

Information for District #34 Guest Teachers, Nurses, and Aides 2017-2018 School Year

We appreciate your willingness to work with our students and ask that you take time to familiarize yourself with the information in this informational guide prior to your first day with us.

The School District expects individuals in substitute or temporary positions to work less than 600 hours annually. Substitute and temporary positions are not eligible for benefits (including participation in the Illinois Municipal Retirement Fund) unless explicitly stated otherwise. Service in multiple substitute positions will be considered in the aggregate. The District reserves the right to limit an individual's working hours at any time at its sole discretion.

District #34 uses the Absence Management (formerly Aesop) system for placement of our Guest Teachers, Guest Nurses, and Paraprofessionals. New guest employees will receive detailed information on how to access Absence Management online or via telephone.

Here are a few important points to remember:

- If you work in multiple districts, Absence Management will prompt you to create a single log-in. Doing this will enable you to view assignments for all Absence Management districts without the need to log in for each district.
- During the school day, it is not acceptable to “job shop”. Please do not use instructional time and/or working time to plan your future work assignments.
- When accepting assignments either on the web or by phone, please be sure to obtain a job number. This is your proof of job acceptance.
- In certain circumstances, the building administrator may request that you assist in another classroom or in another subject area. District 34 has a philosophy of doing whatever is needed to provide outstanding instruction to our students. Your understanding and cooperation in these situations is appreciated.
- We understand that occasionally a guest teacher, nurse, or aide must cancel an assignment due to unforeseen circumstances or illness. The Absence Management system will consider that an emergency situation which makes you unavailable that day, and will not call you or otherwise make assignments available to you in any school district using Absence Management for that time period.
- When you arrive at school, please report to the main office to sign in each day. This is true even if you have worked in District 34 for many years. Not only do we enjoy seeing you each day, but without your signature on the sign-in sheet you will likely not receive pay for the day. If changes do need to be made to your assignment, please be sure to request a sign-in sheet if one was not offered to you.
- Fellow teachers and building principals are valuable resources, especially during a challenging day. Please don't hesitate to ask for assistance whenever the need arises.
- Each staff member in District 34 serves as a role model for our students. We hope this is noticeable to you each time you walk through the front door of either of our schools. Please be mindful of this important role you fill as you go about your work day.
- Please arrive to school early enough to prepare for your assignment. The assignment starting time listed in Absence Management refers to the time that you should be ready for duty. Likewise, please do not end your assignment before the ending time listed, or until your students have left for the day. If your assignment includes a first or last period planning time, you must still arrive and leave at the correct times.

Pay Periods and Pay Rates

Days worked from the 1st through the 15th of the month will be paid on the 30th of the month. Days worked the 16th through 31st of the month will be paid on the 15th of the following month. If the 15th or 30th of the month falls on a weekend or holiday, payroll is credited the business day prior to the weekend or holiday. Payroll is made only by direct deposit at the banking institution of your choice. Please make sure you have a current direct deposit form on file. A voided check or deposit slip is required to set up your direct deposit. Guest teachers, nurses, and aides are paid at the rate of \$100.00 for each full day of work. Silvis School District #34 teacher retirees are paid at a daily rate of \$110.00.

For long-term assignments arranged by administration, the following schedule applies: The guest teacher will be paid at the daily rate for the first ten consecutive days in the same classroom for the same teacher. The guest teacher will be paid \$10 above the daily rate beginning with the eleventh day in the same classroom for the same teacher. Guest teachers who will be working 45 days or more in the same classroom for the same teacher, will be paid a per diem based on the BA Step 1 salary rate for that school year (divided by 180 days or whatever the contracted number of days for a teacher is that school year) beginning on the eleventh day.

Hours and compensation for guest teachers, nurses, and aides will be computed based on half-day or full-day assignments. A guest teacher who substitutes in a class which requires him/her to forfeit a preparation period because of the absence of another teacher, shall be compensated at a rate of \$20.00 per hour.

Work Hours

Elementary Assignments: 8:05 a.m. to 3:30 p.m. (half-day begins/ends at 11:30 a.m.)

Junior High Assignments: 7:35 a.m. to 3:00 p.m. (half-day begins/ends at 11:00 a.m.)

Incllement Weather

The superintendents of the Illinois Quad Cities area school districts have cooperatively developed a procedure, which will be followed when conditions are not safe for most students to attend school. The Absence Management system will notify everyone who is scheduled to work on a day when school will not be in session because of bad weather.

Our Schools and Student Attendance Hours

George O. Barr Elementary School (Grades PreK – 5)

1305 5th Avenue, Silvis, IL 61282, 8:30 a.m. – 3:15 p.m.

Phone: (309)792-0639

Principal: Michael Hughes

Secretaries: Faith Angel, Meaghan Terry

Northeast Junior High School (Grades 6-8)

4280 4th Avenue, East Moline, IL 61244, 8:00 a.m. – 2:45 p.m.

Phone (309)203-1300

Principal: Jim Widdop

Secretary: Anita Cogdill

Absence Management Support Team – Administrative Office

4280 4th Avenue, East Moline, IL 61244

Phone: (309)792-9325

Wendi Harrell – System Administrator extension 207