CATEGORY: **Personnel, Certificated Staff**

EFFECTIVE: **8-11-75**

SUBJECT: **Certificated Substitutes (Visiting Teachers) for Prescheduled Activities**

REVISED: **4-24-06**

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing the requesting, scheduling, and approving of prescheduled absences of contract teachers, and providing substitutes (visiting teachers).

2. **Related Procedures:**

   Absences on district business 7155
   Certificated substitutes for illness/emergency 7290
   Replacements for employees during long-term absences 7153
   Substitute procedures for districtwide emergencies 7293
   Withdrawal of services by employees 8450

B. LEGAL AND POLICY BASIS

1. **Reference:** Board Policy I–3000; Education Code Sections 44917–44918, 44953, 45030.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Human Resource Services Division, Office of the Chief of Staff.

2. **Definitions.** (The following terminology is used in this procedure to avoid redundancy.)

   a. **Principal**: A school principal, a supervisor in a child development center, or any person designated by such to act in his/her behalf in substitute request, assignment, or release procedures.

   b. **Visiting teacher**: A substitute teacher, community-based substitute teacher, nurse, or other certificated employee.

   c. **Substitute help desk**: Central substitute assignment facility located in the Human Resource Services Division.

   d. **Substitute assignment management system and WebCenter (SAMS)**: A computerized management system that automates the process of teacher absence reporting and appropriate substitute selection, notification, and assignment. The system consists of an Interactive Voice Response System (IVR) with multiple

SUBJECT: **Certificated Substitutes (Visiting Teachers)
for Prescheduled Activities**

NO: **7295**

PAGE: **2** OF **5**

EFFECTIVE: **8-11-75**

REVISED: **4-24-06**

phone lines and a web interface for teachers and visiting teachers to access the system.

e. **Prescheduled activities**: Professional development, conferences, conventions, workshops, seminars, demonstration lessons, negotiation sessions with exclusive representatives of employee organizations, district business, and the like that can be anticipated sufficiently in advance to permit prescheduling and balancing of staff absences and substitute demand. (*Substitute* costs may be paid from either program office or district funds.)

f. **Program office**: Division/department responsible for the program and budget for an activity requiring a prescheduled substitute.

g. **PeopleSoft Time and Labor**: District Wide Application System used to report time for permanent and hourly employees (replaced timecards).

3. **Scheduling of Prescheduled Activities**

a. **Priority activities**. First priority will be given to cover teacher absences due to reasons of illness or personal necessity. Second priority will be given to site and district staff development activities.

b. **Allocation of visiting teachers**. Visiting teachers will be assigned on an as available basis; assignments may be prearranged in advance and confirmed by the site/department secretary through the Substitute Assignment Management System (SAMS). **Note:** As a rule of thumb, fewer visiting teachers are available for Monday or Friday requests.

c. **Coordination of prescheduled activities** shall be the responsibility of the hosting program office. A calendar of all prescheduled activities will be maintained by each program office; unresolved problems in scheduling shall be referred to the program office manager/director.

4. **Announcement of Prescheduled Activities.** Announcement of an activity and identification of teachers approved to attend must be completed in time to allow schools or the teachers to create an absence in the SAMS system at least *six* workdays in advance of the activity. An activity announcement, usually an information circular, must contain all information necessary for the schools to make arrangements for the absence, including the budget charge number for substitute and/or other expenses, the name and telephone number of the office to be contacted for additional information. Activity details are also forwarded by the hosting program office to the SAMS office and maintained for reference at: http://www.sandi.net/personnel/subs/prof_dev.asp

5. **Visiting Teacher Time.** School/department applies budget number of the prescheduled activity to the Visiting Teacher's PeopleSoft Time and Labor record.

6. **Regulations Concerning Visiting Teacher Assignments**

   a. **Request for substitutes**. Principal or school secretary may directly request or assign a substitute by following the SAMS procedure for requesting and confirming a visiting teacher.

   b. **Change of substitute assignment**. Principal/secretary must make adjustments to the substitute's assignment in SAMS WebCenter or may call the substitute help desk to reassign a substitute within a school because of potential credential problems and the need to assign the appropriate job number to the assignment.

   c. **Cancellation of substitute assignment**. School/department has the responsibility of notifying the visiting teacher of the cancellation before the start of the assignment.

   d. **Length of assignment**. Visiting teachers may be assigned for a single day or longer; half-day assignments are not permitted.

7. **Visiting Teacher Responsibilities**

   a. Accept any assignment for which a proper credential is held.

   b. Carry out all assignments designated by the principal.

   c. Report for duty promptly and remain on duty as specified by the principal. Hours of employment are the same hours as for the regular assigned teacher.

   d. Notify principal as soon as possible prior to the start of the assignment if he/she wishes to be released.

D. IMPLEMENTATION

1. **Division-Sponsored Activities**

   a. **Program office** coordinates setting up prescheduled activity.

b. **Program office** announces activity and includes information necessary for school to create absences in the SAMS system.

c. **School** signs up teachers for prescheduled activity via roster or other means as instructed by the hosting program office.

d. **Program office**, upon receipt of teacher names from school site, maintains signup roster internally and compares it to final roster after activity is complete. At a time determined by the program office after the activity is complete, a PeopleSoft cross-site budget report is run to audit and verify expenditures of the activity that school sites have entered into PeopleSoft Time and Labor.

e. **Principal** notifies teachers of approved request and confirmation of visiting teacher. If visiting teacher is *not* used, school site modifies job created in the SAMS System to "No Sub Required" so a budget encumbrance is not generated for the absence.

f. **School/department manager or secretary** directly requests and confirms substitute in SAMS/WebCenter, if needed, for assignment. SAMS system will verify the request and provide job number.

g. **Teacher** on day of prescheduled activity, calls/reports to his/her school site to verify coverage of his/her classroom. If absence was not filled by a visiting teacher, he/she is to report back to his/her school site and forego the prescheduled activity.

h. **Visiting teacher** carries out assignment(s).

i. **Time-recording secretary** verifies visiting teacher time in PeopleSoft Time and Labor and enters budget number provided by the program office for the activity.

j. **Payroll Unit, Payroll/Employee Benefits Department,** processes time for payment.

2. **School-Sponsored/Funded Activities**

a. **School** coordinates setting up prescheduled activity (includes board approval, funding, logistics, attendees, and other information).

SUBJECT: **Certificated Substitutes (Visiting Teachers)
for Prescheduled Activities**

NO: **7295**

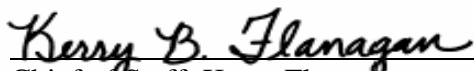PAGE: **5** OF **5**

EFFECTIVE: **8-11-75**

REVISED: **4-24-06**

b. **School/department manager or secretary** directly requests and confirms substitute in SAMS/WebCenter, if needed, for assignment. SAMS system will verify the request and provide job number.

c. **Visiting teacher** carries out assignment(s).

d. **Time-recording secretary** verifies visiting teacher time in PeopleSoft Time and Labor and enters budget number provided by the program office for the activity.

e. **Payroll Unit, Payroll/Employee Benefits Department,** processes time for payment.

E. FORMS AND AUXILIARY REFERENCES

1. Visiting Teacher Handbook and Directory

F. REPORTS AND RECORDS

G. APPROVED BY

Kerry B. Flanagan

Chief of Staff, Kerry Flanagan
For the Superintendent of Schools