

SACRAMENTO COUNTY OFFICE OF EDUCATION

Substitute Resource Guide

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ABOUT SCOPE



WHY THIS MATTERS

Understanding SCOPE's role helps you see how your work supports students, schools, and families throughout Sacramento County.



YOUR ROLE

Every substitute employee contributes to SCOPE's mission by **creating safe, supportive, and productive learning environments** that help students succeed.



SCOPE SUPPORTS:



30,000+ children and adults served each year



255,000+ students supported in 13 school districts



Professional learning and educator training



Curriculum, instructional, legal, financial, and technical support



School district leadership focused on student success



Schools in providing high-quality educational opportunities for all students.

BELONGING, EQUITY, AND STUDENT SUCCESS



WHY THIS MATTERS

SCOPE is committed to creating learning and work environments where every student, family, and employee feels valued, supported, and empowered to succeed.



SCOPE recognizes that its greatest strength is the diversity of the students, families, educators, and employees it serves.



SCOPE IS COMMITTED TO:



Fostering a culture of belonging.



Providing equitable opportunities for every learner.



Identifying and removing barriers to student success.



Developing innovative programs and services that meet diverse needs.



Creating learning environments where all students can thrive.



Through equity, inclusion, and continuous improvement, **SCOPE expands opportunities and helps prepare every student for future success.**



YOUR ROLE

As a substitute employee, you contribute to this mission by **creating a safe, respectful, and supportive environment** for every student.



Together, we support students, strengthen schools, and build a better future
for Sacramento County.

SCOE COURT AND COMMUNITY SCHOOL PROGRAMS

Sacramento County Office of Education



WHY THIS MATTERS

As a substitute employee, you may work in a variety of SCOE programs. Understanding the purpose of these programs can help you better support students and staff.



COURT SCHOOL

El Centro Jr./Sr. High School

Located within the Sacramento County Youth Detention Facility, El Centro Jr./Sr. High School helps students continue their education while preparing for their next step.

Students may transition back to a comprehensive or alternative high school, earn a diploma, or continue to vocational training or community college.



ADDITIONAL REQUIREMENTS TO WORK AT THIS SITE:

- ✓ Probation clearance
- ✓ Specialized orientation and training



COMMUNITY SCHOOL PROGRAMS



Senior Extension Program (SEP)

SEP gives eligible students additional time to complete high school requirements.

The program provides:

- ✓ Personalized support
- ✓ Individualized attention
- ✓ Increased opportunities to graduate
- ✓ Preparation for college, military service, or the workforce



CARE Program

The Community Action for Responsive Education (CARE) Program serves students in grades 7–12 throughout Sacramento County.

Through a partnership between SCOE and local school districts, CARE works to:

- ✓ Keep students engaged in school
- ✓ Reduce dropout rates
- ✓ Provide additional educational support
- ✓ Reduce referrals to juvenile probation



TOGETHER, WE SUPPORT
STUDENTS, SCHOOLS, AND FAMILIES
ACROSS SACRAMENTO COUNTY.



Students



Schools



Families



SCO SPECIAL EDUCATION SCHOOLS AND PROGRAMS

Sacramento County Office of Education



WHY THIS MATTERS

As a substitute employee, you may work in a variety of SCO special education programs. Understanding the purpose of these programs can help you better support students and staff.



FOUNDATIONS ACADEMY

Foundations Academy serves students **ages 3–22** with:



Autism



Emotional disabilities



Moderate to severe cognitive disabilities



Physical disabilities



Medical support needs

Students receive specialized services that may include:



Speech and language support



Vision services



Orientation and mobility training



Nursing support



Psychological services



SCO operates more than **30** special day classrooms at over **20** sites throughout Sacramento County.



Foundations Academy also offers **preschool programs** that promote inclusion and support students with special needs in community and district settings.



LEO A. PALMITER JR./SR. HIGH SCHOOL

Leo A. Palmiter Jr./Sr. High School helps students with emotional disabilities achieve academic success and prepare for life after graduation. Through academic instruction, career preparation, and individualized educational, behavioral, social-emotional, and mental health supports, students develop the skills needed for further education, employment, and independent living.

PROGRAMS INCLUDE:



Culinary Arts



Horticulture and Landscape Design



Northern California Construction Training (NCCT)

WORKABILITY PROGRAM

The school's WorkAbility Program helps students prepare for life after high school through:

- ✓ Pre-employment skills training
- ✓ Job placement support
- ✓ Employment follow-up services
- ✓ Preparation for independent living, employment, and post-secondary education



Together, we support **students, schools, and families** across Sacramento County.





SCOE OUTDOOR EDUCATION PROGRAM

SLY PARK ENVIRONMENTAL EDUCATION CENTER

Sacramento County Office of Education



WHY THIS MATTERS

At Sly Park Environmental Education Center, students step beyond the classroom and into nature, where hands-on experiences cultivate environmental literacy, strengthen self-confidence, inspire resilience, and create lifelong connections to the outdoors and one another.

PROGRAMS SUPPORT STUDENTS IN:



Academic
growth



Social
development



Environmental
awareness



Understanding of
California science
standards

ADDITIONAL REQUIREMENTS TO WORK AT THIS SITE:



Specialized training



Comfort working outdoors



Ability to support
residential programs



Flexibility in varying
weather conditions



Located approximately 60 miles east of Sacramento in the Sierra Nevada foothills, Sly Park hosts students for three-, four-, and five-day residential programs.



Students participate in outdoor learning experiences in a variety of weather conditions, including:



Rain



Snow



Ice



Cold-weather
conditions



Students stay in heated cabins, have access to indoor restroom and shower facilities, and receive meals during their stay.



Together, we support **students, schools,**
and families across Sacramento County.





PROFESSIONAL EXPECTATIONS

EVERY STUDENT.
EVERY DAY.
EVERY OPPORTUNITY.



Whenever you accept an assignment,
you represent SCOE.

Students, families, and school staff
should experience the same professionalism
from substitutes that they expect from
any SCOE employee.



YOU ARE EXPECTED TO:



Arrive on time.



Wear your SCOE badge.



Dress professionally.



Follow site procedures.



Work cooperatively with staff.



Complete assigned responsibilities.



**YOUR
PROFESSIONALISM
SUPPORTS
STUDENT SUCCESS
AND REFLECTS
POSITIVELY ON
OUR SCHOOLS.**



PROTECT STUDENT INFORMATION

You may learn confidential information about
students, families, and staff.

Keep it private.

DO NOT:



Discuss students outside of school.



Share student records.



Post student information on social media.



Discuss students with unauthorized
individuals.



**WHEN IN DOUBT,
DO NOT SHARE INFORMATION.**



APPROPRIATE TECHNOLOGY USE

As a substitute:



Supervise student technology use.



Follow site technology procedures.



Monitor appropriate use.



Refrain from personal use of technology
for calls, texting, and email during
instructional periods.



Report concerns to administration.



**PROFESSIONAL IN ACTION.
MAKING A DIFFERENCE EVERY DAY.**



YOUR JOB IN ONE SENTENCE



Keep students safe and engaged in learning.

Every decision you make should support a safe, productive learning environment.



If you remember nothing else from this guide,
REMEMBER THIS:



Prioritize student safety



Follow lesson plans and site procedures



Maintain professionalism



Protect student confidentiality



Ask for help when needed



WHY THIS MATTERS:

Students depend on substitutes to provide continuity when regular staff are absent.





STUDENT SAFETY COMES FIRST

Student safety is your most important responsibility.



ALWAYS



Actively supervise students.



Take attendance accurately.



Follow safety procedures.



Report concerns immediately.



Ask for help when needed.



Follow staff directions.



NEVER



Leave students unattended.



Release students without authorization.



Administer medication.



Ignore safety concerns.



Use physical force as discipline.



A SAFE STUDENT IS A SUCCESSFUL STUDENT.

Your vigilance today helps create a safe, supportive environment every day.





IF AN EMERGENCY HAPPENS

Your job is not to solve the emergency; your job is to **follow procedures, stay calm, and account for students.**



BEFORE STUDENTS ARRIVE



Locate emergency exits.



Locate emergency materials.



Review emergency procedures.



Keep attendance information accessible.



Know how to contact the office.



DURING AN EMERGENCY



Stay calm.



Give clear directions.



Follow site procedures.



Supervise students.



Account for all students.



Report injuries or missing students immediately.



Follow directions from administrators and emergency personnel.



PREPARE TODAY. PROTECT TOMORROW.

Your calm, preparation, and quick action make a difference.





KNOW YOUR SUBSTITUTE ROLE



You make a difference every day in every classroom.



TEACHER

You lead classroom instruction while the teacher is absent.

RESPONSIBILITIES:

- ✓ Deliver lessons as planned.
- ✓ Follow classroom routines.
- ✓ Supervise students.
- ✓ Maintain a productive learning environment.
- ✓ Collaborate with staff.



PARA-EDUCATOR

You support instruction and student learning.

RESPONSIBILITIES:

- ✓ Support individual students.
- ✓ Assist with small-group instruction.
- ✓ Reinforce behavior expectations.
- ✓ Support classroom activities.
- ✓ Help maintain a safe environment.



BEHAVIOR MANAGEMENT TECHNICIAN (BMT)

You support student behavior and safety.

RESPONSIBILITIES:

- ✓ Implement behavior support plans.
- ✓ Support social-emotional learning.
- ✓ Assist with de-escalation strategies.
- ✓ Document incidents and interventions.
- ✓ Help maintain a safe learning environment.



YOUR ROLE. THEIR SUCCESS.

**TOGETHER, WE CREATE SAFE,
SUPPORTIVE, AND ENGAGING LEARNING ENVIRONMENTS.**



BEFORE YOUR ASSIGNMENT



WHY THIS MATTERS:

A few minutes of preparation can prevent problems throughout the day.



THE NIGHT BEFORE



Review assignment details in Frontline.



Confirm the location.



Verify start and end times.



Read assignment notes and special instructions.



Plan your route.



Prepare professional attire.



BEFORE LEAVING HOME



Bring your SCOE ID badge.



Allow extra travel time for traffic and parking.



Review emergency contact information.



Bring any materials you may need.



YOUR PREPARATION. THEIR SUCCESS. ★

Thank you for helping provide a safe, productive learning environment for every student.





WHEN YOU ARRIVE

Arriving early helps you start the day calmly and confidently.



Every student.
Every day.
Every opportunity.

1



Check in at the office, if appropriate.

2



Complete sign-in procedures.

3



Obtain keys, schedules, and classroom information.

4



Locate emergency exits and evacuation routes.

5



Review emergency procedures.

6



Locate lesson plans and attendance materials.

7



Confirm student arrival procedures.

8



Ask questions before students arrive.



**BE PREPARED.
BE CONFIDENT.**

A great day starts with preparation.
Your role makes a difference!



THANK YOU!

Your flexibility and commitment help create safe, supportive, and successful learning environments for all students.



RESPECT



SAFETY



SUPPORT



SUCCESS



PREPARE FOR THE SCHOOL DAY



Prepared.
Confident.
Ready to lead.

CLASSROOM SETUP CHECKLIST

☐

Review lesson plans.

☐

Review student support information, if provided.

☐

Locate instructional materials.

☐

Test classroom technology.

☐

Review attendance procedures.

☐

Review seating charts.

☐

Write your name on the board.

☐

Identify who to contact if you need assistance.

BEFORE STUDENTS ARRIVE, MAKE SURE YOU CAN ANSWER THESE QUESTIONS:



Do I know today's schedule?



Do I know how attendance is taken?



Do I know emergency procedures?



Do I know who to contact for help?



Do I have everything needed to begin instruction?



If the answer is yes to all five questions, you're ready to start.



YOU MAKE A DIFFERENCE





SET YOURSELF UP FOR A SUCCESSFUL DAY

Great days start with clear routines, positive connections, and effective classroom management.



AT THE START OF THE DAY



Greet students as they arrive.



Introduce yourself.



Communicate expectations clearly.



Begin instruction promptly.



Follow established routines.



THROUGHOUT THE DAY



Move purposefully around the classroom.



Monitor student engagement and participation.



Reinforce positive behavior.



Provide assistance and support as needed.



Address concerns proactively.



Correct behavior respectfully.



Remain calm and professional, and approachable.



PREPARED. PURPOSEFUL. POSITIVE.
YOU MAKE A DIFFERENCE EVERY DAY.





MANAGE THE CLASSROOM EFFECTIVELY



Students are most successful when expectations are **clear, consistent,** and **respectful.**

EFFECTIVE SUBSTITUTES ARE:



PREPARED



ORGANIZED



FLEXIBLE



CONSISTENT



PROFESSIONAL



WHEN BEHAVIOR ISSUES ARISE:



Address concerns early.



Focus on behavior, not the student.



Stay calm and respectful.



Use a professional tone.



Avoid power struggles.



Follow classroom and school expectations.



Ask for support when needed.



Remember:

Students do not need the strictest adult in the room.
They need a predictable one.



**CLEAR EXPECTATIONS. POSITIVE ENVIRONMENT.
STRONG LEARNING FOR EVERY STUDENT.**





BEFORE YOU LEAVE



WHY THIS MATTERS:

The information you leave keeps the returning employee informed of how the day went, things they need to follow up on and helps them resume instruction quickly and effectively.



LEAVE NOTES ABOUT

- Lessons completed
- Student successes
- Lessons not completed
- Behavior concerns
- Changes made to plans
- Follow-up needs



PREPARE THE CLASSROOM

- ✓ Collect student work
- ✓ Return materials to their proper locations
- ✓ Secure confidential information
- ✓ Tidy the classroom
- ✓ Shut down or secure technology



CHECK OUT

- ✓ Follow site sign-out procedures
- ✓ Return keys and borrowed items
- ✓ Secure the classroom
- ✓ Report unresolved concerns



FINAL SELF-CHECK

Before leaving campus, ask yourself:

- ✓ Did I leave notes?
- ✓ Did I report concerns?
- ✓ Did I return all site property?
- ✓ Is the classroom secure?
- ✓ Would I have everything I need if I were returning tomorrow?



If yes, your assignment is complete.



**YOUR CARE TODAY
MAKES A DIFFERENCE TOMORROW.**



THANK YOU FOR BEING A VALUED PART OF OUR SCHOOLS!

EMPLOYMENT BASICS

Key information every substitute should know.



SUBSTITUTES ARE:



Temporary employees



On-call employees



At-will employees



Not guaranteed assignments



ASSIGNMENTS:



Have defined start and end dates.



Must be accepted in their entirety.



May be full-day or half-day.



IF YOU ARE INJURED AT WORK

1



Report the injury to your site supervisor.

2



Call the Employee Injury Nurse:
1-877-742-3467

3



Seek emergency medical treatment if needed.

4



Notify Personnel: **(916) 228-2332**



Supporting our schools.
Empowering every student.



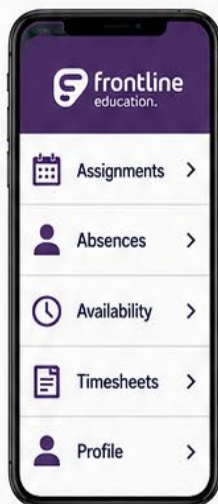
MANAGE ASSIGNMENTS IN FRONTLINE

Frontline is your tool for managing assignments and staying connected with our schools.



USE FRONTLINE TO:

- ☐  View assignments.
- ☐  Accept assignments.
- ☐  Manage availability.
- ☐  Record absences.
- ☐  Submit timesheets.
- ☐  Review assignment details.



BEFORE ACCEPTING AN ASSIGNMENT

- ☐ Confirm you can work the entire assignment.
- ☐ Review dates and times.
- ☐ Review assignment details carefully.



Accepted assignments are **commitments**.



IF YOU MUST CANCEL

- 1  Cancel the assignment in Frontline.
- 2  Follow site procedures.
- 3  Notify the site when appropriate.



Cancellations and no-shows **may affect future assignment opportunities**.



SUBMIT YOUR TIME



After you complete an assignment:

- 1 Log in to Frontline.
- 2 Go to Time and Attendance.
- 3 Create or update your timesheet.
- 4 Verify that your hours match the assignment you worked.
- 5 If your hours differ from the assignment, add a comment explaining why.
- 6 Review your timesheet and submit it for approval.



WHY THIS MATTERS:

Accurate timesheets help ensure you are paid on time.



The Personnel Department reviews timesheets at the end of each pay period. If additional information is needed, Personnel will contact you.



Need help? A step-by-step timesheet guide is provided during onboarding. A copy is also available in the appendix for your reference.



**BE RESPONSIBLE.
BE RELIABLE. BE A VALUED PART OF OUR TEAM.**



UNDERSTAND YOUR PAY AND BENEFITS



PAY INFORMATION



CERTIFICATED SUBSTITUTES

- Any assignment four (4) hours or less will be paid at the half-day rate.
- Assignments exceeding four (4) hours will receive the full-day rate.
- Extended School Year (ESY) and other summer school substitute assignments are paid hourly, based on the actual hours worked, and do not use the full-day or half-day rates.



Refer to the *Substitute Teacher Salary Schedule* for current payrates.



CLASSIFIED SUBSTITUTES

Paid at Step 1/A of the applicable classification for the hours worked.



Refer to the *Classified Salary Schedule* for current rates.



PAY DATES



Substitutes are paid on the **10th** of each month.

If the 10th falls on a weekend or holiday, payment is issued on the last business day before the 10th when SCOE offices are open.



SICK LEAVE

Eligible substitutes:

- ☒ Accrue sick leave based on hours worked.
- ☒ May use sick leave after meeting eligibility requirements.
- ☒ Record sick leave through Frontline.



For details, see *Appendix SP 1004*.



THANK YOU
FOR ALL YOU DO TO SUPPORT OUR STUDENTS!

REQUIRED ANNUAL TRAINING



To remain eligible to accept substitute assignments, you must **complete your required annual training** by the deadline.



1 CHECK YOUR EMAIL

After the start of each school year, you will receive an email from PublicSchoolWorks that includes:

- A link to your required training
- The training due date



2 COMPLETE YOUR TRAINING

Complete your training as **soon** as you receive the email.



3 MEET THE DEADLINE

If you do not complete the training by the deadline, your ability to accept substitute assignments will be **suspended** until all required training is complete.



WHY THIS MATTERS:

Completing your training on time helps ensure you can continue supporting SCOE students, staff, and programs without interruption.



ANNUAL TRAINING MAY INCLUDE, BUT ARE NOT LIMITED TO:



Child Abuse Reporting



Bloodborne Pathogens



Sexual Harassment Prevention



Human Trafficking Prevention



Suicide Prevention



Online Bullying Prevention



Homeless Education



Integrated Pest Management



Annual SCOE Notifications



Your commitment.
Their success.
Every day.

APPENDIX A

SHORT-TERM AND SUBSTITUTE EMPLOYEES PAID SICK LEAVE

SP 1004

(Page 1 of 2)

Persons employed by the Sacramento County Office of Education (SCOE) who are not covered by a collective bargaining agreement or other SCOE sick leave policy, are eligible to earn sick leave as outlined by the Healthy Workplaces/Healthy Families Act of 2014. SCOE recognizes the rights of these individuals and outlines the following policy and procedure to meet the requirements of the law.

ELIGIBILITY

An employee who works for thirty (30) or more days within a year (does not have to be consecutive days) from the first day of work after July 1, 2015 is entitled to earn paid sick leave. Under this policy, a "year" is defined as July 1 through June 30.

An employee covered by this policy shall be entitled to use paid sick leave beginning on the 90th day of employment.

SICK LEAVE EARNED/USAGE

Beginning July 1, 2015, any eligible employee who works more than thirty (30) days at SCOE during the fiscal year shall be entitled to one (1) hour of paid sick leave for every 30 hours worked. The leave cannot be used until the 90th day of employment with SCOE. Sick leave must be used in increments of two hours or more. Employees will receive notice of earned sick leave on their paystub when they have worked for thirty (30) or more calendar days.

PROCEDURE

Paid sick leave, under this policy, may be used for the diagnosis, care, or treatment of an existing health condition, as well as preventive care, for the individual or family member (see below for definition of family member). Additionally, sick leave may be used for a victim of domestic violence, sexual assault or stalking.

For the purposes of this policy family member is defined as follows:

- 1) A child, which for purposes of this article means a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis. This definition of a child is applicable regardless of age or dependency status.
- 2) A biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child.
- 3) A spouse.
- 4) A registered domestic partner.
- 5) A grandparent.
- 6) A grandchild.
- 7) A sibling.

To use sick leave an individual covered by this policy must be scheduled in advance to report to work on the day the use of sick leave is requested.

If the use of the sick leave is foreseeable, the employee shall provide reasonable advance notification. If the need is unforeseeable, the request must be made by telephone conversation with the affected Program Manager prior to the scheduled start time of the work shift. If a substitute has already accepted an assignment through SubFinder the substitute will need to cancel in the SubFinder system so the position can be filled.

An individual requesting sick leave is not responsible for securing a replacement worker to cover the time during which the individual uses sick leave.

An individual will be paid no later than the payday for the next regular payroll period after the sick leave is taken using the required absence reporting procedure.

Covered employees' earned sick leave will be reflected on their paystub after July 1, 2015 and after they have worked at SCOE for thirty (30) or more calendar days. The maximum accrual and yearly usage is twenty-four (24) hours per fiscal year. Accrual sick leave carries over from year to year but cannot exceed forty-eight (48) hours. Unused sick days will not be paid out at the time of resignation, retirement or termination.

Legal References:

LABOR CODE

245-249 Healthy Workplaces, Healthy Families Act of 2014

06/23/15	Approved by Superintendent
07/01/15	Reviewed by Cabinet
07/01/15	Distribution
07/19/16	Reviewed by Cabinet and Approved by Superintendent
07/20/16	Distribution

PROHIBITION ON DISCRIMINATION, HARASSMENT AND ABUSIVE CONDUCT IN EMPLOYMENT

SP 1006

(Page 1 of 8)

The Sacramento County Office of Education (SCOE) is determined to provide a safe, positive environment where all employees are assured of equal employment access and opportunities, protection from harassment, abusive conduct and intimidation, and freedom from fear of any reprisal or retribution for asserting their employment rights in accordance with the law. For purposes of this policy, employees include job applicants, interns, volunteers, contractors, and persons who otherwise provide services to SCOE, as applicable.

Any SCOE employee who engages or participates in discrimination, harassment or abusive conduct or who aids, abets, incites, compels, or coerces another to engage in discrimination, harassment or abusive conduct in violation of this policy is subject to disciplinary action, up to and including dismissal.

In accordance with the Fair Employment and Housing Act (FEHA), SCOE prohibits supervisors, managers, coworkers, and third parties from engaging in conduct prohibited by this policy and the Act.

Any supervisory or management employee who observes or has knowledge of an incident of prohibited discrimination, harassment – including harassment of an employee by a nonemployee – or abusive conduct shall report the incident to the Superintendent or designated Coordinator as soon as practical after the incident. All other employees are encouraged to report such incidents to their supervisor immediately. SCOE shall protect any employee who reports such incidents from retaliation.

No employee shall, in exchange for a raise or bonus or as a condition of employment or continued employment, be required to sign any document that releases the employee's right to file a claim against SCOE or to disclose information about harassment, abusive conduct or other unlawful employment practices.

Nondiscrimination

SCOE prohibits discrimination against any employee by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of the employee's actual or perceived race, color, ancestry, national origin, immigration status, age, religious creed, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, sex, sexual orientation, gender, gender identity, gender expression, or any other legally protected class, or association with a person or group with one or more of these actual or perceived characteristics.

SCOE shall not inquire into any employee's immigration status nor discriminate against an employee on the basis of immigration status, unless it is necessary to comply with federal immigration law.

Discrimination in employment based on the characteristics listed above is prohibited in all areas of employment and in all employment-related practices, including the following:

1. Discrimination in hiring, compensation, terms, conditions, and other privileges of employment.
2. Taking an adverse employment action, such as termination or the denial of employment, promotion, job assignment, or training.
3. Unwelcome conduct – whether verbal, physical, or visual – that is so severe or pervasive as to adversely affect an employee's employment opportunities, or that has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, or offensive work environment.
4. Actions and practices identified as unlawful or discriminatory pursuant to Government Code section 12940 or California Code of Regulations, title 2, sections 11006-11086, such as:
 - a. Sex discrimination based on an employee's pregnancy, childbirth, breastfeeding, or any related medical condition.
 - b. Sex discrimination based on an employee's gender, gender identity, gender expression or sexual orientation.
 - c. Religious creed discrimination based on an employee's religious belief or observance, including religious dress or grooming practices, or failure or refusal to use reasonable means to accommodate an employee's religious belief, observance, or practice which conflicts with an employment requirement.
 - d. Requirement for a medical or psychological examination of a job applicant, or an inquiry into whether a job applicant has a mental or physical disability or a medical condition or as to the severity of any such disability or conditions, without the showing of a job-related need or business necessity.
 - e. Failure to make reasonable accommodation for the known physical or mental disability of an employee, or to engage in a timely, good faith, interactive process with an employee who has requested such accommodations in order to determine the effective reasonable accommodations, if any, to be provided to the employee.

5. Enforcing a dress code identified as unlawful or discriminatory pursuant to the CROWN Act which amends the definition of "race" under both the Fair Employment Housing Act and the Education Code to prohibit the exclusion of hair styles that are historically associated with a person's race.

SCOE prohibits retaliation against any employee who opposes any discriminatory employment practice by SCOE or its employees, agents, or representatives or who complains, testifies, assists, or in any way participates in the complaint process pursuant to the policy. No employee who requests an accommodation for any protected characteristic listed in this policy shall be subjected to any punishment or sanction, regardless of whether the request was granted.

Harassment

SCOE prohibits harassment of any employee by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of the employee's actual or perceived race, color, ancestry, national origin, immigration status, age, religious creed, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, sex, sexual orientation, gender, gender identity, gender expression, or association with a person or group with one or more of these actual or perceived characteristics.

Harassment includes conduct that is intended to be or can reasonably be considered intimidating, hostile or abusive, on the basis of any of the characteristics above. Harassment based on a person's sex, sexual orientation, gender, gender identity, or gender expression shall also be governed by Superintendent's Policy 1006.1 that specifically prohibits sexual harassment.

SCOE prohibits retaliation against any employee who opposes harassment, or who reports, testifies, assists, or in any way participates in the complaint process pursuant to the policy.

Abusive Conduct

SCOE prohibits abusive conduct in the workplace. Abusive conduct is defined as conduct of an employer or employee in the workplace, with malice, that a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interests. Abusive conduct may include repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person's work performance. A single act shall not constitute abusive conduct, unless especially severe and egregious. (AB 2053, amending Government Code section 12950.1)

SCOE prohibits retaliation against any employee who opposes abusive conduct, or who reports, testifies, assists, or in any way participates in the complaint process pursuant to the policy.

Coordinator

The Superintendent designates the Chief Administrator of Human Resources as its coordinator for nondiscrimination and harassment prevention in employment ("Coordinator"). The Coordinator will manage SCOE's efforts to comply with state and federal nondiscrimination and harassment laws and to answer inquiries regarding this policy. The Coordinator may be contacted at:

Chief Administrator, Human Resources
10530 Mather Boulevard, Mather, CA 95655
(916) 228-2330
coordinatorhr@scoe.net

Prevention Measures

The Coordinator shall use all appropriate means to reinforce this policy and components of policies and regulations regarding discrimination, harassment and abusive conduct including providing training and information to employees about how to recognize harassment, discrimination, or other related conduct, and how to respond appropriately. The Superintendent or designee shall regularly review SCOE's employment practices and, as necessary, shall take action to ensure compliance with the nondiscrimination and harassment laws. Such measures may include:

1. Publicizing this policy through appropriate means.
2. Posting the Department of Fair Employment and Housing (DFEH) employment poster (DFEH-162) regarding nondiscrimination, harassment and abusive conduct in the workplace.
3. Providing employees with a copy of this policy, the DFEH nondiscrimination, harassment and abusive conduct pamphlet (DFEH 185), and other available resources, as appropriate.
4. Providing information that describes the policy and procedures for filing a complaint, and resources available to employees who believe they have been subject to any discriminatory, harassing or abusive behavior.
5. Providing training on SCOE's nondiscrimination, harassment and abusive conduct policy to employees when hired and periodically thereafter in compliance with Government Code section 12950.1.

6. The Superintendent or designee shall retain records of training provided to supervisory employees in compliance with applicable law.
7. Periodically reviewing SCOE's recruitment, hiring, and promotion processes and regularly monitoring the terms, conditions, and privileges of employment to ensure SCOE's compliance with the law.

Complaint Resolution Procedures

SCOE will conduct a fair, timely, and thorough investigation of allegations of employment discrimination, harassment, abusive conduct or retaliation that provides all parties appropriate due process and reaches reasonable conclusions based on the evidence presented. SCOE will maintain the confidentiality of any complaints received to the extent possible, but will not guarantee the investigation will be completely confidential. Complaints will be investigated in accordance with the following procedures.

1. **Notice and Receipt of Complaint:**

A complainant who is an employee should inform his/her supervisor of the complaint as soon as possible after an incident. If the employee does not feel comfortable informing the supervisor, the employee may inform the Coordinator or the Superintendent's designee. A job applicant should inform the Coordinator or the Superintendent's designee.

A complainant who is an employee may first attempt to resolve the situation informally with his/her supervisor. The complainant may also file a written complaint in accordance with this procedure.

The written complaint should contain the complainant's name, the name of the individual(s) who allegedly committed the act, a description of the incident, the date and location where the incident occurred, any witnesses who may have relevant information, other evidence of the discrimination or harassment, and any other pertinent information which may assist in investigating and resolving the complaint.

A supervisor or manager who has received information about an incident of discrimination or harassment, or has observed such an incident, shall immediately report it to the Coordinator, whether or not the complainant files a written complaint.

2. Investigation Process and Findings:

The Coordinator shall promptly initiate an impartial investigation of an allegation of discrimination, harassment, or retaliation after receiving notice of the behavior, regardless of whether a written complaint has been filed or whether the written complaint is complete.

The Coordinator shall meet with the complainant to describe SCOE's complaint procedure and discuss the actions being sought by the complainant in response to the allegation. The Coordinator shall inform the complainant that the allegations will be kept confidential to the extent possible, but that some information may be revealed as necessary to conduct an effective investigation.

As part of the investigation, the Coordinator, or a designee, should interview the complainant, the person accused, and other persons who may have relevant information.

The Coordinator shall conclude the investigation within a timely period and provide the aggrieved party with a written response based on the evidence collected.

If the investigation finds that discrimination, harassment, or retaliation occurred, the response will indicate that SCOE will consider appropriate options for remedial actions and resolutions.

Other Remedies

In addition to filing a discrimination or harassment complaint with SCOE, a person may file a complaint with either the California Department of Fair Employment and Housing (DFEH) or the Equal Employment Opportunity Commission (EEOC). The time limits for filing such complaints are as follows:

1. A valid complaint with DFEH must be filed within one year of the alleged discriminatory act(s), unless an exception exists pursuant to Government Code section 12960.
2. If no complaint has been filed with DFEH, a valid complaint with EEOC must be filed within 180 days of the alleged discriminatory act(s). (42 U.S.C. § 2000e-5.)
3. If a complaint has already been filed with DFEH, a valid complaint with EEOC must be filed within 300 days of the alleged discriminatory act(s), or within 30 days after the termination of proceedings by DFEH, whichever is earlier. (42 U.S.C. § 2000e-5.)

SCOE's discrimination policy and complaint procedures do not replace grievance procedures for matters which are grievable under applicable Collective Bargaining Agreements or are covered by Personnel Commission Rules and Regulations (i.e., employee/employer contract disputes).

Legal References:

EDUCATION CODE

200-262.4 Prohibition on Discrimination

GOVERNMENT CODE

12900-12996 Fair Employment and Housing Act, especially:

12940 Unlawful employment practices

12950 Information sheet on sexual harassment

12950.1 Training and education regarding sexual harassment

TITLE 20, UNITED STATES CODE

1681-1688 Title IX of the Education Act Amendments of 1972

TITLE 29, UNITED STATES CODE

621-634 Age Discrimination in Employment Act

794 Section 504 of the Rehabilitation Act of 1973

TITLE 42, UNITED STATES CODE

2000d-2000d-7 Title VI, Civil Rights Act of 1964, as amended

2000e-2000e-17 Title VII, Civil Rights Act of 1964, as amended

2000ff-2000ff-11 Genetic Information Nondiscrimination Act of 2008

2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964

6101-6107 Age discrimination in federally assisted programs

12101-12213 Americans with Disabilities Act

CALIFORNIA CODE OF REGULATIONS, TITLE 2

11005 et seq. Discrimination in employment, especially:

11023 Harassment and discrimination prevention and correction

11024 Sexual harassment training and education

11034 Terms, conditions, and privileges of employment

CALIFORNIA CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs,
especially:

4916 Sexual harassment definitions

TITLE 28, CODE OF FEDERAL REGULATIONS

35.101-35.190 Regulations implementing the Americans with Disabilities Act

TITLE 34, CODE OF FEDERAL REGULATIONS

104.7 Designation of responsible employee for Section 504

104.8 Notice of nondiscrimination

106.8 Designation of responsible employee and adoption of grievance procedures

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110.1-110.39 Nondiscrimination on the basis of age

02/16/17	Reviewed by Cabinet
02/21/17	Approved by Superintendent
03/07/17	Distribution
01/14/20	Reviewed by Cabinet
01/21/20	Approved by Superintendent
02/13/20	Distribution

PROHIBITION ON SEXUAL HARASSMENT IN EMPLOYMENT

SP 1006.1

(Page 1 of 6)

The Sacramento County Office of Education (SCOE) is committed to providing a safe work environment that is free of harassment and intimidation. SCOE prohibits sexual harassment of any employee. For purposes of this policy, employees include job applicants, interns, volunteers, contractors, and persons who otherwise provide services to SCOE, as applicable.

SCOE prohibits retaliation against any person who complains, testifies, or otherwise participates in the complaint process established for the purpose of this policy.

Any SCOE employee who engages or participates in sexual harassment or who aids, abets, incites, compels, or coerces another to commit sexual harassment in violation of this policy is subject to disciplinary action, up to and including dismissal.

In accordance with the Fair Employment and Housing Act (FEHA), SCOE prohibits supervisors, managers, coworkers, and third parties interacting with SCOE employees from engaging in conduct prohibited by the policy and the Act.

Sexual harassment is harassment that is based on the gender, gender identity, gender expression, or sexual orientation of the victim. This includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex or gender in work when:

1. Submission to the conduct is made explicitly or implicitly a term or condition of employment or a benefit of employment.
2. The conduct is sufficiently severe and/or pervasive to have a negative impact upon an individual's work or to create an intimidating, hostile, or offensive work environment.

Sexual harassment may occur when the harassing conduct is not motivated by sexual desire, and/or when the offensive conduct is not directed at the person alleging harassment, but is so severe or pervasive as to unreasonably interfere with the employee's work performance or create an intimidating, hostile, or offensive work environment. Examples of actions that might constitute sexual harassment in a work or educational setting, whether committed by a supervisor, a co-worker, or a non-employee include, but are not limited to:

1. Unwelcome verbal conduct such as sexual flirtations or propositions; graphic comments about an individual's body; overly personal conversations or pressure for sexual activity; sexual jokes or stories; unwelcome sexual slurs, epithets, threats, innuendoes, derogatory comments, sexually degrading descriptions, or the spreading of sexual rumors.

2. Unwelcome visual conduct such as drawings, pictures, graffiti, or gestures; sexually explicit emails; displaying sexually suggestive objects.
3. Unwelcome physical conduct such as massaging, grabbing, fondling, stroking, or brushing the body; touching an individual's body or clothes in a sexual way; blocking or impeding normal movements.

Coordinator

The Superintendent designates the Chief Administrator of Human Resources as its coordinator for sexual harassment prevention in employment ("Coordinator"). The Coordinator will manage SCOE's efforts to comply with state and federal sexual harassment laws and to answer inquiries regarding this policy. The Coordinator may be contacted at:

Chief Administrator, Human Resources
10530 Mather Boulevard, Mather, CA 95655
(916) 228-2330
coordinatorhr@scoe.net

The coordinator for sexual harassment shall periodically evaluate the effectiveness of SCOE's strategies to prevent and address sexual harassment. As necessary, changes shall be made to the sexual harassment policy, complaint processes, and/or training.

Prevention Measures

The coordinator shall use all appropriate means to reinforce this policy and take appropriate measures to prevent, investigate, and correct of sexual harassment, including but not limited to:

1. Notifications

A copy of this policy shall:

- a. Be physically displayed in a prominent location in all SCOE facilities where notices of SCOE rules, regulations are procedures, and standards of conduct are posted.
- b. Be provided to every SCOE employee when hired.

The California Department of Fair Employment and Housing sexual harassment pamphlet (DFEH 185) shall be provided to all employees and physically posted pursuant to item 1a above. SCOE shall also physically post in a prominent and accessible location the DFEH posters on discrimination in employment and transgender rights.

2. Training

The Superintendent or designee shall ensure that all employees receive training regarding SCOE's sexual harassment prevention policies when hired and periodically thereafter in compliance with Government Code section 12950.1.

The Superintendent or designee shall retain records of any training provided to supervisory employees in compliance with applicable law.

Complaint Resolution Procedures

SCOE will conduct a fair, timely, and thorough investigation of allegations of employment discrimination, harassment, or retaliation that provides all parties appropriate due process and reaches reasonable conclusions based on the evidence presented. SCOE will maintain the confidentiality of any complaints received to the extent possible, but will not guarantee the investigation will be completely confidential. Complaints will be investigated in accordance with the following procedures.

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2. If no complaint has been filed with DFEH, a valid complaint with EEOC must be filed within 180 days of the alleged discriminatory act(s). (42 U.S.C. § 2000e-5.)
3. If a complaint has already been filed with DFEH, a valid complaint with EEOC must be filed within 300 days of the alleged discriminatory act(s) or within 30 days after the termination of proceedings by DFEH, whichever is earlier. (42 U.S.C. § 2000e-5.)

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TITLE 42, UNITED STATES CODE

2000d-2000d-7 Title VI, Civil Rights Act of 1964, as amended

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2000ff-2000ff-11 Genetic Information Nondiscrimination Act of 2008

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6101-6107 Age discrimination in federally assisted programs

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CALIFORNIA CODE OF REGULATIONS, TITLE 2

11005 et seq. Discrimination in employment, especially:

11023 Harassment and discrimination prevention and correction

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11034 Terms, conditions, and privileges of employment

CALIFORNIA CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs, especially:

4916 Sexual harassment definitions

TITLE 28, CODE OF FEDERAL REGULATIONS

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104.7 Designation of responsible employee for Section 504

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110.1-110.39 Nondiscrimination on the basis of age

02/16/17	Reviewed by Cabinet
02/21/17	Approved by Superintendent
03/07/17	Distribution
01/14/20	Reviewed by Cabinet
01/21/20	Approved by Superintendent
02/13/20	Distribution

DRUG AND ALCOHOL-FREE WORKPLACE

SP 1009

(Page 1 of 2)

The Sacramento County Superintendent of Schools (Superintendent) believes that the maintenance of a drug- and alcohol-free workplace is essential to staff and student safety and to help ensure a productive and safe work and learning environment.

An employee shall not unlawfully manufacture, distribute, dispense, possess, or use any controlled substance in the workplace.

Employees are prohibited from being under the influence of controlled substances or alcohol while on duty. For purposes of this policy, on duty means while an employee is on duty during both instructional and noninstructional time in the classroom or workplace, at extracurricular or cocurricular activities, or while transporting students or otherwise supervising them. Under the influence means that the employee's capabilities are adversely or negatively affected, impaired, or diminished to an extent that impacts the employee's ability to safely and effectively perform his/her job.

The Superintendent or designee shall notify Sacramento County Office of Education (SCOE) employees of this policy, which includes the prohibition against drug use and the actions that will be taken for violation of such prohibition.

Employees shall abide by the terms of this policy and shall notify SCOE, within five days, of his/her conviction for violation in the workplace of any criminal drug statute.

The Superintendent or designee shall notify the appropriate federal granting or contracting agency within 10 days after receiving notification from the employee or otherwise that an employee engaged in the performance of the federal grant has had any conviction for a violation occurring in the workplace.

In accordance with law and the SCOE's collective bargaining agreements and Personnel Commission rules and regulations, the Superintendent or designee shall take appropriate disciplinary action, up to and including termination, against an employee for violating the terms of this policy and/or shall require the employee to satisfactorily participate in and complete a drug assistance or rehabilitation program approved by a federal, state, or local public health or law enforcement agency or other appropriate agency.

The Superintendent or designee shall establish a drug-free awareness program to inform employees about:

1. The dangers of drug abuse in the workplace.
2. The Superintendent's policy of maintaining a drug-free workplace.
3. Available drug counseling, rehabilitation, and employee assistance programs.

4. The penalties that may be imposed on employees for drug abuse violations occurring in the workplace.
-

Legal References:

EDUCATION CODE

44011 Controlled substance offense

44425 Conviction of controlled substance offenses as grounds for revocation of credential

44836 Employment of certificated persons convicted of controlled substance offenses

44940 Compulsory leave of absence for certificated persons

44940.5 Procedures when employees are placed on compulsory leave of absence

45123 Employment after conviction of controlled substance offense

45304 Compulsory leave of absence for classified persons

GOVERNMENT CODE

8350-8357 Drug-free workplace

TITLE 21, UNITED STATES CODE

812 Schedule of controlled substances

TITLE 41, UNITED STATES CODE

8101-8106 Drug-Free Workplace Act

TITLE 21, CODE OF FEDERAL REGULATIONS

1308.01-1308.49 Schedule of controlled substances

COURT DECISIONS

Cahoon v. Governing Board of Ventura USD, (2009) 171 Cal.App.4th 381

Ross v. Ragingwire Telecommunications, Inc., (2008) 42 Cal.4th 920

02/16/17 Reviewed by Cabinet
02/21/17 Approved by Superintendent
03/07/17 Distribution



Absence Management

SIGNING IN

Go to app.frontlineeducation.com. Enter your username and password and click **Sign In**. Or, if applicable, use the organization SSO link.

LOGIN SUPPORT

If you cannot recall your credentials, use the recovery options or click the “**Having trouble signing in?**” link for additional troubleshooting details.

SEARCHING FOR AVAILABLE JOBS

Review available jobs directly on the homepage or via the “Available Jobs” option in your side navigation. These potential jobs appear in green on the calendar and in list form under the “Available Jobs” tab.

To accept a job, click the **Accept** button beside the absence (or click **Reject** to remove a job from the list).

Sign in with a Frontline ID

Frontline Username

Frontline Password

Sign In with Frontline ID

Forgot Username

 |

Forgot Password

Having trouble signing in?

[Click here for more information](#)

[Or Sign In with Organization SSO](#)

Absence ManagementVictoria County School District

?

Melody PondMulti-District View

→

Home

Calendar

Jobs

Settings

Help

June 2023

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2023

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1 Available Jobs

2 Scheduled Jobs

1 Past Jobs

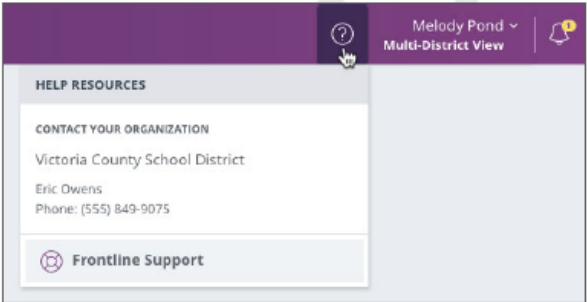
0 Non Work Days

Date	Time	Duration	Location	Filter
Beasley, Pam				
Thu, 6/15/2023	8:00 AM - 5:00 PM	Full Day	Victoria County School District Coal Hill School	✖ Reject ✔ Accept



GETTING HELP AND RESOURCES

If you have questions, click **Help Resources** in the top purple bar of your application. View your Organization Admin’s contact details or select **Frontline Support** to access learning resources.



MOBILE OPTIONS

Mobile App

You have access to the Frontline Education mobile app. This *free* app provides increased accessibility to job alerts and other job acceptance tools. Search “Frontline Education” via the app store to download it and use your system username and password to sign in.

Call Options for Absence Management

To call, dial **1-800-942-3767**. You will be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

If an available job has not been filled by another substitute two days before the absence is scheduled to start, the system will automatically begin to call substitutes and try to fill the job.

When the system calls you, be sure to say a loud and clear “Hello” after answering. It will call about one job at a time, even if you are eligible for other jobs. You can always call in to hear a list of all available jobs.

When You Call into Absence Management • Find available jobs – Press 1 • Review or cancel upcoming jobs – Press 2 • Review or cancel a specific job – Press 3 • Review or change your personal information – Press 4
When Absence Management Calls You • Listen to available jobs – Press 1 • Prevent Absence Management from calling again today – Press 2 • Prevent Absence Management from ever calling again – Press 9 • If interested in available jobs – Press 1 and enter PIN, followed by the # sign

ADDITIONAL RESOURCES

Sign in and search for the following topics in the Learning Center for next steps:

• Getting Started	• Popular Questions	• Frontline Mobile App
-----------------------------------	-------------------------------------	--

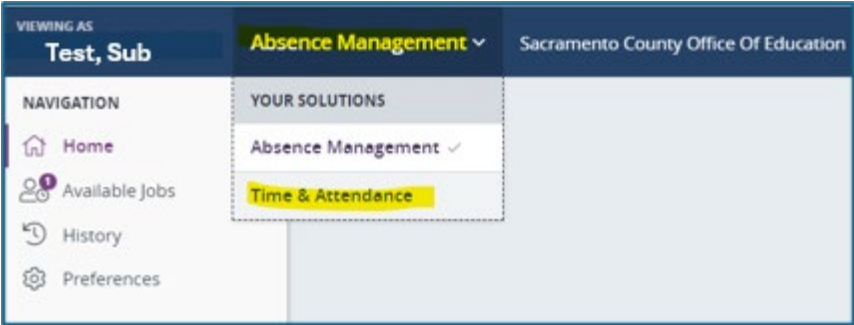


FRONTLINE Electronic Time Sheets – SUBSTITUTES

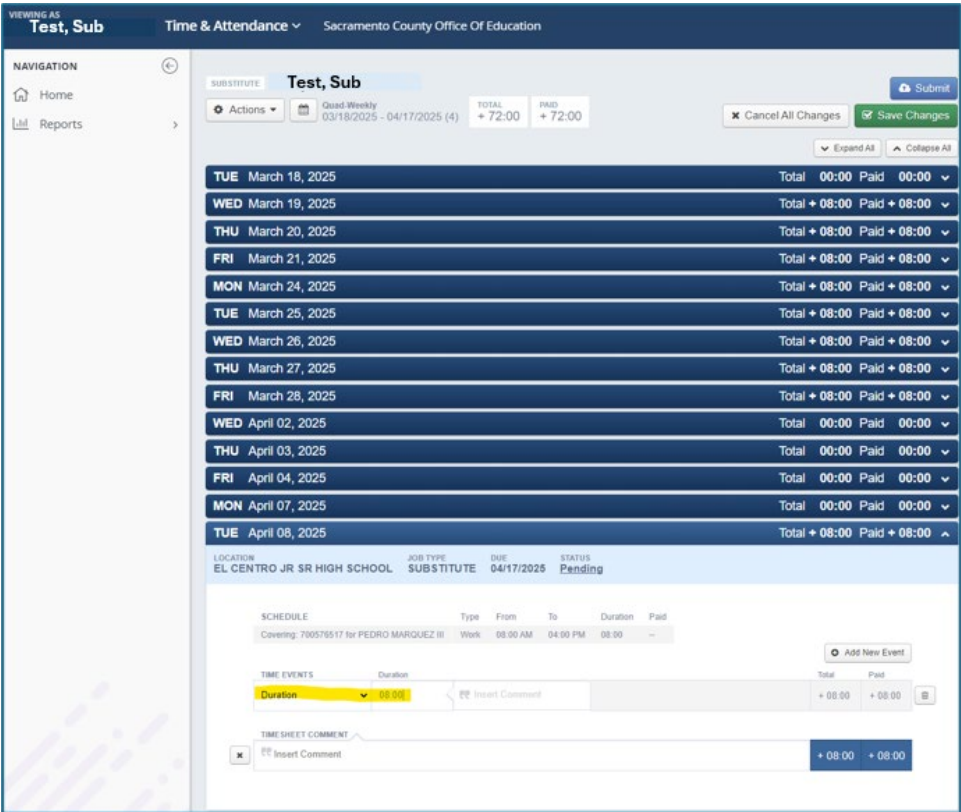
This document includes instructions on how to input your “time worked” using an electronic timesheet in the Frontline application. The steps to record your time include inputting, saving and submitting your time for “Payment Approval”.

When you fill a vacancy in Frontline, blank time sheets are automatically created in Frontline’s Time & Attendance module. Record your time worked by accessing the “Time and Attendance module.

- 1. Login to Frontline.
- 2. In the upper left corner of your screen click on **Time and Attendance** from the dropdown menu.



- 3. Click the Time Sheet button.
- 4. Click the blue banner for the day you are inputting time. If a time sheet does not appear for the date you filled a vacancy, click the “**Actions**” button and “Add Timesheet” and select the date and location. (Please notify the contact person listed at the bottom of these instructions if your timesheet is not being automatically created each day.)



5. Select “Duration” from the Time Events dropdown. Input the total time worked for the day.
6. Click “Save Changes”.
7. Click Submit. Select the timesheets you are submitting and click Continue.

The screenshot shows a modal window titled "Timesheet Status (1 of 2)" with a close button (X) in the top right corner. The window has a dark blue header. Below the header, the text "Action: Submit Pending/Rejected Timesheets" is displayed. Underneath, the section "Select Dates:" is followed by a list box. The list box contains two items: "All Timesheets" (selected with a blue checkmark) and "08/13/2024 - Tuesday (1 timesheet)" (also selected with a blue checkmark). At the bottom of the dialog, there are two buttons: "Cancel" and "Continue" with a right-pointing arrow.

Note: You may submit your timesheets each day or wait until the end of the week to submit your time for approval. All time must be input, saved and submitted by the pay period due date.

8. Check the box “Certifying the timesheets are true” and click “Submit Timesheets”.

The screenshot shows a modal window titled "Timesheet Status (2 of 2)" with a close button (X) in the top right corner. The window has a dark blue header. Below the header, the text "Action: Submit Pending/Rejected Timesheets" is displayed. Underneath, the section "Comments:" is followed by a large empty text area. Below the text area, there is a checkbox that is checked (blue checkmark) with the text "I certify that the timesheets are a true statement of the hours recorded for me in the time period indicated." At the bottom of the dialog, there are three buttons: "Back" with a left-pointing arrow, "Cancel", and "Submit Timesheets".

If you have any questions, please contact leaveaccounting@scoe.net

APPENDIX G

Frontline – Canceling a Job and Entering Sick Leave

Substitute employees who work more than 30 days at SCOE during the fiscal year will accrue sick leave at the rate of 1 hour per 30 hours worked. Employees are eligible to use accrued sick leave after 90 days of employment. The maximum sick leave accrual and yearly usage is 40 hours per fiscal year. Sick leave balances carry over from year to year but cannot exceed 80 hours.

To use sick leave, you must have a sick leave balance, meet the eligibility requirements and have filled a job in Frontline.

Canceling a job due to sick:

- 1. In Absence Management, go to “Scheduled Jobs”. Click “Cancel”. Choose “Sick” as the cancellation reason. This action cancels your substitute job and generates a timesheet in Time and Attendance.

5 Available Jobs		1 Scheduled Jobs		0 Past Jobs		0 Non Work Days	
Date		Time		Duration		Location	
Vacancy Para Educator		Para Educator		 		Report to: Main	
Office				CONFIRMATION #643166900		 Hide Details  Cancel	
Tue, 4/30/2024		8:30 AM - 3:30 PM		 Full Day		PALMITER JR SR HIGH	
						   Cancel	
Wed, 5/1/2024		8:30 AM - 3:30 PM		 Full Day		PALMITER JR SR HIGH	
						 	
Thu, 5/2/2024		8:30 AM - 3:30 PM		 Full Day		PALMITER JR SR HIGH	
						 	

5 Available Jobs

1 Scheduled Jobs

0 Past Jobs

0 Non Work Days

Date		Time		Duration		Location																			
Vacancy Para Educator		Para Educator		 		Report to: Main				CONFIRMATION #643166900						 Cancel									
Tue, 4/30/2024		8:30 AM - 3:30 PM		 Full Day		PALMITER JR SR HIGH				   Cancel															
Wed, 5/1/2024		8:30 AM - 3:30 PM		 Full Day		PALMITER JR SR HIGH				 															
Thu, 5/2/2024		8:30 AM - 3:30 PM		 Full Day		PALMITER JR SR HIGH				 															

Cancelling Job Portion

Are you sure you want to cancel a portion of this job for Tue, 4/30/2024?

Choose a Cancellation Reason (optional)

None Selected

None Selected

Sick

Working for another District

No

Yes, Cancel Portion

- 2. Go to Time and Attendance to submit your timesheet for approval.

SUBSTITUTE
DOE, JANE

Actions

Quad-Weekly
04/18/2024 - 05/18/2024 (5)

TOTAL
+ 07:00

PAID
+ 07:00

Cancel All Changes

Save Changes

Expand All

Collapse All

TUE April 30, 2024

Total + 07:00 Paid + 07:00

LOCATION
PALMITER JR SR HIGH

JOB TYPE
SUBSTITUTE

DUE
05/20/2024

STATUS
Pending

SCHEDULE	Type	From	To	Duration	Paid
Sick: 4210	Leave	08:30 AM	03:30 PM	07:00	Yes

Add New Event

TIME EVENTS

Sign In

Sign Out

Total

Paid

Sign In/Out

Insert Comment

Insert Comment

00:00

00:00

LEAVE

From

To

Total

Paid

Sick

08:30 AM

03:30 PM

+ 07:00

+ 07:00

TIMESHEET COMMENT

Insert Comment

+ 07:00

+ 07:00

Quad-Weekly 04/18/2024 - 05/18/2024 (5) Summary

LOCATION	JOB TYPE	TYPE	TOTAL	PAID
PALMITER JR SR HIGH	SUBSTITUTE	Leave	07:00	07:00
Total			07:00	07:00

Please Note:

- You may not be able to cancel your job if the date/timeframe is too close to the job's start time.
- You will not be able to cancel using the cancellation reason "Sick" if you do not have a sick balance and are ineligible to use sick leave.

To view your your sick balance:

- Go to Time and Attendance and click "Reports".
- Click "Leave Balance."
- If you have a balance and your "End of Wait Period" date on or before today's date, you can use sick leave as your cancellation reason.

Leave Balance

Balance Ending On:

04/30/2024



Narrow by Leave Reason:

- ☒ All Options
- ☒ Sacramento County Office of Education - Sick
- ☒ Sacramento County Office of Education - PN
- ☒ Sacramento County Office of Education - Family Sick
- ☒ Sacramento County Office of Education - Noncontract
- ☒ Sacramento County Office of Education - Workshop/Training

16 selected [Clear](#)

Run Report

Export

Custom Date Range
04/30/2024

1 result found.

	Name	Location	Leave Reason	Accrual Eligibility Date	End of Wait Period	As Of Date	Current Balance
☰ +/−	SUBSTITUTE DOE, JANE (88888) Ⓞ	Sacramento County Office of Education	Sick	07/03/2023 Change	10/01/2023	07/03/2023	1.000000

If you have any questions, please contact leaveaccounting@scoe.net

SACRAMENTO COUNTY OFFICE OF EDUCATION

School Sites

Location and Contact Information

Special Education Sites for Students with Behavioral and Emotional Support needs

Site	Site Address	School Secretary Phone Numbers
Leo A. Palmiter Jr./Sr. High School	2040 Ethan Way Sacramento, CA 95825	916-228-2020
Cyril Spinelli Elementary	3401 Scotland Drive Antelope, CA 95843	916-228-3395

Special Education Sites for Students with Extensive Support Needs

Site	Site Address	School Secretary Phone Numbers
Cal State University, Sacramento (CSUS)	6000 J Street (Between Lot 4B & 7A)	916-228-3395
Center High School	3111 Center Court Lane Antelope, CA 95843	916-228-3395
Dudley Elementary	8000 Aztec Way Antelope, CA 95843	916-228-3395
Galt Head Start Preschool	615 2 nd Street Galt, CA 95632	916-228-3336
Galt High School	145 North Lincoln Way Galt, CA 95632	916-228-3336
Grizzly Hollow Head Start Preschool	805 Elk Hills Dr Galt, CA 95632	916-228-3336
Vernon E. Greer (GALT) Elementary Rm. 10	248 W. A Street Galt, CA 95632	916-228-3336
Marengo Ranch Elementary	1000 Elk Hills Dr Galt, CA 95632	916-228-3336
Markofer Elementary	9759 Tralee Way Elk Grove, CA 95624	916-228-3336
McCaffrey Middle School	997 Park Terrace Drive Galt, CA 95632	916-228-3336
Monterey Trail High School	8661 Power Inn Rd Elk Grove, CA 95624	916-228-3336
Prairie West Elementary	5251 Valley High Drive Sacramento, CA 95823	916-228-3336
Wilson C. Riles Middle School Rm. 612 & Rm. 316	4747 PFE Rd Roseville, CA 95747	916-228-3395
James Rutter Middle	7350 Palmer House Dr Sacramento, CA 95828	916-228-3336
Sheldon High School	8333 Kingsbridge Drive Sacramento, CA 95829	916-228-3395
Smedberg Middle School	8239 Kingsbridge Drive Sacramento, CA 95829	916-228-3395
Walnut Grove Head Start Preschool	14181 Grove Street Walnut Grove, CA 95690	916-228-2240

Court/Community and CARE Programs

Site	Site Address	School Secretary Phone Numbers
Center High School CARE	3111 Center Court Lane Antelope, CA 95843	916-228-3939
Nathaniel S. Colley , Sr. Community School	8182 Gerber Road Sacramento, CA 95828	916-228-2049
Cordova Lane Center	2460 Cordova Lane Rancho Cordova, CA 95670	916-228-2049
Discovery PROMISE Program	3401 Fong Ranch Road Sacramento, CA 95834	916-228-3939
El Centro Jr./Sr. High School within the Youth Detention Facility (YDF)	9601 Kiefer Blvd. Sacramento, CA 95826	916-228-2525
Estrellita High School	12945 Marengo Road Galt, CA 95632	916-228-3939
Folsom Middle School CARE	500 Blue Ravine Road Folsom, CA 95630	916-228-3939
Elinor L. Hickey Community School	2040 Ethan Way Sacramento, CA 95825	916-228-2049
Katherine Johnson Middle School CARE	1400 Bell Street Sacramento, CA 95825	916-228-3939
Mitchell Middle School CARE	2100 Zinfandel Drive Rancho Cordova, CA 95670	916-228-3939
North Area Community School	4000 Pinell Street Sacramento, CA 95838	916-228-2049
Riles (Wilson C.) Middle School CARE	4747 PFE Road Roseville, CA 95747	916-228-3939
Sutter Middle School CARE	715 Riley Street Folsom, CA 95630	916-228-3939