



Papillion-La Vista
School District

**CERTIFIED
SUBSTITUTE HANDBOOK**

“EXCELLENCE One student at a time”

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SubFinder Substitute Instructions

GENERAL INFORMATION

Personal Information

Please notify the Human Resources Department when you have any permanent change of **address** or **phone number**. Should a change occur in your phone number it is your responsibility to change your phone number in the SubFinder system.

A **name change can't** be made on your check or in our employee system until a social security card, with the new name is brought into the office.

Certification

To be a substitute in the Papillion-La Vista School District it is necessary to have a current valid Nebraska Teacher's Certificate or a Nebraska Substitute Teacher's Certificate. If you do not have one of the above certificates, you may contact the Nebraska State Department of Education requesting information on obtaining the required substitute certificate. The phone number for the Lincoln office is 1-402-471-0739. They are open 8:00 a.m. to 5:00 p.m. A copy of the certificate must be on file in the Human Resource Office. The Human Resource Department can answer any questions you have about the procedure for certification.

All certificates are issued by the Commissioner of Education, 301 Centennial Mall South, Lincoln, NE 68509.

Assignment

Substitute teachers will generally be called by the SubFinder automated calling system. Substitute teachers can also view and accept jobs via the web. Detailed instructions are on page in the back of this handbook. In some cases, when the need for a substitute is known in advance your call may come from a principal's office.

Salary

- Substitute teachers are employed and paid by the school system and never the teacher who is absent.
- Substitutes are paid once each month on the 15th day. Substitute teachers do not earn any fringe benefits. Payment is based on days worked prior to the last day of the preceding month. The current rate is \$135.00 per day. After the 15th consecutive day of substituting for the same individual the day rate of pay will be \$145.00 per day.
- Should a substitute be called to duty for less than a half day or through an error a half-day's pay will be credit to that individual. Service for more than a half day is paid at the full per diem rate.
- Your pay will be directly deposited into your account on the 15th day of the month. You will receive an email notifying you of the deposit if you have provided your email address to payroll.

- Payroll deductions will be made for the Federal Income Tax, State Income Tax and Social Security Tax.
- **In some cases a substitute may be hired for a half-day position and his/her, duties require him/her to remain *slightly* beyond the four hours. If a half day assignment takes you into a full day, full pay increment of time, the principal has the right to ask you to remain the full and be assigned other duties. You have the option of declining this offer and accepting the half-day pay.**

Termination

- When a substitute teacher finds it necessary to withdraw his /her name from the substitute teacher list, he/she should contact the Human Resources Department.
- A substitute teacher may be removed from the substitute teacher list if the district determines that the substitute’s performance is inadequate, inappropriate or illegal.

Record of Employment

A record of the schools, the dates and hours which were taught is maintained by the substitute teacher. Be sure the building principals or his/her designee signs your time sheet after each day taught. Blank time sheets may be picked up from the building secretary. It is your responsibility to turn your time sheet in to the payroll department on or before the last Friday of the month.

REPORTING TO WORK

Dress Codes

Educators are role models to students. Professional appearance makes a difference to students and to our public. Different jobs, activities and events may require different attire. Educators are expected to dress appropriately on all occasions.

- During school hours, business casual is required. No blue jeans, t-shirts, Dress appropriate for the position – example if you are teaching PE for the day sweats and jogging attire is appropriate.
- Staff are allowed to wear jeans and a spirit shirt on designated days. Check with the building principal or secretary for these dates they vary by building.

Time Schedule

Elementary	Grades K-6	7:45-3:45 Full Day
Elementary	Grades K-6	7:45-11:45 morning half day 11:45-3:45 afternoon half day
Secondary	Grades 7-12	7:45-3:45 Full Day
Secondary	Grades 7-12	7:45-11:45 morning half day 11:45-3:45 afternoon half day

Reporting

- You should report to the school as soon as possible on the day you have been called as a substitute. Upon your arrival, check in with the building secretary. The secretary will give you the necessary information regarding your teaching schedule and any extra duties.
- Check with the building secretary at the end of the day to see if you are to return the following day and to have your time sheet signed.
- Lunch time and designated non-teaching related duties or planning periods are to be found on the teacher's daily schedule.
- Your lunch period will be the same as the teacher for whom you are substituting. Your lunch period is 30 minutes in length. You may bring a sack lunch or eat in the cafeteria. Substitute teachers normally do not leave the building for lunch but if you decide to do so please check in and out with the building secretary.
- The nature of the substitute teacher's service is such that duties may vary according to the day's assignment and the administration of the individual building.

School Closing

- Should school be called off the announcement will appear on local television stations and radio stations. If school is called off prior to 10:00 p.m. the night before, no pay will be provided. If called off the morning of but prior to reporting, pay will be half day. If called off during the day, and duties extend the sub passed 4 hours time of commitment, pay will be for a full day.

Expectations

- To carry out the instructions and lesson plans left by the classroom teacher.
- To leave a record of what was done in each assigned class for the classroom teacher
- To perform non-teaching duties which have been assigned to the regular teacher. These duties may include playground supervision, lunch supervision, hall duty and other responsibilities.
- To practice and maintain good housekeeping routines
- To maintain control of the classroom
- To discipline in accordance with the policy of the Papillion-La Vista School District.
- To comply with stated policies which include arriving on time, remaining after school, preparing required records and reporting accidents to the office.
- To practice professional ethics in all relationships with students, parents, teachers and community leaders
- To report to the classroom teacher any pertinent information concerning procedures used or assignments made.

DO's for the Substitute Teacher

- Do be on time.
- Do ask about extra duties.
- Do be well groomed.
- Do be interested and enthusiastic.
- Do introduce yourself to the class; write your name on the board.
- Do be self confident as you go into the classroom.
- Do learn as many of the student's names as possible.
- Do let the children help you when they can.
- Do be professional and ethical at all times.
- Do note that all student information is confidential.
- Do read and follow instructions in school bulletins.
- Do see that room equipment and records are left in order.

DON'Ts for the Substitute Teacher

- Don't discuss individuals of one school with another.
- Don't discuss teachers or children with anyone other than the principal.
- Don't start new work that may not relate to the classroom teacher's plans.
- Don't hesitate to ask for help from teachers and the principal.
- Don't leave school with the students or make changes in the schedule.
- Don't leave school early without the principal's permission.

Suggestions for Classroom Management

- Use a pleasant but firm approach to quickly establish rapport with students.
- Adhere to the established routine.
- Uphold school rules and regulations.
- Do not release a student from school without permission of an administrator.
- Acquaint yourself with at least one of the teachers in adjoining classrooms.
- Be cautious about administering punishments, and at no time administer corporal punishment. If you need help in handling a discipline problem, consult the neighboring teacher or administrator.
- Refrain from administering mass punishment.
- Use the seating chart if one is available.
- Refer extreme discipline problems to the building principal.

The Principal's Office

The principal will respect the substitute teachers as an important member of the staff and will seek to establish this atmosphere with other staff and students. Contact the principal and his/her secretary with concerns regarding the following school policies:

- Class schedules.
- The lunch schedule.
- Special education bus schedule.
- Policies about disciplinary actions.
- Accident reports.
- Any special or unusual information concerning students.
- Procedures in emergency situations.
- Other policies unique to the school.

Suspected Child Abuse / Neglect

Procedure 5606

All staff members in the Papillion-La Vista School District will adhere to the following procedures as directed by the School Board Policy #5606 and applicable laws of the State of Nebraska.

- A. When an employee has reasonable cause to believe that a child has been subjected to abuse or neglect.

Abuse or neglect shall mean knowingly, intentionally, or negligently causing or permitting a minor child to be:

1. Placed in a situation that endangers his or her life or physical or mental health;
2. Cruelly confined or cruelly punished;
3. Deprived of necessary food, clothing, shelter or care;
4. Left unattended in a motor vehicle if such a minor is six years or younger;
5. Sexually abused; or
6. Sexually exploited by allowing, encouraging or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films or depictions.

That employee will immediately call the Sarpy County Communication Center (593-2310). This information may be firsthand or hearsay. The Communication Center will contact the appropriate agency to complete the investigation.

- B. A written report, using district forms provided for this purpose, must be then sent immediately to the investigating law enforcement agency with a copy sent to the school social worker assigned to the specific building, a copy given to the building principal and/or immediate supervisor, and a copy sent to Child Protective Services.
- C. It is not the responsibility of the staff member or school district to investigate the incident. If the

incident should result in court action, the employee should be prepared to testify as to his/her first hand information regarding the suspected abuse or neglect. Anecdotal records can be very helpful in this situation. "First hand" information usually is what he/she observed or what the child said to him/her without any interpretation of what was said or seen. According to NE REV STAT 28-716, the reporting person shall be immune from any civil or criminal liability, except maliciously false statements.

- D. When appropriate and needed, the school social worker may facilitate communication and services for students in the District. The building principal will, monthly, file a written summary to the school social worker reviewing the status of any reports made on the suspected child abuse/neglect that month.
- E. All board policies and state laws concerning confidentiality and privacy will be rigidly followed by all staff members.
- F. If an employee willfully neglects to report in the prescribed manner a suspected case of child abuse or neglect it may be considered just cause for immediate termination.

Harassment

It is the policy of this school district to provide a learning and working environment free from discriminatory insult, intimidation, sexual harassment and other forms of harassment.

Harassment may be overt or subtle, but whatever form it takes, (verbal, nonverbal or physical), harassment is insulting and demeaning to the recipient and cannot be tolerated in the school environment.

Staff members are expected to conduct themselves as good citizens at all times. Examples of poor citizenship shall include, but not limited to teasing, taunting, name-calling and all other forms of verbal or written cruelty based on any real or perceived physical or personal characteristic. The use of abusive, profane or obscene language or gestures is prohibited.

Any person, who feels their rights to a working environment free of all types of harassment have been jeopardized, should report such incidents to the building principal or the district's Assistant Superintendent of Human Resources. They can be reached either in the individual building or at the Central Administration Office, 420 South Washington Street, Papillion, or by calling 537-6206. Offenders will be subject to disciplinary procedures as found in the employee handbook. (ADOPTED 06-12-00)

Sexual Harassment

The District will provide a school environment free from sexual harassment.

The Equal Employment Opportunity Commission (EEOC) has adopted written guidelines stating that any sexual harassment tolerated by employers constitutes a violation of Title VII of the Civil Right Act of 1964. The EEOC guidelines state:

“Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly and implicitly a term or condition of an individual’s employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidate, hostile, or offensive working environment.”

Any employee of the school district who engages in sexual harassment will be subject to appropriate discipline, up to and including termination.

An aggrieved person should directly inform the person engaging in sexually harassing conduct or communication that such conduct or communication is offensive and must stop. If the aggrieved person does not wish to communicate directly with the person whose conduct or communication is offensive or if direct communication with the offend person has be ineffective, the aggrieved person should report the conduction or communication to a supervisor, principal, superintendent of schools or board of education member with who he or she feels comfortable in reporting the issue. The Assistant Superintendent of Human Resources will be assigned to investigate any complaints regarding sexual harassment, except that any complaint regarding the Assistant Superintendent of Human Resources will be investigated by the Superintendent.

Regardless of the means selected for resolving the problem, the initiation of a complaint of sexual harassment will not cause any reflection on the complainant nor will it affect his or her employment, compensation or work assignments.

(ADOPTED 09-09-91) (REVISED 03-14-94) (Revised 10-09-95) (REVISED 06-12-00)

In-service

After being place on the substitute list there may be need for occasional attendance at in-service session for substitutes. The purpose of such meeting will be to help substitutes become better acquainted with more detailed procedures of the Papillion-La Vista School District. The aim is to have the substitute function as much as possible as the regular classroom teacher. Generally, substitutes are welcome to attend training session conducted by the district, if space is available. Attendance at such in-services will be unpaid.



SUBSTITUTE EMPLOYEE INSTRUCTIONS

Sub Finder System Phone: 597-8967
Review/Accept Jobs via the Web*:
<https://subfinder.ésu3.org/webconnect/login/login.asp>

Bill Pulte

Help Desk: 7:30 a.m.-4:00 p.m. 537-6299
Director, Information Technology

Leah Gintz

Help Desk: 8:00 a.m.– 5:00 p.m. 537-6299
Administrative Systems Manager

Jason Stearns or Roya Bakke

Help Desk: 8:00 – 4:30 pm 537-6299
Information Tech. Specialist

Talisa Maris

Human Resources Secretary
537-6204

Dr. Renee Jacobson

Asst. Superintendent for Human Resources
537-6206

***YOU MUST RECORD YOUR NAME
BEFORE THE SYSTEM ALLOWS YOU TO
USE THE WEB MODULE.**

**Your PIN# is your first initial, last initial and
the last 4 digits of your SSN.**

(Example: John Anderson converts to:
J=5 A=2 followed by last 4 SSN digits)

**You must record your name or the Sub
Finder will NOT call you for jobs.**

**Remember, SubFinder only works from
touch-tone telephones!**

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TELEPHONE SHORTCUTS:

Pressing 9 will take you back to the previous Menu.

Pressing * will allow you to move to the next item when listening to a list of items, such as jobs.

**WHEN ACCEPTING A JOB, ALWAYS WAIT FOR THE
JOB NUMBER BEFORE DISCONNECTING OR
YOUR JOB ACCEPTANCE MAY NOT BE RECORDED.**

WHEN SUBFINDER CALLS YOU

To Offer You a Job

SubFinder will call and ask for your PIN followed by the pound sign (#), or press star (*) if you do not wish to receive any more calls during *this* calling period.

If you chose to enter your PIN, followed by the pound sign, SubFinder will describe an available job.

To hear special instructions	Press 1
To hear the itinerant schedule	Press 2
To continue	Press 5

Once you press 5

To accept the job	Press 1
To hear the job again	Press 2
To reject the job	Press 9

If you press 1 to *accept* the job, SubFinder will play the job information again and give you a **JOB NUMBER**. You will be given some of these options as well:

To hear special instructions	Press 1
To hear the itinerant schedule	Press 2
To continue	Press 5

If you press 2 or 3, the appropriate information will be provided. If you press 5, you will be given two options.

To hear the job again	Press 2
To end this call	Press 9

If you press 9 to *reject* the job, SubFinder *may* ask for a reason for the rejection. After listening to the reasons provided, select the appropriate reason followed by the pound sign (#). SubFinder will repeat the reason.

If correct	Press 1
If incorrect	Press 2

To Notify You of a Job Cancellation

When a job has been canceled, SubFinder will call you with notification. You will hear "This is notification of a job cancellation". Enter your PIN followed by the pound sign (#).

SubFinder will play the information for the job that has been canceled, including the job number.

To acknowledge the cancellation	Press 1
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To hear the cancellation again

Press 2

WHEN YOU CALL SUBFINDER MAIN MENU

To Review Current Assignments	Press 1
To Review Available Jobs	Press 2
To Cancel an Assignment	Press 3
To Report an Absence	Press 4
To Review Personal Information	Press 5
To Pre-Register for the next school year	Press 7
To Leave the SubFinder System	Press 9

You will hear the Pre-Register option only if your district chooses to use the Pre-Registration option and you have not yet pre-registered.

MAIN MENU OPTION #1 TO REVIEW CURRENT ASSIGNMENTS

From the Main Menu Press 1

SubFinder will play your next scheduled assignment followed by some, if not all, of the following options.

To hear the special instructions	Press 1
To hear the itinerant schedule	Press 2
To continue	Press 5

If you press 5, you will be given these options.

To hear the job details again	Press 2
To hear the next job	Press 3
To cancel this job	Press 4
To return to the Main Menu	Press 9

If you press 4, SubFinder *may* ask for a reason for the cancellation. After listening to the reasons provided, select the appropriate reason followed by the pound sign (#).

SubFinder will repeat the reason.

If correct	Press 1
If incorrect	Press 2

SubFinder will ask for confirmation of the cancellation.

To confirm the cancellation	Press 1
Otherwise	Press 2

MAIN MENU OPTION #2 TO REVIEW AVAILABLE JOBS

From the Main Menu Press 2

SubFinder will describe an available job, if any exist, followed by one or more of the following options

To hear special instructions	Press 1
To hear the itinerant schedule	Press 2
To continue	Press 5

Once you press 5

To accept the job	Press 1
To decline the job	Press 2
To hear the job again	Press 3.
To hear the next job	Press 4
To return to the Main Menu	Press 9

If you press 1 SubFinder will repeat the job information, followed by the **JOB NUMBER**.

If you press 2 you are **REJECTING** this job. SubFinder will not offer you this job or call you on this job again. After you press 2 SubFinder will describe the next available job, if any exist, followed by the same options described above.

If you press 4 SubFinder will describe the next available job, if any exist, followed by the same options described above.

MAIN MENU OPTION #3 TO CANCEL AN ASSIGNMENT

From the Main Menu Press 3

Enter the **JOB NUMBER** followed by the pound sign (#). SubFinder will play the job information.

To cancel this job	Press 1
To return to the Main Menu	Press 9

If you press 1 SubFinder *may* ask for a reason for the cancellation. After listening to the reasons provided, select the appropriate reason followed by the pound sign (#). SubFinder will repeat the reason.

If correct	Press 1
If incorrect	Press 2

SubFinder will ask for confirmation of the cancellation.

To confirm the cancellation	Press 1
Otherwise	Press 2

MAIN MENU OPTION #4 TO REPORT AN ABSENCE

From the Main Menu Press 4

Enter the **JOB NUMBER** followed by the pound sign (#). SubFinder will play the job information.

Step 1: Enter the first date of the absence (MMDD) followed by the pound sign (#). To begin the absence today, press star (*).

Step 2: Enter the time the absence begins (HHMM) followed by the pound sign (#). If the absence begins at the start of the work day, press star (*). If you enter a specific time:

For A.M.	Press 1
For P.M.	Press 2

Step 3: Enter the last date of the absence (MMDD) followed by the pound sign (#). For a single day absence, press star (*).

Step 4: Enter the time the absence ends (HHMM) followed by the pound sign (#). If the absence ends at the end of the work day, press star (*). If you enter a specific time:

For A.M.	Press 1
For P.M.	Press 2

**MAIN MENU OPTION #4
TO REPORT AN ABSENCE, cont'd**

SubFinder will repeat the date(s) and times of the absence.

If correct **Press 1**
If incorrect **Press 2**

Step 5: SubFinder will play a list of absence reasons. Press the number of the appropriate reason followed by the pound sign (#). SubFinder will repeat the reason.

If correct **Press 1**
If incorrect **Press 2**

GET THE REVISED JOB NUMBERS

ALWAYS WAIT FOR THE REVISED JOB NUMBERS BEFORE DISCONNECTING OR THE ABSENCE MAY NOT BE RECORDED.

**MAIN MENU OPTION #5
TO REVIEW PERSONAL INFORMATION**

From the Main Menu **Press 5**

SubFinder will play the Personal Information Menu

To review your phone number **Press 1**
To review your name recording **Press 2**
To review the days of the week you can work **Press 3**
For the date range menu **Press 4**
To hear your employee ID **Press 5**
To return to the Main Menu **Press 9**

(1) To Review Your Phone Number

SubFinder will play your phone number.

If your phone number is correct **Press 1**
To change your phone number **Press 2**

If you press **2**, enter the area code and phone number followed by the pound sign (#). SubFinder will repeat the number.

If your phone number is correct **Press 1**
To change your phone number **Press 2**

(2) To Review Your Name Recording

SubFinder will play your name as it is recorded.

If your name is recorded correctly **Press 1**
To re-record your name **Press 2**

If you press **2**, record your name after the tone. When you are finished, press the pound sign (#). SubFinder will repeat your name.

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If correct **Press 1**
If incorrect **Press 2**

(3) To Review the Days of the Week You Can Work

To review your availability for

Sunday **Press 1**
Monday **Press 2**
Tuesday **Press 3**
Wednesday **Press 4**
Thursday **Press 5**
Friday **Press 6**
Saturday **Press 7**
To return to the Main Menu **Press 9**

After choosing a day, that day's availability will be played.

If you would like to change your availability **Press 1**
To use this schedule for another day of the week **Press 2**
To return to the previous menu **Press 9**

If you press **1** SubFinder will ask "Are you normally available to work on (day of the week)?"

If yes **Press 1**
If no **Press 2**
For mornings only (6 am until 12 pm) **Press 3**
For afternoons only (12 pm until 6 pm) **Press 4**
To enter specific hours **Press 5**

If you press **1, 2, 3, or 4** SubFinder will repeat the schedule that applies to your choice.

If you would like to change your availability **Press 1**
To use this schedule for another day of the week **Press 2**
To return to the previous menu **Press 9**

If you press **5** for Special Hours:

Step 1: Enter the earliest time (HHMM) that you will be available followed by the pound sign (#). If you will be available from the start of the day, press star (*). If you enter a specific time:

For A.M. **Press 1**
For P.M. **Press 2**

Step 2: Enter the latest time (HHMM) that you will be available followed by the pound sign (#). If you will be available until the end of the day press star (*). If you enter a specific time:

For A.M. **Press 1**
For P.M. **Press 2**

Step 3: Enter the minimum number of hours that you are willing to work during this period followed by the pound sign (#). If you have no preference, press star (*).

Step 4: Enter the maximum number of hours that you are willing to work during this period followed by the pound sign (#). If you have no preference, press star (*).

SubFinder will repeat the schedule you entered.

If you would like to change your availability **Press 1**
To use this schedule for another day of the week
Press 2
To return to the previous menu **Press 9**

(4) For the Date Range Menu

To add an UNAVAILABLE date range **Press 1**
To add a DO NOT DISTURB date range **Press 2**
To review a date range **Press 3**
To return to the Main Menu **Press 9**

(1) To Add an Unavailable Date Range

Step 1: Enter the first date that you will be unavailable (MMDD) followed by the pound sign (#). If you will be unavailable beginning today, press star (*).

Step 2: Enter the beginning time (HHMM) that you will be unavailable followed by the pound sign (#). If you will be unavailable from the start of the day, press star (*). If you enter a specific time:

For A.M. **Press 1**
For P.M. **Press 2**

Step 3: Enter the last date that you will be unavailable (MMDD) followed by the pound sign (#). If you will be unavailable for only a single day, press star (*).

Step 4: Enter the time (HHMM) that you will be available again, followed by the pound sign (#). If you will be unavailable through the end of the day, press star (*). If you enter a specific time:

For A.M. **Press 1**
For P.M. **Press 2**

Substitute Finder will repeat your unavailable date range.

If correct **Press 1**
If incorrect **Press 2**

If you press 1 SubFinder will respond "To continue receiving calls during this period, press 1, otherwise press 2." Pressing 2 will add a **Do Not Disturb** to the date range as well.

(2) To Add a Do Not Disturb Date Range

Step 1: Enter the first date (MMDD) that you don't want to be called followed by the pound sign (#). If you don't want to be called starting today, press star (*).

Step 2: Enter the beginning time (HHMM) that you don't want to be called followed by the pound sign (#). If you don't want to be called from the start of the day, press star (*). If you enter a specific time:

For A.M. **Press 1**
For P.M. **Press 2**

Step 3: Enter the last date (MMDD) that you don't want to be called followed by the pound sign (#). If you don't want to be called for only a single day, press star (*).

Step 4: Enter the time (HHMM) that you wish to receive calls again, followed by the pound sign (#). If you don't want to be called until the end of the day, press star (*). If you enter a specific time:

For A.M. **Press 1**
For P.M. **Press 2**

SubFinder will repeat the Do Not Disturb date range.

If correct **Press 1**
If incorrect **Press 2**

(3) To Review a Date Range

SubFinder will play your most current date range, if any exist.

To hear the date range again **Press 2**
To hear the next date range **Press 3**
To remove the date range **Press 4**
To return to the Main Menu **Press 9**

If you press 4, SubFinder will ask for confirmation.

If you are sure you want to remove this date range
Press 1
Otherwise **Press 2**

(5) To Hear Your Employee ID

SubFinder will play your SubFinder-assigned ID number. This number is used only when/if someone needs to request you for, or assign you to, a particular absence.

You DO NOT use this number to identify yourself when you call SubFinder.

NON-DISCRIMINATION

The Papillion-La Vista School District does not discriminate on the basis of race, color, religion, national origin, gender, marital status, age, disability or any other legally protected status in admission or access to, or treatment, or employment in its programs and activities. The following person has been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of non-discrimination: Assistant Superintendent of Human Resources, 420 South Washington Street, Papillion, NE 68046

Phone: (402) 537-6206

Any parent, employees and students who do not believe their complaints regarding Title IX, Title VI or Section 504 have been met with resolution at the District level may appeal their grievances to the Regional Department of Education, Office for Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City MO 64114, Phone (816) 268-0550, Fax (816) 823-1404, TDD (800) 437-0833
May 2004