

The Substitute Unit Frequently Asked Questions

Q: Do I need to make sure that my information is current?

A: Yes. It is your responsibility to make sure that your credential is renewed as required and the LAUSD Credentials Unit has your credential. The State does not inform the District when you have renewed your credential online. It is your responsibility to give the information to the LAUSD Credentials Unit; **Form 8766-2 Emergency 30 Day Substitute Teaching Permit Affidavit** is available at www.teachinla.com/substitute under “Day-to-Day Substitute Online Credential Renewal”. You must complete your Child Abuse Awareness Training (CAAT) yearly and have a current T.B. clearance on file. Any changes in address and telephone number must be updated.

Failure to adhere to the above information could result in separation from employment.

Q: Do I need a Job Number? Do I need to keep a record of my workdays?

A: Yes, you need a Job Number before you report to a school for work. A Job Number allows you to reconcile time-reporting and payroll records, and provides audit reports of number of days worked.
Yes, you should also maintain copies of your pay stubs or detailed records of days/hours worked to reconcile to your BTS time statement.

Q: Will I have the same Job Number for all my jobs?

A: No. Every new job you accept will have its own Job Number. (Ex.: If you were originally called for a job and you are asked to continue beyond the original request, then you need a new Job Number.)

Q: How does priority order (Seniority) work?

A: Vacancies are filled through a geographic calling area. You are assigned to a specific geographic area pool in priority order. The priority order is based on your assignment date as a substitute teacher.

Q: Can I be called out of priority (Seniority) order?

A: Yes. You can be name “requested” by a teacher or a school can “prearrange” you. If the job is a teacher “request”, you MUST accept or reject it in the automated calling system. If you are “prearranged” by a school, you must get the Job Number from the school. You DO NOT need to accept the job through the automated substitute system. The school MUST give you a Job Number BEFORE you report to the school.

Q: Do contract pool, displaced, and year-round teachers doing make-up time have priority (Seniority) over me?

A: Yes. They all have priority over substitutes. (UTLA/District Agreement Article XIX, 5.3) However, regular off-track teachers not making up time do not.

Q: When do I qualify for extended pay?

A: You qualify for extended pay on the 21st day of continuous service in the same classroom or after 10 consecutive days to an unfilled position in which you open a class at the beginning of the school year. At that point the school must submit the Request for Extended Day-to-Day Substitute form online to the Personnel Specialist for that school for an assignment to be written authorizing the extended substitute pay rate. The time reporter must then report or re-report your time in the extended assignment. See UTLA/District Agreement Article XIX, 4.0-4.3 for more information. Any questions regarding extended pay must be directed to the Personnel Specialist for that local District.

Q: If I have an extended assignment, but I am not fully credentialed in that assignment’s subject area, what do I do?

A: If you are to work more that 30 continuous days in the same classroom (20 days for Special Education), the site administrator must contact the Personnel Specialist for his/her school. (You can call (213) 241-5100 to request the name and phone number of the Personnel Specialist for the school.) The Personnel Specialist/Credential Unit will determine if you qualify to continue past 30 days (20 days for Special Education) in the extended assignment. You may need to bring in your official transcripts and if you qualify, a \$55.00 Postal Money Order made out to the California Commission on Teacher Credentialing (CCTC).

Q: Do I get additional pay for working an auxiliary period?

A: Yes. **If you arrange with the school administrator when you arrive at the school site.** You can work the equivalent of one additional period, **BEFORE OR AFTER** the regular school day.

Q: Do I get additional pay for substituting during a conference period?

A: No, you do not. Substitutes may be called upon to teach as part of the regular school day.

Q: What constitutes a late call?

A: A call received after 7 a.m. or less than one hour from the start time at the school is a late call. If the substitute would like to make up the minutes missed, the substitute *MUST* arrange this with the school’s administration upon arrival. The substitute can make up only the minutes missed and may not exceed one hour. Please call the school to

inform the office staff you are on the way .Refer to UTLA /District Agreement Article XIX 7.1 for additional information.

Q: What is the time period counted for “unavailables”?

A: September 1st thru January 31st and February 1st thru June 30th are the semesters used to count unavailables. If you receive more than 10 unavailables in a semester, you could be placed on stand-by status or separated from employment. (Maximum number of days to be unavailable for a school year may not exceed 90 days.)

Q: How do “unavailables” work?

A: You can report yourself as unavailable (or do not disturb). If you are unavailable for one day, then that day counts as one unavailable. If you are unavailable for multiple, continuous days, that counts as one unavailable. If the days you are unavailable are not continuous, they each count as a separate unavailable.

Q: What is “stand-by” status?

A: Stand-by status means that you will not be able to be name requested, and can receive a job for the day only if all other substitutes with seniority (priority) already have jobs for the day. You may be placed on stand-by if you receive more than 10 unavailables in a semester or if you receive 2 inadequate service reports in a semester.

Q: Do I get additional pay if I work 130 days in a school year?

A: Yes, you will get an additional \$10 per day starting on the 131st day. (Continuity Pay) The days are counted for days worked between July 1st and June 30th each year.

Q: Can I be disqualified from work for a day?

A: Yes. The Automated Calling System will disqualify you for the day if you reject 3 jobs, cancel 1 job, do not answer your phone 5 times, the system receives 3 busy signals or 5 hang-ups after PIN is entered.

Q: What is the difference between making myself ‘unavailable’, as opposed to ‘do not disturb’?

A: “Unavailable” means that you cannot work for that time period. The Automated Substitute Calling system can still call you with offers for future jobs. For example: If you say that you are unavailable on Monday, the Automated Substitute Calling System will not offer you a job for Monday (including requests), but it may call you Monday evening to offer you future jobs.

When you create a ‘Do Not Disturb’, you are telling the Automated Substitute Calling System that you do not want to receive any calls during that time period. The Automated Substitute Calling System will not call you for any reason (e.g. random calls, requests, or future requests) during the time period.

If you are not available to work and you do not want to receive any calls, you must add both items to the specified time period. After adding an Unavailable Date Range, the Automated Substitute Calling System will ask you if you still want to receive calls during the period. Indicating that you do not will also place a Do Not Disturb on your account for the same period.

Q: Do I need to fill out the Reasonable Assurance and Availability forms (R/A) and mail them back?

A: Yes. You must fill out the Availability and Reasonable Assurance renewal forms and return the originals in the U.S. mail. The R/A/ forms will be mailed to you in April to begin the process of filling them out and returning them to the sub unit by mid June to work the summer months and by the first week in October for traditional calendar schools. The exact dates will be included in the forms you will receive in the U.S. mail. (If you want to work during the summer, or any alternative calendar all renewals must be completed by mid June.) You need to complete your renewal only once a year Please keep a copy of your R/A forms for your records.

Q: Can substitutes receive health benefits?

A: Yes, if you have worked at least 600 hours between July 1st and June 30th for benefit coverage beginning the following October 1st through September 30th. If eligible, you need to enroll. If you have benefits and do not work at least one day in a pay period, you will lose your health benefits. As an exception, if you have worked the last pay cycle of the school year (June) and receive pay in July for the June service, your health benefits will remain active for July, August and September. If you are separated from employment for any reason (e.g. too many unavailables, Inadequate Service Reports, expired credential, etc.) and are reinstated, you must re-enroll for health benefits. For more information, contact the Health Benefits Office at (213) 241-4262.

Q: Can I be requested any day of the week if I state my available days as Monday and Friday?

A: No, you must be available in the automated calling system for all of the requested days.

Q: May a substitute change from elementary to secondary service or vice versa?

A: Yes, but only once per semester.

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All new teachers must voice themselves in the Automated Substitute Calling System