBATH-ENSI000
MPN effective date: 05/01/2019
MPN ID: 2377

For help locating a MPN physician, call your MPN access assistant at:
(844) 752-1142

For MPN questions, call: (866) 482-3535
Or email lfarlander@athensma.com

Information & Assistance Office:

1901 N. Rice Avenue, Suite 200,
Oakland, CA 94612-7912
Tel. (905) 485-2533



The Facts About Workers' Compensation



Athens Administrators
Post Office Box 696
Concord, CA 94522-0696

Phone: (866) 482-3535

Approved by Division of Workers' Compensation
© Athens Administrators All rights reserved

What is workers' compensation? Its purpose is to insure that an employee who is found to sustain an industrial injury or illness will be provided with benefits to medically cure or relieve them from the effects of the injury/illness, provide temporary compensation when they are medically unable to perform any occupational function, compensation for any residual handicap and/or impairment of bodily function, benefits for dependents if an employee dies as a result of an injury/illness, protection from discrimination by his/her employer because of the injury/illness.

Am I Covered? Nearly every person employed in California is protected by workers' compensation, however there are a few exceptions. People that are self-employed or volunteer workers may not be covered. Similar laws cover federal and maritime workers. Athens Administrators Risk Services Group (Athens Administrators) is your employer's claims administrator. Your employer or Athens Administrators can answer any questions you might have about coverage.

What Does Workers' Compensation Cover? If you have an injury/illness due to your job, it is covered. The cause can be a single event, like a fall or it can be due to repeated exposures, such as hearing loss due to constant loud noise. Injuries ranging from first-aid to serious accidents are covered. Even injuries related to workplace crime, such as psychological or physical injuries, are covered under workers' compensation. Some injuries that result from voluntary activity, such as off duty social or athletic activities may not be covered. Check with your employer or Athens Administrators if you have questions. Coverage begins the moment you start your job. There is no probationary period or wage rate.

Duty Of The Employee. Immediately notify your employer or Athens Administrators so you can get the medical help that you need without delay. If your injury is greater than a first-aid injury, your supervisor will give you a Claim Form (Form DWC-1) for you to describe where, when and how it happened. To submit a claim, fill out the "Employee" section of the DWC-1. Keep one copy of this form and give the remaining pages to your supervisor. Your employer will fill out the "Employer" section and return a signed and dated copy of the form to you. Your employer will keep a copy of this form and forward another to Athens Administrators. Athens Administrators is in charge of handling your claim and informing you about your eligibility for benefits.

Your claim benefits do not start until your employer knows about your injury, so report and file the DWC-1 as quickly as possible. California law requires your employer to authorize medical treatment within one working day of receipt of your Claim Form. Employers are liable for up to \$10,000 in treatment pending a decision by Athens Administrators for a claim to be accepted or rejected. Waiting to report may delay workers' compensation benefits. You may not receive benefits if you fail to file a claim within one year of the date of injury, the date you know the injury was work related, or the date benefits were last provided.

Duty of the Employer. Provide this form to every employee at the time of hire or by the end of their first pay period.

Within one working day, upon knowledge or notice from any source of a work injury/illness greater than first-aid, provide the employee with a Claim Form (DWC-1) and authorize medical treatment and report the claim to Athens Administrators Risk Services Group.

What are the benefits? You may be entitled to various kinds of benefits under California workers' compensation law including:

Medical Care: Medical treatment that is reasonably required to cure or relieve the injured worker from the effects of the injury/illness. There is no deductible or co-payment. These medical benefits may include lab tests, physical therapy, hospital services, medication and treatment by a doctor.

State law limits certain medical services as of January 1, 2004. You should never receive a medical bill. If additional treatment is necessary, Athens Administrators will coordinate medical care that meets applicable treatment guidelines for the injury. The doctor may be a specialist for your specific type of injury, and he or she will be familiar with workers' compensation requirements and will report promptly to Athens Administrators so your benefits can be paid.

The physician with overall responsibility for treating your injury/illness is your primary treating physician (PTP). The PTP decides what kind of medical care you need and if you have work restrictions. If necessary, the PTP will review your job description with you and your employer to define any limitation or restrictions that you may have. This doctor also is responsible for coordinating care between other medical providers and will write reports about any permanent impairment of bodily function(s) or the need for future medical care. Generally, your employer selects the PTP you will see for the first 30 days, but if you want to change doctors for any reason, ask your employer or Athens Administrators. They're as interested as you are in your prompt recovery and return to work and will select a different doctor for you. If your employer has a Medical Provider Network (MPN) you will be directed to treat with a physician within the MPN and different rules apply regarding changing your physician.

You can be treated by your personal physician or medical group immediately if you have health care insurance for injuries or illness that are not work related, and your physician agrees in advance to treat you for any work injuries/illnesses and has previously directed your treatment and retains your medical records and agrees, prior to your injury/illness, to treat you for workplace injuries/illnesses and you gave your employer your physician's name and address in writing before the injury. You may use the form inside of this pamphlet or your employer may have a form for you to use.

If you give the name of your personal chiropractor or acupuncturist, different rules apply, and you may need to see an employer-selected physician first.

Temporary Disability Benefits: If you are not medically able to work for more than three days due to your work-related injury, counting weekends, you have a right to temporary disability (TD) payments to assist substituting your lost wages. After two weeks from reporting the injury, you will receive a check. If your employer has a salary continuation plan, your benefit may be included in your regular paycheck. TD is payable every 14 days until the doctor states you can return to work. Payments won't be made for the first three days, though, unless you're hospitalized as an inpatient or unable to work more than 14 days. The amount of the payments will be two-thirds of your average wage, subject to minimums and maximums set by the state legislature. Although the TD payment will not be the full amount of your regular paycheck, there are no deductions and the payments are tax-free. For injuries occurring on or after January 1, 2008, TD payments are limited to 104 compensable weeks within five years of date of injury. For a few long-term injuries such as chronic lung disease or severe burns, TD payments can last up to 240 weeks within five years from the date of injury. If you reach the maximum TD payment period before you can return to work or before your condition becomes permanent and stationary, See the "Other Benefits" section of this pamphlet for additional information. A timely filing with Employment Development Department may result in additional State Disability benefits when TD benefits are delayed, denied, or terminated.

Permanent Disability: If your doctor says your injury will always leave you with some permanent impairment of bodily function(s), you may receive permanent disability (PD) payments. The amount depends on the doctor's report, how much of the PD was directly caused by your work, and factors such as your age, occupation, type of injury, and date of injury. State law determines minimum and maximum amounts, and they vary by injury date.

If you are entitled to PD, Athens Administrators will send you a letter explaining how the benefit was calculated. If the injury causes PD, the first payment of PD benefits is made within 14 days after the last payment of TD. Unless your employer has offered you a position that pays at least 85% of your date of injury wages or if you are returned to a position that pays you 100% of the wages and compensation paid to you on the date of injury, the PD would be paid after an Award Issues.

Supplemental Job Displacement Benefit (SJDB): If you have a permanent whole person impairment, the eligibility for SJDB begins when your employer does not offer regular work, permanent, modified, or alternative work within 60 days of the receipt of a doctor's Medical Maximum Improvement (MMI) report. This is a nontransferable voucher for education-related retraining and/or skill development at state-approved schools, tools, licensing, certification fees and other resources as possible benefits. If you qualify for the supplemental job displacement benefit, Athens Administrators will provide a voucher up to a maximum of \$6,000.

Death Benefits: If the injury/illness causes death, payments may be made to your dependents. State law sets these benefits and the total benefit depends on the number of dependents. The payments are made at the same rate as TD payments. In addition, workers' compensation provides a burial allowance.

Discrimination: It is a violation of Labor Code Section 132(b) and illegal for your employer to punish or fire you for having a workplace injury/illness, for filing a claim or for testifying in another person's workers' compensation case. If your employer is found guilty of discrimination, you would be entitled to increased benefits, reinstatement and reimbursement for lost wages and benefits.

Other Benefits: Sometimes people confuse workers' compensation with State Disability Insurance (SDI). Workers' compensation covers on-the-job injuries/illnesses and is paid for by your employer or their insurance. On the other hand, SDI covers off-the-job injuries or sicknesses, and is paid for by deductions from your paycheck if you are not getting workers' compensation benefits. You may be able to get State Disability benefits. Contact the local office of the State Employment Development Department listed in the government pages of your phone book for more information.

You may be eligible to access the return-to-work fund, for the purposes of making supplemental payments to injured workers whose PD benefits are disproportionately low in comparison to their earnings loss. If you have questions or think you qualify, contact the Information & Assistance office listed in this pamphlet or visit the DIR website at: www.dir.ca.gov.

If You Still Have Questions... ask your supervisor or employer representative. Or contact Athens Administrators at the number indicated on workers' compensation posters at work and on this brochure. You can also contact the State Division of Workers' Compensation (DWC) and speak with an Information and Assistance Officer. These officers are available to review problems, answer questions and provide additional information about workers' compensation at no charge. The local office is listed below and posted at your work-place. You can also call 800-736-7403 or visit the DWC website at: <http://www.dir.ca.gov/dwc>.

WORKERS' COMPENSATION FRAUD IS A FELONY

Anyone who makes or causes to be made any knowingly false or fraudulent material statement for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony. Fines can be up to \$150,000 and imprisonment up to five years.

WHAT IF I AM ALREADY BEING TREATED

FOR A WORK-RELATED INJURY BEFORE VENTURA COUNTY SCHOOLS SELF-FUNDING AUTHORITY-ATHENS MPN BEGINS?

If your current treating doctor is or becomes a member of VCSSFA-ATHENS MPN, then you may continue to treat with this doctor and your treatment will be under VCSSFA-ATHENS MPN. If your current treating doctor is **not** or does not become a member of VCSSFA-ATHENS MPN, then you may be sent to a VCSSFA-ATHENS MPN doctor for treatment. If this occurs, you will be sent a letter and your doctor will also be notified.

You will not be transferred to a doctor in VCSSFA-ATHENS MPN if your injury or illness meets **any** of the following conditions:

- **(Acute)** The treatment for your injury or illness will be completed within 90 days.
- **(Serious)** Your injury or illness is one that is serious and persists over at least 90 days without full cure or worsens and requires ongoing treatment. You may be allowed to be treated by your current treating doctor for up to one year, until a safe transfer of care can be made. This one year period starts from the date of your receipt of the notification of the determination that you have a serious chronic injury or illness.
- **(Terminal)** You have an incurable illness or irreversible condition that is likely to cause death within one year or less.
- **(Pending Surgery)** You already have a surgery or other procedure that has been authorized by your employer or insurer that will occur within 180 days of the MPN effective date.

If VCSSFA-ATHENS MPN is going to transfer your care and you disagree, you may ask your treating doctor for a report that addresses whether you are in one of the categories listed above.

Your treating doctor shall provide the report to you within twenty (20) calendar days of your request. If your treating doctor fails to issue the report, then the determination made by Ventura County Schools Self-Funding Authority-ATHENS MPN shall apply.

If either VCSSFA-ATHENS MPN or you do not agree

with your treating doctor's report, this dispute will be resolved according to **Labor Code Section 4082**. You must notify one of the persons listed previously if you disagree with this report.

If your treating doctor agrees that your condition **does not** meet one of those listed above, the transfer of care will go forward while you continue to disagree with the decision. If your treating doctor believes that your condition **does** meet one of those listed above, you may continue to treat with them until the dispute is resolved.

If you wish to receive a complete copy of your employer's Transfer of Care Policy, you may call the designated MPN Contact Person.

WHAT IF I AM BEING TREATED BY A VCSSFA-ATHENS MPN DOCTOR AND THEY LEAVE THE MPN?

Your employer or insurer has a written Continuity of Care Policy that provides for a system that may allow you to complete your medical treatment when your treating doctor is no longer actively participating in Ventura County Schools Self-Funding Authority-ATHENS MPN.

If you are being treated for a work-related injury in Ventura County Schools Self-Funding Authority-ATHENS MPN and your doctor no longer has a contract with the MPN, your doctor may be allowed to continue to treat you if your injury or illness meets one of the following conditions:

- **(Acute)** The treatment for your injury or illness will be completed within 90 days.
- **(Serious)** Your injury or illness is one that is serious and persists over at least 90 days without full cure or worsens and requires ongoing treatment. You may be allowed to be treated by your current treating doctor for up to one year from the contract termination date, until a safe transfer of care can be made.
- **(Terminal)** You have an incurable illness or irreversible condition that is likely to cause death within one year or less.
- **(Pending Surgery)** You already have a surgery or other procedure that has been authorized by your employer or insurer that will occur within 180 days of the contract's termination date.

If any of the above conditions exist, VCSSFA-ATHENS MPN may require your doctor to agree in writing to the same

terms they agreed to when they were a provider in Ventura County Schools Self-Funding Authority-ATHENS MPN Network.

If they do not, they may not be able to continue to treat you. If the contract with your doctor was terminated or not renewed by Ventura County Schools Self-Funding Authority-ATHENS MPN for reasons relating to medical disciplinary cause or reason, fraud or criminal activity, you will not be allowed to complete treatment with that doctor.

If you wish to receive a complete copy of your employer's Transfer of Care Policy, you may call the designated MPN Contact Person.

WHAT IF I NEED HELP?

You may always contact the persons previously listed for more help or explanation about your medical treatment if you have a work-related injury or illness. Also, if you have concerns, complaints or questions regarding a specific MPN or the notification process or your medical treatment after a work-related injury or illness, you can contact:

**Information and Assistance Officer
at the Division of Workers' Compensation
1.800.736.7401**



For questions regarding your
Workers' Compensation Claim:

MAILING ADDRESS
Post Office Box 696
Concord, CA 94522-0696

TOLL-FREE
866.482.3535

VISIT
www.athensadmin.com



VENTURA COUNTY SCHOOLS SELF-FUNDING
AUTHORITY (VCSSFA) - ATHENS MPN

CHOOSING MEDICAL CARE FOR WORK-RELATED INJURIES AND ILLNESSES



California law requires your employer to provide and pay for medical treatment if you are injured at work. Your employer has chosen to provide this medical care by using a Workers' Compensation Physician Network called a **Medical Provider Network (MPN)**. This MPN is administered by Anthem. This form gives you information about the MPN program and describes your rights in choosing medical care for work related injuries and illnesses.

WHAT IS AN MPN?

A Medical Provider Network (MPN) is an entity or group of providers that has been approved by the State of California Division of Workers' Compensation (DWC) to provide health care to workers who are injured on the job.

MPNs must meet the quality and service standards set by the Division of Workers' Compensation. They must have health care providers who understand the workers' compensation system and occupational health care.



Ventura County Schools Self-Funding Authority-ATHENS MPN will make sure that you have medical treatment available at reasonable times if you have a work-related injury or illness. All medical treatment will be in accordance with the medical standards approved by the DWC.

HOW DO I FIND OUT WHICH DOCTORS ARE IN MY MPN?

You may access the doctors in the network by visiting:
Website: <http://bit.ly/VCSFAMPN>
MPN #: 2377

The insurance company has designated the following person to be the MPN contact for all employees. They will tell you how to review, receive or access the names of the doctors in your network.

Contact Title: Medical Access Assistant
Telephone: (844) 752-1142
Fax: (855) 279-2515
Email: AthensMAA@anthemwc.com

Your employer's workers' compensation representative have access to this listing in hard copy and online formats.

In addition, you may contact **VCSFA - ATHENS MPN** if you have any questions, or cannot locate a copy of your MPN list of doctors:

ANTHEM WORKERS' COMPENSATIONSM
Telephone: (866) 482-3535

WHAT IF I GET INJURED AT WORK?

When you notify your employer or insurer that you have had a work-related injury, your employer or insurer will arrange an appointment with a doctor in VCSFA-ATHENS MPN Network. After this first visit, you may continue to be treated by this doctor, or you may choose another doctor **from the MPN Network that treats your type of injury**, and you may continue to choose doctors within Ventura County Schools

Self-Funding Authority-ATHENS MPN Network for all of your medical care for this injury, if appropriate, you may also ask for a referral to a specialist. If you need help in choosing a doctor or seeing a specialist, or if you are having trouble getting an appointment with a MPN provider, you may contact one of the people previously listed.

VCSFA-ATHENS MPN has at least **three (3)** physicians of each specialty expected to treat common injuries based on the type of occupation or industry in which you are engaged.

VCSFA-ATHENS MPN has a primary treating physician and a hospital for emergency health services, or if separate from such hospital, a provider of all emergency health care services, within **thirty (30) minutes or fifteen (15)** miles of your residence or workplace.

VCSFA-ATHENS MPN has providers of occupational health services and specialties within **sixty (60)** minutes or **thirty (30)** miles from your residence or workplace. For workers traveling within California but outside the MPN network, if non-emergency medical care is needed, call the MPN contact for a list of accessible providers or for authorization to go to a non-MPN provider if a MPN provider is not accessible.

If you require treatment in a rural area, alternative access standards shall apply. Under these standards, the MPN shall arrange or approve non-emergency medical care from physicians within or outside of the MPN. The MPN shall ensure the availability of three (3) such physicians, who shall be available to you for treatment, or for obtaining a second or third opinion if requested. The MPN shall ensure that all services shall be available and accessible at reasonable times to all covered employees.

The MPN shall arrange or approve non-emergency medical care from physicians outside of the MPN for:

- A.** covered employees authorized by the employer to temporarily work or travel for work outside the MPN geographic service area when the need for medical care arises;
- B.** former employees whose employer has ongoing workers' compensation obligations and who permanently reside outside the MPN geographic service area;
- C.** injured employees who decide to temporarily reside outside the MPN geographic service area during recovery

The MPN shall ensure the availability of at least three (3) such physicians who have either been referred by the employee's primary care physician within the MPN or have been selected by the MPN, and who shall be available for treatment, or for obtaining a second or third opinion if requested by the injured worker. These referred physicians shall be located within the MPN access standards as found in this application.

For non-emergency services, the MPN shall ensure that an appointment for initial treatment is available within three (3) business days of the MPN's receipt of a request for treatment within the MPN. For non-emergency specialist services, the MPN shall ensure that an appointment is available within twenty (20) business days of the MPN's receipt of a referral to a specialist within the MPN.

If your primary care physician refers you to a type of specialist not included in the MPN, you may select a specialist from outside the MPN. Injured employees shall be able to receive emergency health care services from a medical service or hospital provider who is not a member of the MPN.

WHAT IF I DO NOT AGREE WITH MY DOCTOR?

If you do not agree with either the **diagnosis or treatment** prescribed by your doctor, you may ask for a second and third opinion from doctors within Ventura County Schools Self-Funding Authority-ATHENS MPN Network.

If you wish a **second opinion**, you must contact the person from your employer or insurer listed above and tell them you wish a second opinion. The contact person will make sure you have a list of MPN doctors to choose from. Then you may choose a doctor from Ventura County Schools Self-Funding Authority-ATHENS MPN Network and make an appointment **within 60 days**. You must tell the employer or contact person of your appointment date.

If you do not make an appointment within 60 days, you may no longer get a second opinion. If the second opinion doctor feels that your injury is outside of the scope of their practice, they will notify your employer or insurer, and you will get a new list of VCSFA-ATHENS MPN doctors or specialists so you can make another selection.

If you get a second opinion, and still disagree with your doctor, you may ask for a third opinion.

If you wish a **third opinion**, you must contact the person from your employer or insurer listed above and tell them you wish

a third opinion. They will make sure you have a list of MPN doctors to choose from. Then you may choose a doctor from Ventura County Schools Self-Funding Authority-ATHENS MPN Network and make an appointment within 60 days. You must tell the person listed above of your appointment date.

If you do not make an appointment within 60 days, you may no longer get a third opinion. If the third opinion doctor feels that your injury is outside of the scope of their practice, they will notify your employer or insurer and you will get a new list of VCSFA-ATHENS MPN doctors or specialists so you can make another selection.

A copy of the written report from a second or third treating physician shall be provided to you, your treating doctor, and the contact person, within 20 days of the date of the appointment or receipt of the results of the diagnostic tests, whichever is later. If you get a third opinion, and still disagree with your doctor, you may ask for an **Independent Medical Review (IMR)**. Your employer or insurer contact person will give you information about requesting an Independent Medical Review and a form at the time you request a third opinion.

As long as your second opinion, third opinion or Independent Medical Review agrees with the treating doctor, you will continue to receive your medical treatment with doctors in Ventura County Schools Self-Funding Authority-ATHENS MPN network. If the Independent Medical Review does not agree with your treating doctor, you may seek that medical treatment from either inside or outside VCSFA-ATHENS MPN. If you receive treatment outside the MPN, it can only be for the treatment or diagnostic service recommended by the Independent Medical Review.

Once this treatment is completed, you will receive all other treatment with a doctor of your choice within the MPN Network.





New Health Insurance Marketplace Coverage Options and Your Health Coverage

Form Approved
OMB No. 1210-0149
(expires 5-31-2020)

PART A: General Information

When key parts of the health care law take effect in 2014, there will be a new way to buy health insurance: the Health Insurance Marketplace. To assist you as you evaluate options for you and your family, this notice provides some basic information about the new Marketplace and employment-based health coverage offered by your employer.

What is the Health Insurance Marketplace?

The Marketplace is designed to help you find health insurance that meets your needs and fits your budget. The Marketplace offers "one-stop shopping" to find and compare private health insurance options. You may also be eligible for a new kind of tax credit that lowers your monthly premium right away. Open enrollment for health insurance coverage through the Marketplace begins in October 2013 for coverage starting as early as January 1, 2014.

Can I Save Money on my Health Insurance Premiums in the Marketplace?

You may qualify to save money and lower your monthly premium, but only if your employer does not offer coverage, or offers coverage that doesn't meet certain standards. The savings on your premium that you're eligible for depends on your household income.

Does Employer Health Coverage Affect Eligibility for Premium Savings through the Marketplace?

Yes. If you have an offer of health coverage from your employer that meets certain standards, you will not be eligible for a tax credit through the Marketplace and may wish to enroll in your employer's health plan. However, you may be eligible for a tax credit that lowers your monthly premium, or a reduction in certain cost-sharing if your employer does not offer coverage to you at all or does not offer coverage that meets certain standards. If the cost of a plan from your employer that would cover you (and not any other members of your family) is more than 9.5% of your household income for the year, or if the coverage your employer provides does not meet the "minimum value" standard set by the Affordable Care Act, you may be eligible for a tax credit.¹

Note: If you purchase a health plan through the Marketplace instead of accepting health coverage offered by your employer, then you may lose the employer contribution (if any) to the employer-offered coverage. Also, this employer contribution—as well as your employee contribution to employer-offered coverage—is often excluded from income for Federal and State income tax purposes. Your payments for coverage through the Marketplace are made on an after-tax basis.

How Can I Get More Information?

For more information about your coverage offered by your employer, please check your summary plan description or contact Ventura Unified School District Benefits Office.

The Marketplace can help you evaluate your coverage options, including your eligibility for coverage through the Marketplace and its cost. Please visit HealthCare.gov for more information, including an online application for health insurance coverage and contact information for a Health Insurance Marketplace in your area.

¹ An employer-sponsored health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs.

PART B: Information About Health Coverage Offered by Your Employer

This section contains information about any health coverage offered by your employer. If you decide to complete an application for coverage in the Marketplace, you will be asked to provide this information. This information is numbered to correspond to the Marketplace application.

| | | | |
|--|-----------------------|--|--|
| 3. Employer name Ventura Unified School District | | 4. Employer Identification Number (EIN) 95-2397308 | |
| 5. Employer address 255 W. Stanley Ave, Ste. 100 | | 6. Employer phone number (805) 641-5000 | |
| 7. City Ventura | 8. State CA | 9. ZIP code 93001 | |
| 10. Who can we contact about employee health coverage at this job? Ventura Unified School District Benefits Office | | | |
| 11. Phone number (if different from above) (805)641-5000 x 1242 | | 12. Email address jodie.argueta@venturausd.org | |

Here is some basic information about health coverage offered by this employer:

- As your employer, we offer a health plan to:

☐ All employees. Eligible employees are:

☒ Some employees. Eligible employees are:

- (1) Probationary and permanent employees who work at least 50% of the day or at least 50% of the school contract year.
- (2) Certificated adult education employees who work at least a minimum of 20 hours per week.
- (3) Probationary and permanent classified employees who work a minimum of 4 hours a day.

- With respect to dependents:

☒ We do offer coverage. Eligible dependents are:

Spouses, domestic partners, and children up to age 26 of eligible employees

☐ We do not offer coverage.

- ☒ If checked, this coverage meets the minimum value standard, and the cost of this coverage to you is intended to be affordable, based on employee wages.

**** Even if your employer intends your coverage to be affordable, you may still be eligible for a premium discount through the Marketplace. The Marketplace will use your household income, along with other factors, to determine whether you may be eligible for a premium discount. If, for example, your wages vary from week to week (perhaps you are an hourly employee or you work on a commission basis), if you are newly employed mid-year, or if you have other income losses, you may still qualify for a premium discount.**

If you decide to shop for coverage in the Marketplace, [HealthCare.gov](https://www.healthcare.gov) will guide you through the process. Here's the employer information you'll enter when you visit [HealthCare.gov](https://www.healthcare.gov) to find out if you can get a tax credit to lower your monthly premiums.

Ventura Unified School District
Certificated Human Resources

+ Due **2 weeks** from
substitute orientation
appointment.
+ Due by: _____

SUBSTITUTE TEACHER HANDBOOK

I, _____, hereby certify that I have read the Substitute Teacher Handbook, including the disclaimer as outlined below, and understand my duties and responsibilities as a Substitute Teacher for the Ventura Unified School District. I also understand that at the recommendation of Ventura Unified School District, the Governing Board of Education may dismiss a substitute teacher from employment at any time (E.C. 44953(a)).

Employee Signature: _____

Dated: Ventura, California _____

IMPORTANT DISCLAIMER

This handbook is not a contract of employment or an offer for a contract of employment. It is not a promise of employment for any length of time or under any particular conditions.

All substitute teachers are employed at-will and employment may be terminated by either party at any time, with or without cause.

No employee or representative of Ventura Unified School District, other than the Superintendent acting with the Board of Education authorization, has the authority to offer or promise employment for any length of time or under any particular conditions. The District makes no representations, warranties or assurances regarding any minimum number, duration, or frequency of work assignments to be offered during the school year.

This handbook supersedes any previously issued Substitute Teacher Handbook(s) and, effective May 2020, the provisions of any such previously issued handbook(s) are null, void, and of no effect.

The District reserves the right to amend or abolish this handbook, in whole or in part, at any time, with or without prior notice.