

Mesa County Valley School District 51 Substitute Agreement & Statement of Understanding

Please read and initial each statement below:

- _____ I have completed a D51 substitute orientation on _____ (date)
- _____ I understand where to locate relevant substitute information through the D51 website
- _____ I have read the D51 substitute information and understand the District's policies, procedures and legal responsibilities
- _____ As a new substitute, I understand that I must access the Absence Management (Aesop) system to register as a new substitute. I understand that this must be done within 30 days of submitting my new hire paperwork.
- _____ I understand that when substituting as a licensed substitute, I will report to my assignment 30 minutes before class begins and stay 30 minutes after class ends
- _____ 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 the school's Do Not Call list.
- _____ I understand that D51's definition of a "substitute" is a non-contracted/not regularly scheduled employee, and that my employment as a substitute can be terminated at any time by either the district or myself for any reason
- _____ I understand that as a substitute there are no guaranteed hours/days and that my substitute position is on an as needed basis
- _____ I understand that if I need to cancel out of an assignment on the same day of the assignment, it is my responsibility to both cancel out of the Absence Management system AND contact the school
- _____ I understand that when arriving at a school to substitute, I must check in at the office
- _____ I understand that as a licensed substitute it is my responsibility to keep my license active and give a copy to the substitute office
- _____ I understand that I may be required to take additional training in Absence Management & Safe Schools
- _____ I understand that I am responsible for checking my time worked in both the Absence Management system and my Leave & Earning Statement and report any discrepancies to HR/Payroll
- _____ I understand that on Early Release days at Elementary I am expected to stay until the end of the work day unless released by the school
- _____ I understand that during planning periods I may be asked to cover other classrooms or duties
- _____ PERA retirees: I understand it is my responsibility to track my number of days worked per calendar year

Printed Name _____

Signature _____ Date _____