

Welcome to the Eugene School District 4J!

Important Information for your Guest Teacher Position

- Your login information for ABSENCE MANAGEMENT (AM) will be emailed to the email you used on your application. Allow up to a week after you complete processing to receive this email.
- Remember that everything **MUST** be in ABSENCE MANAGEMENT (AM). You are paid off what jobs are entered into ABSENCE MANAGEMENT (AM) each month.
 - If a day or period of time is not entered into ABSENCE MANAGEMENT (AM) by the 15th of the month then you will not be paid for it. Please make sure everything is correct in ABSENCE MANAGEMENT (AM) no later than the 15th of each month.
- You will be paid for the 16th-15th of the following month at the end of each month.
 - Example: Work from January 16th through February 15th would be paid February 28th.
- Your daily rate will be \$175.45 for the 2016/2017 school year.
- **You are required to work 4 or 8 hours.**
 - If you were only covering for one class period you are required to report to the office and assist at the school for the remaining amount of time.
 - You must ALWAYS work 4 or 8 hours. There is no exception to this.
- You should wear your District badge at all times when on District property.
 - If you forget your badge, or accept a job before you have received your badge, ask the school office if they have a visitor badge you could use for the day.
- Always report to the main office when you arrive at a school. Remember to sign in at the front desk and to sign out when you are leaving for the day.
- Regardless of your endorsement you are authorized to sub in any classroom you are comfortable teaching. If an assignment continues for more than 19 consecutive days then you must be "Highly Qualified" (HQ) to teach that class. While the state continues to finalize rules in regards to ESSA we will still be following all HQ requirements.
- In an effort to support the 4J students the District requires all 4J substitutes to work a minimum of 10 days each school year. If you do not work 10 days each school year you may be removed from the Guest Teacher list the following school year.
- If you are unavailable to sub on a given day, or period of time, it is important that you enter "Non-Work Days" into ABSENCE MANAGEMENT (AM) to show the system you are unavailable and to document the reason. This is the documentation HR will use if you do not meet the minimum number of work days to evaluate if an exception can be made.

- If you have accepted a job in ABSENCE MANAGEMENT (AM) and choose to withdraw yourself within 12 hours of the start time, you are then locked out from taking any other jobs in 4J for that day. This is a huge burden on the schools and you should not be withdrawing from one job in order to take another job at such late notice.
- If you have technical problems the Technology Department help desk can be reached at 541-790-7777 and is a great resource.
- There is a list of workshops on the District website if you are looking for training opportunities. If you scroll over the “Staff” tab at the top of the District website and click on “Workshops” you can view a list of upcoming trainings and enroll on that page. You will need to have your 4J email address already activated to register.
- If you set up district deposit your first check will still be mailed to your home address. The second check after Payroll receives your direct deposit form will be directly deposited. Your pay stub will be online. Instructions to view your pay stub can be found at <http://www.4j.lane.edu/staff/paystub>.
- When you are in a school the building administrator is your supervisor. If you have any concerns they should be reported to the building administrator.
- If an assignment is cancelled within an hour of the start time then you are guaranteed 4 hours of work at that school. **Note this is 4 hours of work (not pay) and will not be paid for 4 hours if you do not stay and work.**
 - **Example:** if you have an assignment from 8am-4pm scheduled and it is cancelled at 7:30am that same day then you are guaranteed 4 hours of work at that school. You should report to the building secretary to see how you can help the school during this time.

Good luck with your new position and again welcome to 4J!