District 300 Substitute Teacher Training: Retirees

New District Office Location: 2550 Harnish Drive, Algonquin, IL 60102
Welcome back D300 Retirees!

We are excited that you want to return to D300 as a substitute teacher. Please review the following slides prior to your first assignment of the 2017-2018 school year. By showing up to your first substitute assignment, you acknowledge that you have reviewed and understand this information.
Topics to be Discussed

• Sub Station
• Online Information
• Daily Pay Rates/Long Term Subbing
• Email accounts/Document Self-Service
• SmartFind Express
• Frequently Asked Questions
• School Closings
• Removal from Substitute Roster
• Questions/Concerns
Go to http://www.d300.org

- Departments
- Human Resources
- Sub Station
Sub Station
Sub Station – Related Documents

Scroll towards the bottom of the Sub Station page and search under Related Documents for a list of forms and helpful information.
General Subbing

• Substitute teaching assignments:
  • Retirees receive $105/day.
  • Same pay rate if sub for a para.
  • Half days are paid at half the daily rate.
Long Term Teaching Assignments

• Substitutes selected by building Principal.
• $150/day after 19 consecutive days
• To receive the $150 daily rate, after working 19 days of the long term assignment, complete and submit the Report of Long Term Assignments to HR.
• The form can be found on the D300 Sub Station under “Related Documents.”
REPORT OF LONG-TERM SUBSTITUTE ASSIGNMENTS

DATE: 

TO:  Human Resources
     Community Unit School District 300
     2550 Harms Drive
     Algonquin, IL 60102

FAX:  847-551-8493
ATTN:  Substitute Teaching

I hereby request reimbursement for the per-diem difference for the first 19 days of my long-term assignment.

Start date of long-term assignment: 

Please check one:

☐ My assignment is for a teacher on leave

________________________________________ at
Teacher at School

☐ My assignment is for an open position

________________________________________ at
Position at School

Thank you,

Substitute Teacher’s Signature  School Administrator’s Signature

Name (Please Print)  Access ID/Employee ID

For office use only:

Data received:  Lawson:
Payroll:  File:
Long Term Para Assignments

- **Not** paid at the long term sub rate.
- Paid at regular sub rate for the duration of the assignment, therefore, do not need to complete Report of Long Term Assignment form.
- Para (non-certified) assignments do **not** count towards TRS days.
Pay

• Substitutes are paid biweekly.
  • Every other Friday
  • Do not need to complete a time sheet, paid based on entries in SmartFind
• Direct deposit information still updated via Employee Self Service.
• Electronic pay stubs are emailed to you and also viewable on Document Self Service.
• Log on to both Self Service sites via Rapid ID.
Email Changes

**IMPORTANT NOTICE: SECURITY POLICY REVISION**

Community Unit School District 300 is implementing enhanced security measures related to system accounts, which includes your D300 email account. Your current email account will close and you will need to follow the process to claim a new account. This new email change will be processed Friday afternoon, July 21, 2017. This means that:

- Your current email account will close on Friday, July 21, 2017
- You may claim your new account after Friday, July 21, 2017
- The new format will be **FirstName.Lastname.Sub@D300.Org**
- You will NOT have access to any documents and/or Outlook items from your current account

Directions on claiming your new account may be found at:

[www.D300.Org](http://www.d300.org) “New Google Log In Instructions”  

OR on the SmartFind Portal: [https://d300.eschoolsolutions.com/logOnInitAction.do](https://d300.eschoolsolutions.com/logOnInitAction.do)

Once your new account is established you will be able to access your Lawson Document Self Service accounts at [https://empselfserv.d300.org/login.aspx](https://empselfserv.d300.org/login.aspx), using your new log on of **FirstName.Lastname.Sub@D300.Org**. Self Service records are maintained by D300 employee ID numbers.
District Email

• Why should you use your D300 email?
  • Sub assignment confirmation
  • Training information
  • District notifications
License Renewal

Retired Educators - Reminder on license status, per ISBE:

- Educators who maintain an Illinois educator license in retired status are exempt from professional development and registration fees. To put a license in retired status, educators must complete two steps on or before August 31 of last year of the five-year renewal cycle in which they retire.
  1. Educators must change their professional development (PD)/employment status in ELIS to retired, beginning with the first full semester following retirement.
  2. Educators must complete and record the amount of professional development required for the number of semesters worked during the renewal cycle in which they retire.

- Failure to complete either of the steps above will result in a lapsed license on September 1 following the end of the five-year cycle in which the educator retired.

See ISBE for additional information:
Login: [www.isbe.net/elis](http://www.isbe.net/elis)
Retired Educators: [https://www.isbe.net/Pages/Retired-Educators.aspx](https://www.isbe.net/Pages/Retired-Educators.aspx)
License Renewal

• License registration must also be current. A license is not valid to teach/substitute with D300 unless it is registered with Region #31 – Kane County ROE.

• Log in to ISBE to renew registration, fees are waived once license is in retired status.

• Submit proof of license and/or registration renewal to HR; ISBE does not notify us.

• Kane County Regional Office of Education
  28 N. First Street
  Geneva, IL  60134-2622
  630-232-5955
  www.kane.k12.il.us
How will I get called for jobs?
SmartFindExpress!

• Once you are set up as a sub, you will have a profile in SFE that **you** manage. The options you set up in your profile determine the sub assignment calls you will receive.
  
  • **Schedule**
    • Your availability
  
  • **Classifications**
    • Types of teaching positions, i.e., High School Math Teacher
  
  • **Locations**
    • Schools you are willing to sub for
SmartFindExpress

- The system will call out:
  - Sunday – Thursday
    - 6:00 p.m. – 9:00 p.m.
  - Monday – Friday
    - Beginning at 5:00 a.m.

- When can I search for available jobs?
  - Anytime! Search using the SmartFindExpress site.
SmartFindExpress

• Web address:
  • https://d300.eschoolsolutions.com/logOnInitAction.do

• Link also available at:
  • http://www.d300.org
    • Staff
    • Quick links
    • SmartFind-Express Sub-Caller
SFE Mobile – Currently Unavailable
SmartFindExpress - Email

**Email feature:**

- Field is automatically populated with D300 email address.
- Substitutes are notified of assignments and cancellations and can receive reminders for upcoming assignments.
- “Trouble signing in?” feature on the login screen will send the password to your District 300 email address on profile.
SmartFindExpress – need help?

• The **Help** drop down box gives you up to date access to:
  • Substitute User Guide
  • Online tutorials:
    • Logging in on the Web
    • Navigating and Profile Updates
    • Schedule
    • Available Jobs
    • Review Assignments
SmartFindExpress – need help?
SmartFindExpress - Tutorial

• SmartFindExpress Tutorial can be found in two places:
  • Sub Station > Important Links
  • SmartFindExpress Login Screen:

First time using SmartFindExpress? You must FIRST register by phone by calling 847-426-1012.

Access ID = Your Employee ID
During the registration process your Access ID is also your PIN.

Substitute Orientation Video
For assistance with SmartFindExpress, please contact HR at 847-551-8490.
Q. As a retiree, how many days can I work?

A. A retired Tier 1 member may work in a TRS-covered position for 100 days or 500 hours each school year and not lose benefits. It is up to you to track your days/hours.
### Post-Retirement Limitations

A retired Tier I member may work in a TRS-covered position for 100 days or 500 hours each school year and not lose benefits. A member's benefits are suspended if the limit is exceeded.

For post-retirement employment purposes, the Illinois Pension Code equates one full day with 5 hours. If an annuitant works only full days (five or more hours), each day is counted toward the 100-day limitation. If an annuitant works all partial days or a combination of full and partial days, the time worked would be counted toward the 500-hour limitation.

Each full day is counted as five hours even if more than five hours were worked that day. For partial days worked, the actual number of clock hours would be counted.

#### Example

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Total Hours Worked</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 hours worked</td>
<td>3 hours worked</td>
<td>0 hours worked</td>
<td>7 hours worked (counted as 5 hours for full day)</td>
<td>0 hours worked</td>
<td>8 hours counted toward 500-hour limitation</td>
</tr>
</tbody>
</table>

It is not permissible for an annuitant to combine partial days into full day equivalents to use the 100-day limit when the 500-hour limit applies. For example, an annuitant who works half days (3.5 hours) per day cannot work 180 days and count 90 days towards the post-retirement limits. Time worked must be counted against the 500-hour limit.

Only work that requires teacher certification (including summer school and substitute teaching) is subject to the days or hours post-retirement employment limitation. All time that a teacher or administrator is required to be present for duties requiring teacher certification is subject to the limitation. For teachers, this includes preparation periods and time before, between, and after classes. For administrators, this includes all time that is required to be spent on administrative duties, such as attendance at board meetings and contract negotiations.

Extra duties that do not require teacher certification (e.g., coaching, lunchroom supervision, chaperoning) are not subject to the 100 days or 500 hours post-retirement employment limitation.

For additional information regarding post-retirement employment, please refer to Chapter 10, Post-Retirement Matters, of the Employer Guide.
Q. What is considered a full-day assignment?

A. 4 hours or more = full day (1.0)
   Less than 4 hours = half day (0.5)
FAQ

Q. What if I get a call for an assignment after it has started?

A. You may take the assignment, but make sure to contact the building to let them know when you will be arriving.

**Under normal circumstances, the expectation is to arrive 10-15 minutes prior to the assignment start time to ensure you have enough time to get settled.**
Q. What if I need to cancel an assignment?

A. Best practice is to notify the building if you are cancelling the day of the assignment. SmartFind will allow you to cancel an assignment via the phone or website up to 4 hours before the start time of the assignment. If it is less than 4 hours before the scheduled start time, you must notify the building.
Q. A teacher tried to request me for an assignment but the system said I was unavailable when I was available. What happened?

A. Most likely you are missing one of the following:

• Teacher’s job classification
• Teacher’s location
• Schedule issue – you either have that date as unavailable in your schedule profile or have already accepted another job on that date.
• Certification has expired. Please provide HR with your current license and/or Kane County ROE registration renewal date from ISBE.
Q. If I decline a job will I receive any more calls for that day?

A. Yes. You are allowed to decline 5 times in one day for a job on that current day before the system stops calling you for that day only. Declining a job also does not prevent you from receiving a call the next day, or put you on the “bottom” of the call list.
Q. When I receive a call on my cell phone and enter my Access ID, the system keeps telling me “invalid.” I am entering the correct number. What’s happening?

A. Either: 1) Your phone is not correctly reading the numbers being entered on your cell phone. Contact your cell phone provider. Or,

2) The Dual Tone Multi-Frequency (DTMF) setting is set too short. This setting can be found in the Settings or Set-Up menu on some phones.
School Closing Information

- **When there is a school closure:**
  - All scheduled assignments will be cancelled for that day

- **When there is a delayed start:**
  - Assignments beginning at the start of school will be delayed by the amount of time determined by the Superintendent
  - Note: Long term substitutes should check with the building administrator if this situation should occur.

**Contact information for school closings:**
- www.d300.org
- District 300 Administration Building (847-551-8300)
- D300 mobile app
- Local news outlets
Removal From Substitute Roster

• If you no longer wish to be on the substitute roster, please submit a written (or email) request to HR.

• Request will be processed upon receipt.
Removal From Substitute Roster

- **Do Not Call Request**
  - Submitted by building Administrators
  - Substitute will be notified after each request
  - Accumulation of three requests will lead to removal from the roster
PLEASE NOTE:
At his discretion, the Director of Human Resources may, at any time, remove a substitute teacher from the active roster.
Helpful Hints

• **Unavailable Dates**
  • If you are unavailable on certain dates, be sure to enter the information in SmartFindExpress.
  • Makes calling process more efficient.

• **Update your profile**
  • Make yourself available for positions you are willing to accept.
  • Make sure your callback number is current.
  • Check your schedule to make sure your availability is up-to-date.
Food Allergies and Students

- Elementary classroom teacher folders will contain those students in the classroom that have severe food or other potentially life threatening allergy.
- As part of the substitute folder there will be information on how to respond to an allergic reaction and how to contact the school nurse and/or office.
- A sign/notice will be placed on the door outside of the classroom indicating foods that are not permitted within the classroom.
- Students are not allowed to share food.
- Staff and students are to wash with soap and water after eating.
Food Allergies and Students

Signs and symptoms of an allergic reaction may include any of the following:

• Mild Symptoms
  • Mild skin reactions – hives only in the areas of food contact, itching and swelling only around the face and lips.

• Serious Symptoms
  • SKIN – Widespread hives, flushing, swelling
  • MOUTH – Swelling of the tongue
  • THROAT – Itching, tightness in the throat, hoarseness, hacking cough
  • STOMACH – Nausea, vomiting, cramps, diarrhea
  • LUNGS – Repetitive coughing, wheezing, trouble breathing
  • HEART – Rapid heart rate, lightheadedness and dizziness

CALL 9-911 IF EPINEPHRINE AUTO-INJECTOR IS ADMINISTERED OR IF ANY SERIOUS SYMPTOMS ARE NOTICED. THE SEVERITY OF SYMPTOMS CAN CHANGE QUICKLY.
Substitute Assistance

Questions/Concerns
HR General: 847-551-8490

Technology Help Desk - assistance with email, Rapid ID or self-service access:
847-551-8411