

# PSD Substitute Employee Agreement & Statement of Understanding

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

**Please read and initial each statement:**

- \_\_\_\_\_ I attended a Poudre School District substitute orientation on \_\_\_\_\_ (date)
- \_\_\_\_\_ I understand where to locate relevant subbing information through the PSD website.
- \_\_\_\_\_ I have read the PSD Substitute Employee Handbook and understand the district's policies, procedures and legal responsibilities.
- \_\_\_\_\_ As a new substitute, I understand that I must call the automated system (SmartFind) by phone to register as a new sub. I understand that this must be done **within 30 days** of submitting my new hire paperwork.
- \_\_\_\_\_ I understand that if I do not register in the PSD SmartFind system within 30 days of submitting new hire paperwork, I may be removed from the system and my new hire paperwork will be shredded.
- \_\_\_\_\_ I understand that it is my responsibility to set up and regularly access my Poudre School District email.
- \_\_\_\_\_ I understand that if I hold of a Colorado 3-year Substitute Authorization, I may be required to complete additional training requested by Poudre School District.
- \_\_\_\_\_ I understand that all licensed subs will be required to take the following online courses as required: School Health and Blood-borne Pathogens, Child Abuse and Child Protection, Sexual Harassment Awareness
- \_\_\_\_\_ I understand that when substituting as a licensed substitute, I will be scheduled to report to my assignment 30 minutes before class begins and will be scheduled to stay 30 minutes after class ends.
- \_\_\_\_\_ I understand that when subbing as a licensed substitute, I must check in with the main office during the absent teacher's planning period for further duties. **I understand that during a planning period, I will be asked to cover another classroom or perform other duties as assigned.**
- \_\_\_\_\_ I understand that if a school has a concern about my performance as a substitute – including excessive same-day cancellations - I may be placed on that school's Do Not Call list. I understand that if the district receives one or more concerns about my performance as a substitute, it may result in termination of my employment with Poudre School District.
- \_\_\_\_\_ I understand Poudre School District's definition of a "substitute" is a non-contract employee and my employment as a substitute can be terminated at any time, for any reason the district deems appropriate.
- \_\_\_\_\_ I understand as a substitute that there are no guaranteed hours and that my substitute position is on an as needed basis.
- \_\_\_\_\_ I understand that I will not be called to work while the schools in Poudre School District are not in session.
- \_\_\_\_\_ I understand that it is my responsibility to adjust my schedule as needed in the SmartFind Express system.
- \_\_\_\_\_ I understand that if I am cancelling an assignment on the same day, it is my responsibility to both cancel out of the assignment AND contact the school.
- \_\_\_\_\_ PERA Retires: I understand it is my responsibility to track my number of days worked per calendar year.

\_\_\_\_\_ Full Signature

\_\_\_\_\_ Date