



GUEST TEACHER HANDBOOK

IMPORTANT DISCLAIMER

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

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

Pacific Grove Unified School District reserves the right to amend or terminate this handbook, in whole or in part at any time, with or without prior notice.



GUEST TEACHER HANDBOOK

Welcome to Pacific Grove Unified School District!

Guest teachers are a very important part of Pacific Grove Unified School District's mission to provide quality instruction in a positive, safe and stimulating environment. We are grateful for your work on behalf of our students and schools.

This handbook is a guide to our procedures, school sites and also sets forth expectations we have for PGUSD Guest teachers. You will find employment requirements, contact information for our schools, Frontline (absence management system) login protocol, school site and Guest teacher's responsibilities. We expect that PGUSD Guest teachers be able to provide an environment where students can engage in their studies and be productive in their task of learning.

The office staff at each site will provide support for your responsibilities. Please remember to always check in with the site secretary/office manager when you arrive and leave. Additionally, the staff at the District Office are always available to answer your questions. Kimberly Ortiz will be your first points of contact for any help you may need.

DISTRICT OFFICE STAFF

Dr. Linda Adamson	Superintendent	
Josh Jorn	Asst. Superintendent/Business Services	
Buck Roggeman	Chief Director of Human Resources	646-6507
Kimberly Ortiz	Personnel Specialist, Human Resources	646-6537
Angela Lippert	Personnel Specialist, Human Resources	646-6593
Bree Nehring	Personnel Technician, Human Resources	607-8892
Kristen Quilty	Payroll & Benefits Specialist	607-8891
Cristina Olmos	Payroll & Benefits Specialist	646-6515

TABLE OF CONTENTS

- School Site Phone Directory
- Guest Application Procedures & Requirements
- Guest Teacher Assignments
- The School's Responsibility
- The Guest Teacher's Responsibility



SCHOOL SITE PHONE DIRECTORY

Pacific Grove High School 615 Sunset Drive	646-6590	Greg O'Meara, Principal Sean Keller, Assistant Principal Jill Houston, Office Manager
Community High School 1004 David Ave. Bldg A	646-6535	Greg O'Meara, Principal Cheri Deeter, Teacher-in-Charge Natalia Pastor, Office Manager
Pacific Grove Middle School 835 Forest Avenue	646-6568	Sean Roach, Principal Jason Tovani, Assistant Principal Apple Atofau, Office Manager
Forest Grove Elementary School 1065 Congress Avenue	646-6560	Abbie Arbrun, Principal Rebecca Gamecho, Office Manager
Robert Down Elementary School 485 Pine Avenue	646-6540	Emily Brownfield, Principal Amy Riedel, Office Manager
Pacific Grove Adult School 1025 Lighthouse Avenue	646-6580	Barbara Martinez, Principal Michelle Kerkhoff, Office Manager

SUBSTITUTE APPLICATION PROCEDURES & REQUIREMENT

How to become a Guest Teacher at PGUSD

- Submit a completed guest teacher application at www.edjoin.org. All applicants must show proof of the following:
 - CA Teaching Credential OR Emergency 30 Day Substitute Permit
 - Valid Driver License
 - Social Security Card
 - Valid TB Test or Risk Assessment within the last 4 years
- Once edjoin application is complete Human Resources will email the on-boarding packet before applicant can become eligible for employment.
- Human Resources will screen all new applicants and determine whether they are placed on the guest teacher List.
- Guest teachers are responsible for filing a valid credential through the Human Resources Office and/or with the office of the County Superintendent of Schools.
- All guest teachers' fingerprints must clear before they begin their first assignment.
- When the application form are completed, and the above mentioned requirements are met; the candidate will be placed on the substitute list and given a Frontline account.

Newly Hired Guest Teacher

Frontline/Aesop Login

Our district utilizes Frontline (formerly Aesop) to manage our Guest Staff assignments. In the section below (Guest Staff Assignments) you will find more information about utilizing Frontline.
Exhibit B

Payroll Information

- California credential ~ \$215 Full day (3+ hours)
- 30 day Substitute permit ~ \$187 Full day (3+ hours)
- Adult School ~ \$37.47 per hour (Colum A, Step 1)
- Child Development Center Teacher ~ \$ \$38.22 per hour (Colum A, Step 1)
- Child Development Center Child Care Attendant ~ \$ \$38.22 per hour (Colum A, Step 1)
- Clerk ~ \$21.24 per hour (Range 25)
- BASRP ~ \$21.80 per hour (Range 26)
- Food Service ~ \$22.86 per hour (Range 28)
- Custodial & Ground ~ \$23.94 per hour (Range 30)
- Instructional Assistant (Reg Ed & PE) ~ \$23.94 per hour (Range 30)
- Instructional Assistant (Sped) ~ \$24.54 per hour (Range 31)
- Administrative Assistant ~ \$25.14 per hour (Range 32)
- Maintenance ~ \$27.77 per hour (Range 36)
- Paraprofessional ~ \$28.51 per hour (Range 37)

All service time of Guest Staff is reported by the school sites to the Payroll Office. Payroll checks are issued on the 10th day of the month following of work performed. Example if you worked in August you will be paid on September 10th.

SUBSTITUTE APPLICATION PROCEDURES & REQUIREMENT

If you have Direct Deposit you will get an email from (donotreply@montereycoe.org) you will need your employee ID to access your direct deposit. Live checks can be picked up at the District Office with prior notification to payroll. You will need to bring a valid ID. Questions about payment should be directed to payroll at payroll@pgusd.org

Certificated Teachers working 3 hours or less will be paid a half day rate.

Guest teachers in all cases are employed and paid by the district. In no case is time served as a Guest teacher recorded for tenure purposes or for future placement on the certificated salary schedule.

Guest teachers working a full day shall be expected to serve the same professional day as regular teachers and assume all duties of the regular teachers as assigned by the Principal.

When there is a shortage of Guest teacher available for service at the secondary level, those Guest working that day may be asked to teach during the regularly schedule preparation period.

Substituting for Classified Position

Classified pay varies depending on the classified position being covered. If a certificated Guest Staff accepts a classified position, they are paid the same as a classified Guest Staff. Please see above the breakdown of classified pay.

Maintenance of Active Guest Status

You must maintain an active credential or permit in order to be an active Guest Teacher. Additionally, you must communicate with the H.R. office on a yearly basis to confirm your desire to continue as a Guest for PGUSD.

Credential Renewal

It is the Guest's responsibility to maintain their credential and ensure it is valid. If you renew your credential, please email Kimberly Ortiz (kortiz@pgusd.org) so your file can be updated.

Reasonable Assurance

Each April the H.R. Office will send out a letter of "Reasonable Assurance", by mail, notifying him/her that the District intends on using his/her Guest services the upcoming school year and whether the Guest would like to remain active in our district. This letter must be returned, or you must contact the H.R. office by phone or email, to remain on our active list.

Calculation of Sick Leave

PGUSD Guests accrue one (1) hour paid sick leave for every thirty (30) hours of work per year. To qualify for sick leave, a Guest must:

- Work for PGUSD for at least 30 days (210 hours) within a school year and
- Satisfy a 90 Day employment period (630 hours) before taking any sick leave (calculated from the start date of your active Guest status with PGUSD).

No more than three (5) sick leave days can be used or taken in a year, and no more than six (6) days can be accrued. California's Paid Sick Leave Law (AB 1522) can be referenced for further information.

SUBSTITUTE APPLICATION PROCEDURES & REQUIREMENT

GUEST TEACHER ASSIGNMENTS

The Pacific Grove Unified School District utilizes Frontline (formerly Aesop) Absence Management System to fill teacher absences. In order for the Guest Teacher program to function effectively for the mutual benefit of both regular staff and Guest Teachers, it is necessary that Guest Teachers be assigned through the Frontline system. **If you do not receive verification from Frontline then the assignment has not been booked.**

1. The Frontline Guest System operates 24 hours a day, and records information entered by staff members requesting Guest Teachers.
2. Please download the frontline app: Apple: [Frontline Education](#) Android: [Frontline Education](#) this will give you a better view of what the need is for. You also can better plan out your schedule.
3. Telephoning of Guest Teachers occurs through Frontline from 6:15am – 11:00am and then again from 5:00pm – 10:00pm daily. Open assignments are available to view at any time of day on the Frontline website (using your login and pin). You can set call time preference in frontline. See *Exhibit B* Setting and Changing Call Time.
4. We ask that if you receive a call from Frontline, that you listen to the message and if you are unable to accept the assignment that you REJECT the job. This way, you will avoid receiving a personal call from the H.R. staff to fill that assignment. Rejecting jobs does not reflect poorly on the Guest, and only helps the site and District Office staff.
5. Frontline will give the Guest Teacher the necessary information regarding start and end time of the assignment, the site, teacher, grade level and subject. Questions about parking and front office location can be obtained by calling the site secretary or office manager or calling the H.R. contacts at the District Office.
6. Adult School and Coop assignments are coordinated through the Adult School office and not through Frontline. With the exception of the Child Development Center.
7. Any assignment cancellations due to change in schedule for the teacher will be communicated to the Guest as soon as possible.
8. If the Guest Teacher needs to cancel an assignment due to illness, emergency or personal need, please email Kimberly Ortiz at kortiz@pgusd.org and the appropriate site administrative assistant/office manager as soon as possible. Cancellations cannot be made through Frontline by the Guest Teacher.
9. Frontline has options that will allow you to block days that you are not able to work and also change your preferences regarding school sites and times called. Any questions regarding Frontline can be directed to Kimberly Ortiz at the District Office. *Exhibit B*

SUBSTITUTE TEACHER ASSIGNMENTS

10. Guest Teachers who are hired on a daily basis shall be paid at the rates listed on the PGUSD website under the Human Resources tab (Salary Schedules > [Substitute Salary Schedule](#)) following rates for a full day's assignment. *Exhibit A*
 - a. 3 hours per day or more constitutes a full day assignment. Anything less than 3 hours is a half-day assignment.
 - b. Long term pay is required on day 16 of a consecutive day assignment and is not retroactive.
 - c. Classified assignments (Instructional Assistant for Special Education or Physical Education, Custodial, BASRP, Clerical) are paid at an hourly rate with an unpaid lunch period (depending on the length of the assignment). Please contact the H.R. Office for questions regarding rates of pay for classified assignments.
11. Guest Staff will need to fill out a time sheet with hours you. You will need separate time sheet for each location that you work. The office manager will have them in the office. If you work at the State Preschool or Sped Preschool on David Ave please turn your time sheet in to Community High School Administrative Assistant. *Exhibit C*
12. Teachers designated as Guest Teachers are not entitled to fringe benefit provisions.
13. Guest Teachers can be put on a 'Preferred List' by teachers. If you are on a teacher's preferred list, you will receive a 10% lead time to accept that particular teacher's posted assignments. If none of the preferred Guests pick up the assignment it will then be opened to the general Guest pool.
14. In all cases, Guest Teachers are employed and paid by the district. In no case is time served as a Guest Teacher recorded for tenure purposes or for future placement on the certificated salary schedule.
15. Additionally, the school Principal shall be responsible for evaluating and monitoring the effectiveness of Guest Teachers.
16. Guest Teachers taking assignments in Special Education classes should refrain from inquiring about any confidential information regarding the students.

THE SCHOOL'S RESPONSIBILITY

The site secretary and/or school principal will assist you by:

1. Explaining the procedures for recording student attendance.
2. Notify the Guest of any special programs for the day.
3. Providing or notifying the Guest of the bell/class schedule for the day.

THE SCHOOL'S RESPONSIBILITY

4. Pointing out the lunchroom, the nearest restroom facilities, and the yard area where the Guest Teacher may have duty, and where the class is to play.
5. Information and procedures in case of injury to a student, and if any students in their class have a severe medical issue.
6. Dropping by during the day to see if the class is operating satisfactorily and if any help can be offered (especially on the 1st day, or if the class is difficult).
7. Explaining the rules for student conduct, and the manner for handling any special discipline cases that may need to be referred to the School Office.
8. To provide a lesson plan, current seating chart and assignments for the day (provided by the teacher, but if missing the site will assist with obtaining this information).
9. Any other information that might be needed regarding Fire Drill routines, Big Five Safety protocols, special classes that students attend, schedule of yard duty or other assignments.

It is your responsibility to:

1. Arrive at the school approximately 10 – 20 minutes before classes begin, unless you receive a late call.
2. Arrive dressed appropriately, in a neat and professional manner.
3. Report to the School Office upon arrival to sign in with the site Secretary and obtain any keys and an ID badge that must be worn at all times.
4. Learn the correct attendance procedures, take roll accurately and turn in all required attendance reports.
5. Report all illnesses or injuries to the front office at your school site.
6. Review the lesson plans and try to complete the tasks assigned by the regular teacher.
7. Never leave the students unsupervised.
8. Refrain from using a cell phone or any other personal electronic device while students are in the classroom.
9. Assume the regular teacher's extra duties (yard duty, etc.).
10. Know the school rules for student conduct and hold children accountable; call the office if you experience any difficulty with any students that get out of hand.
11. Leave a note summarizing the day's happenings for the regular teacher.
12. Be certain that classroom windows and doors are locked before you leave, and that the room is

THE SCHOOL'S RESPONSIBILITY

in the same condition that you found it at the start of the day.

13. Report to the School Office before leaving to check out and return items.
14. Inform the School Principal or site secretary of any difficulties encountered that detract from a successful experience. This may include any difficulty with student behavior, lesson plans, etc.

PGUSD SCHOOL START & END TIMES

Please note, Guest teacher are expected to arrive 10-20 minutes before the start of school day.

Forest Grove Elementary & Robert Down Elementary		
Monday, Tuesday, Wednesday & Friday	8:40 am	3:10 pm
Thursday	8:40 am	2:00 pm
PG Middle School		
Monday, Tuesday, Wednesday & Friday	8:25 am	3:00 pm
Thursday	8:25 am	2:00 pm
PG High School		
A day Per 2 - 7	8:30 am	3:30 pm
B day Tuesday/Thursday Per 1,2,4,6	8:30 am	3:30 pm
C day Wednesday/Friday Per 1,3,5,7	8:30 am	3:30 pm
Community High School		
Monday, Tuesday, Thursday & Friday	9:00 am	2:30 pm
Wednesday	9:00 am	12:30 pm
PG Child Development Center		
Monday – Friday (210 days per year)	7:00 am	6:00 pm

Thank you!