



Gateway Community Charters

Substitute Guidelines

5112 Arnold Ave
McClellan, CA 95652

Main Office
(916) 286-5129

Fax
(916) 993-4114

Human Resources
(916) 286-5160

Aesop
(800) 942-3767

www.GCCCharters.org

AT-WILL EMPLOYMENT

All employment at GCC is “at-will”. At-will employees/substitutes and the employer have the right to terminate employment at any time, with or without advance notice, and with or without cause. Generally, employees also may be demoted or disciplined and the terms of their employment may be altered at any time, with or without cause, at the discretion of the Superintendent/CEO or designee and/or the GCC Board of Directors.

In cases where GCC, in its sole discretion, determines that remediation may be effective in correcting employee/substitutes performance and/or conduct, GCC may suggest remediation without altering the at-will employment relationship.

GCC reserves the right to decrease or eliminate an employee’s/substitute’s salary, hours or work year based upon, among other things, student enrollment, program demand, change in program direction, restructuring, budget considerations or if it is deemed to be in the best interest of the program by the employee’s/substitute’s supervisor and/or the Superintendent/CEO.

No one other than the Superintendent/CEO (with GCC Board of Directors ratification) has the authority to alter this at-will arrangement, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this policy, and any such agreement must be in writing, must expressly state that it is changing the at-will relationship, and must be signed by the Superintendent/CEO or designee and by the affected employee.

By receiving a copy of these personnel policies, the employee acknowledges that his/her employment is at-will and that no contract for employment exists.



WELCOME From the Superintendent/CEO

Welcome to Gateway Community Charters (GCC). As the Superintendent/CEO of the GCC, I am excited and proud to lead our dynamic charter school organization. Gateway Community Charters is a 501c3 nonprofit public benefit corporation that has been providing quality school choice options in the greater Sacramento region for almost ten years.

We began our operations in 2003 in an innovative partnership with the former Grant Joint Union High School District. Gateway first opened Community Outreach Academy in 2003 with approx. 300 students in grades K – 10. Building on our initial success, we opened Futures High School in fall of 2004, Community Collaborative Charter School in 2005 and Higher Learning Academy, California Aerospace Academy and Sacramento Academic and Vocational Academy all in the fall of 2007. In June of 2012, we voluntarily closed the California Aerospace Academy. In August 2013 we opened Gateway International School in partnership with San Juan Unified School District. In August 2015 we opened our first charter in partnership with the Yolo County Office of Education – bringing our current number of schools to seven charters serving approximately 4,300 K-12 students.

Each of our schools has a different and unique focus, from our Higher Learning Academy (a small core knowledge emphasis K – 8th grade school) – to our Community Collaborative Charter School which is a K – 12th grade independent study program serving primarily credit deficient and students ‘at – promise’ in need of greater support and remediation... and on to Community Outreach Academy (K – 8th college preparatory focus with an emphasis for English Language Learners), Empowering Possibilities International School (K-8th Grade), Futures High School (9 – 12th grade focus with an emphasis for English Language Learners), Gateway International School is an International Baccalaureate candidate school, serving more than 400 students in K-8th grade and Sacramento Academic and Vocational Academy (a 7th – 12th grade independent study program with an emphasis on careers and work force development). We are pleased to offer these quality public school options in such different ways to best meet the unique and diverse needs of students in our communities. We are excited about the opportunity to prepare our students for the 21st Century through innovative quality schools.

We have an amazing team of teachers, principals, support staff, volunteers and board members who are all committed to the success of our students and schools.

Thank you for your interest in our organization and we hope you are as dedicated and committed as we all are to making a difference in our student’s lives.

I look forward to the opportunities and challenges of the coming year(s) and invite you to share your dreams, vision and concerns. Please feel free to contact me at cindy.petersen@gcccharters.org, or (916) 286-5129.

Sincerely,

Dr. Cindy Petersen
Superintendent/CEO

TABLE OF CONTENTS

Substitute Services

Other Helpful Phone Numbers	1
-----------------------------------	---

Substitute Requirements, Expectations, & Responsibilities

Dress Code	2
Responsibilities of a Substitute Teacher	3
Responsibilities of a Substitute Classified	4
Teacher Requirements, Credentials, Long Term Assignments, TB Test, Background Checks	5
Professionalism, Tax Withholdings, I-9 Form, ID Badge, Reasonable Assurance Letter	6
Summer School, Aesop, Feedback, Resignation.....	7
Sick Leave, Cancellations of Assignments	8
At-Will Employment	9

Payroll

Paychecks, Direct Deposit, Self-Serve	10
Substitute Pay Rates	12
Semi-Monthly Pay Schedule	13
How to Read Your Paystub/Warrant	14

Policies & Procedures

Mandatory Trainings, Rules of Conduct	19
Social Media	21
Use of Technology	23
Child Abuse	24
Non-Discrimination	27
Sexual Harassment	28
Drug-Free & Alcohol-Free, Smoke-Free	29

Health, Safety, & Security

Accident Prevention & Worker's Compensation	31
---	----

Frontline (Aesop)

Aesop, Creating a Login, Signing In, Manage Your Preferences, Finding Assignments	32
---	----

Time and Attendance

Time & Attendance, Using Kiosk, Viewing Timesheets, Viewing Schedule	38
--	----

Additional Information

Substitute FAQ's	41
Student Calendar	44
Our Schools	45
Acknowledgment Form	53

SUBSTITUTE SERVICES

Main Line (916) 286-5160

Frontline (Aesop) (800) 942-3767

Fax (916) 993-4114

Email GCCHumanResources@gcccharters.org

**Main Line hours of operation are from 7:30am-4pm*



OTHER HELPFUL PHONE NUMBERS

Gateway Community Charters
(916) 286-5129

CalPERS Retirement
(888) 225-7377

Payroll Department
(916) 286-5199 x2317
(916) 286-5199 x2301

CalSTRS Retirement
(800) 228-5453

SUBSTITUTE REQUIREMENTS, EXPECTATIONS, & RESPONSIBILITIES

The intent of a substitute is to fill for an employee that is on leave, sick, and/or a vacancy.

Absences are unpredictable; therefore it's difficult to determine how often a substitute may be called to work an assignment. Substitutes should accept as many assignments as possible that appear in the Aesop system.

PRE-EMPLOYMENT POLICES AND BACKGROUND CHECKS

GCC relies upon the accuracy of information contained in the employment application and other data presented throughout the hiring and employment process. Any misrepresentation, falsification, or material omission in any of this information or data may result in exclusion of the individual from further consideration of employment or termination of employment if the person has been hired.

All Substitutes are hired into either classified or credentialed positions. By definition a credentialed position requires a specific California Commission on Teacher Credentialing (CCTC) issued credential. A GCC credentialed employee is an employee/substitute who is working in a position for which a CCTC credential is a requirement. A classified employee/substitute is defined as an employee who is working in a position that does not require a CCTC credential.

All offers of employment may be contingent upon verification of an employee's/substitute's right to work in the United States, Department of Justice and Federal Bureau of Investigation fingerprint clearance, and Tuberculosis Risk Assessment as required by State and Federal Law and the GCC pre-employment process. Upon receiving a conditional offer of employment, a candidate may be asked to provide original documents verifying his/her right to work and to sign a verification form required by Federal law. If a candidate cannot verify his/her right to work in the United States, GCC may be obligated to revoke the offer of employment.

Communication required methods email, telephone, and mail

1. Communication via email – you will periodically receive email communication from GCC regarding training, updates etc. Please keep the GCC HR Department up to date on your current email address
2. Communication via telephone – Aesop will contact you via the telephone number you have provided to GCC. If you have music as your greeting for your phone, you will want to turn this feature off as Aesop recognizes this as a number that has been disconnected. If you change your phone numbers please notify GCC HR as soon as possible or update your Aesop profile.
3. Communication via US Mail – formal communication will be mailed to the address we have in our files in Human

Resources. If you have changes to your address please notify GCC HR as soon as possible or update your Aesop profile.

Dress Code:

It is GCC's intent that work attire should complement our environment and reflect an efficient, orderly, and professional organization. This policy is intended to define appropriate "business attire" during normal business operations. Specific dress codes may vary slightly from school site to school site, however there are some items and styles that are inappropriate and should not be worn at any time, which include:

1. Tight and/or revealing clothing, low cut, see-through clothing or separates that expose the midriff.
2. Spaghetti straps/backless clothing, tank tops
3. Clothing printed with inappropriate slogans and/or logos
4. Flip flops, slipper style shoes, slippers
5. Any clothing that is distracting to the school environment

This is not an all-inclusive list. Since styles change, it is not possible to include examples of all items that would be inappropriate; thus management reserves the right to determine appropriateness. Employees are expected to exercise good judgment and discretion in their choice of attire.

- Employees who violate the dress code policy and appear for work inappropriately dressed will be sent home and will not be compensated for the time away from work. Violations may preclude you from further consideration.

Substitute Expectations and Requirements

1. **Substitutes** are expected to abide by the policies and procedures of the GCC and of the school or department to which they are assigned.
2. **Substitutes** are expected to learn the locations of all schools before assignment dates.
3. **Substitutes** are expected to report to assignments on time. GCC and Aesop will list the time to report. If circumstances prevent a Substitute from arriving on time or there are questions about an assignment entry substitutes are expected to call the GCC HR Department or the School Site.
4. **Substitutes** are expected to keep their Aesop Calendar of Availability accurate. "Non-Work Days" entered by a substitute must be deleted by the substitute if their availability changes before they will be able to accept a pre-arranged assignment.
5. **Substitutes** Must always report to the school office when they arrive at every assignment and check-out at the school office before they leave. Substitutes who will be traveling to multiple schools in one day must sign in and out at every school.

6. **Substitute** performance will be monitored for quality of work, punctuality, cooperation, flexibility, dependability and skills. Please be advised that substitutes who do not meet the GCC standards on a regular basis may be inactivated.

Additional possibilities for being inactivated may include:

- a. **Failure** to complete our annual mandatory Safe Schools training by the deadline
 - b. **Failure** to return the letter of Reasonable Assurance to remain as a substitute for the following year by the date indicated on the letter
 - c. **Not** having a working phone number or email
 - d. **Failure** to respond to phone messages or email from the GCC HR Department
 - e. **Expiration** of a valid California State Teaching Credential for certificated substitutes
 - f. **Expiration** of a valid TB Test Clearance for all substitutes.
7. **Substitutes** are expected to dress professionally/appropriately at all times, weather and assignment duties should be taken into consideration
8. **Substitutes** are expected to communicate with the GCC HR Department should they have any questions or concerns at any point throughout the year.

Daily Procedures & Expectations

Substitutes are expected to arrive at school at least fifteen minutes before the shift/assignment begins.

Upon arrival:

Go to the office to sign in and receive any instructions, keys, etc. to perform the assignment.

Review any information provided by the school office.

During the day:

You are expected to carry on the work of the employee you are substituting for. You assume the responsibilities of the employee in his/her absence.

RESPONSIBILITIES OF THE SUBSTITUTE TEACHER

When arriving:

- 1.) Give attention to personal grooming and a neat appearance.
- 2.) Arrive at the school with sufficient time to organize your materials, familiarize yourself with bell schedules and emergency drill procedures. *If you are going to be late, you must contact the school site!*
- 3.) Park in the faculty parking lot.
- 4.) Report to the main office upon your arrival at the school.
- 5.) It is the substitute's responsibility to sign in with the school office upon arrival and to sign out when the assignment is

complete. Once signing in, the office staff will provide instructions for the day's assignment.

- 6.) Ask about student passes and procedures, and whether there will be any other duties associated with the assignment.

Throughout the day:

- 1.) Substitutes are responsible for the students, classroom, equipment, and materials as assigned.
- 2.) The substitute teacher should follow the plans EXACTLY as left by the regular teacher. Just in case there are no lesson plans, be prepared with a generic plan that deals with appropriate subject materials to teach so that you can teach effectively.
- 3.) Be available for any special assignments that fall within the responsibility of a teacher during the instructional day. Substitutes may be asked to perform duties as would be required by the regular classroom teacher, **including teaching during a prep period.**
- 4.) Notify the immediate supervisor if an emergency makes it necessary for you to leave before the end of the working day.
- 5.) Substitutes are responsible for keeping an orderly classroom. Always receive and dismiss students in an orderly manner.
- 6.) Learn the correct attendance procedures. Take roll accurately and make sure that all students are accounted for. Missing students should be report to the school office immediately.
- 7.) If you take an item of value from a student per school policy, you are responsible for the article until it is returned to the student or turned over to the appropriate office personnel. These items should be labeled with the student and teacher's name. Be sure to inform the regular teacher of the incident.
- 8.) Ask the administrator or designee for help on any particular problem that cannot be solved satisfactorily from the information available.
- 9.) Call for immediate assistance in event of **ANY** medical emergency. **Substitute Teachers and Classified Substitutes are NOT authorized to give any medication to students.**
- 10.) All unusual requests from parents and students should be referred to the site administration. **Students are never to be released from the classroom without an official notice from the office.**
- 11.) Report any **incidents** or **issues** to the principal as soon as possible.
- 12.) Refrain from repeating confidential or personal information. Disclosing such information could result in your assuming personal liability. Please also remember, that while many items are matters of public record, the releasing of such information is the function of specific offices or individuals. For those of you working in schools, make certain you refer to the administrator any unauthorized requests for personal information about pupils or employees.

End of the day:

- 1.) At the end of the day, organize and label student materials and leave a short summary of the day's events for the regular

classroom teacher. Keep copies of all notices and bulletins received and leave them in the plan book for the regular teacher.

- 2.) Make sure all classroom materials are accounted for.
- 3.) Check out at the office at the end of the day. Return any keys or equipment and make sure your time sheet is fully filled out and that it has been filled out correctly.
- 4.) Make sure to check Time & Attendance when you return home to make sure that your hours were recorded for the day(s) that you worked.

RESPONSIBILITIES OF THE CLASSIFIED SUBSTITUTE

When arriving:

- 1.) Give attention to personal grooming and a neat appearance.
- 2.) Arrive at the school/department with sufficient time to familiarize yourself with bell schedules and emergency drill procedures. *If you are going to be late, you must contact the school site/department!*
- 3.) Park in the faculty parking lot.
- 4.) Report to the main office upon your arrival.
- 5.) It is the substitute's responsibility to sign in with the school office/department upon arrival and to sign out when the assignment is complete. Once signing in, the office staff will provide instructions for the day's assignment.
- 6.) Ask about procedures and whether there will be any other duties associated with the assignment.

Throughout the day:

- 1.) Be available for any special assignments that fall within the responsibility of the absent employee during the instructional day.
- 2.) Notify the immediate supervisor if an emergency makes it necessary for you to leave before the end of the working day.
- 3.) Ask for clarification if instructions given by your supervisor are not clear. Make certain you understand how the work is to be done, when you are expected to finish a certain task, and which jobs must be done first.
- 4.) Strive for accuracy, especially on a new job or with unfamiliar material. You gain nothing if mistakes are made and the work has to be done over. However, if you do make a mistake, accept correction graciously, find out what was wrong, and learn from your mistakes. Ask the administrator or designee for help on any particular problem that cannot be solved satisfactorily from the information available.
- 5.) Call for immediate assistance in event of ANY medical emergency. **Substitute Teachers and Classified Substitutes are NOT authorized to give any medication to students.**
- 6.) All unusual requests from parents and students should be referred to the site administration. **Students are never to be released from the classroom without an official notice from the office.**

- 7.) Report any **incidents** or **issues** to the principal as soon as possible.
- 8.) Refrain from repeating confidential or personal information. Disclosing such information could result in your assuming personal liability. Please remember also, that while many items are matters of public record, the releasing of such information is the function of specific offices or individuals. For those of you working in schools, make certain you refer to the administrator any unauthorized requests for personal information about pupils or employees.

End of the day:

- 1.) Remain until the end of the workday. If a substitute is paid for a full day and the specific assignment is less than the full day, the administrator has the prerogative to assign other duties to the substitute.
- 2.) Check out at the office at the end of the day and make sure your time sheet is fully filled out and that it has been filled out correctly.
- 3.) Make sure to check Time & Attendance when you return home to make sure that your hours were recorded for the day(s) that you worked.

Lunch & Rest Periods

Substitutes will follow the absent employee's schedule. Such meal period shall be as scheduled by the employee's supervisor and be as close to mid-shift as practical. Such meal period shall be without pay and shall not be credited as time worked for any purpose.

REST BREAKS

Non-exempt employees will be provided meal and break periods as required by law. Nonexempt employees are entitled to take a 10 minute paid rest period for every 4 hours of work time. Non-exempt employees on rest breaks are not required to clock in and clock out because this time is considered "time worked" and is compensable.

MEALS (LUNCH) BREAKS

Non-exempt employees who work a period of more than six hours in a work day are entitled to a meal (lunch) period of at least 30 minutes, which must be taken before the beginning of the sixth hour. If the work period is less than 6 hours, then the meal period may be waived by written mutual consent of the employee and GCC. Meal periods will be an unpaid 30-minute period, to be taken during the workday. The meal period will not be included in the total hours of work per day and is not compensable. Nonexempt employees are to be completely relieved of all job duties while on meal breaks.

CERTIFICATED SUBSTITUTE REQUIREMENTS

The following requirements **MUST** be completed before any substitute can be employed in the district.

APPLICATION

Applications are available online at Edjoin.org which can be accessed through the GCC website. Once submitted, the applications will be kept on file until needed. When the need arises the applications are reviewed and interviews are conducted. If selected to be hired, the applicant will then be scheduled to be fingerprinted. After receiving background clearance from the Department of Justice and FBI, the applicant will be contacted to complete the substitute hiring forms.

TEACHING CREDENTIALS

Certificated Substitutes

A valid California teaching credential or permit must be filed with the Sacramento County Office of Education.

Certificated Substitutes

MUST have a valid CA Teaching Credential to work for Gateway Community Charters.

- 30-Day Substitute Permit
- Multiple Subject Teaching Credential
- Single Subject Teaching Credential
- Other

LONG TERM ASSIGNMENTS FOR CERTIFICATED SUBSTITUTES

Certificated Substitute Teachers are required by CTC to hold a Teaching Permit for Statutory Leave (TPSL) for any long term assignments beyond 30 days.

If you have a 30-Day Substitute Permit with CTC you will be required to get a TPSL to be in any long term assignments with GCC.

If you have a Multiple Subject, Single Subject, and/or another type of credential instead of a 30-Day Substitute Permit, then you do not need a TPSL credential.

GCC has to submit the application for you to receive the TPSL. Below are the required documentation that the GCC HR Department will need from the substitute to process their application with CTC.

Teaching Permit for Statutory Leave (TPSL) Requirements

1. Copy of your Baccalaureate Degree or Higher
2. Copy of **one** of the following: CBEST or CSET CSU Early Assessment Program or Basic Skills Examination from another state or Qualifying Score on SAT/ACT

- i. Copy of the completed certificate of an initial 45 hours of TPSL preparation course. Here are three links to three different online sites that provide the course for the 45 hours:

1. <https://tpsl-ctiframeworkforteaching.talentlms.com/index>,
2. <https://www.sdcoe.net/human-resources/teacher-prep/Pages/tpsl.aspx>
3. <https://www.vcoe.org/Credentialing/Programs/tpsl>
3. Copies of **ALL** your college transcripts to verify units are met.
4. Application
5. Application fee of \$100 in check or money order addressed to Commission on Teacher Credentialing Certification Division

FINGERPRINTS/BACKGROUND CHECK

It is the policy of GCC to require fingerprinting and background checks for its employees/substitutes, volunteers, coaches, and relevant contractors consistent with legal requirements. All persons must clear the fingerprinting before the start of his/her service with GCC. Employees/substitutes comply with the requirements for fingerprint clearance; exceptions may be made when the GCC determines that the employee of the entity will have limited, if any, contact with students.

GCC may on a case by case basis require an entity providing school site services to certify that the entity's

TB CLEARANCE REPORT

All district employees must provide the Gateway Community Charters Human Resources Department with a report showing freedom from active tuberculosis. The requirements must be fulfilled every four years from the time the TB screening was done. Thereafter, Employees/Substitutes shall undergo periodic tuberculosis risk assessments once every four years in accordance with the law and as a condition of employment. The GCC Board is concerned about the prevalence of tuberculosis in our community and may require continuing employees/substitutes to undergo tuberculosis tests when warranted upon the recommendation of the local health officer. Other tests may be employed in extremely rare cases. Some examples of these tests include but are not limited to: physical or psychological exams and/or proof of physical or mental ability to perform satisfactorily the assigned duties of an individual's position.

In the event that an applicant or employee tests positive for tuberculosis, his/her employment start date will be delayed or, if already an employee, he/she will be sent home, until a negative tuberculosis screening result is obtained. Prolonged lack of

proof may result in the rescission of the employment offer or termination of employment.

The employee/substitute is responsible for obtaining the TB Risk Assessment at his/her own cost.

*Aesop will notify you 90-60 days before your TB Test expires via email.

WITHHOLDING TAX

Federal & State Tax Withholding Exemptions Form W4 shall be filled out with Gateway Community Charters, Human Resources Department.

If you complete any of these two forms selecting "Exempt", you will be required to complete this form again every January of the new fiscal year to keep the "exempt" status.

EMPLOYMENT ELIGIBILITY VERIFICATION (FORM I-9)

Employment eligibility verifications are required of all District employees. Evidence of identity and eligibility must be shown at the time the I-9 form is completed and must be the original documents.

UPDATING CREDENTIALS/CERTIFICATES

Substitutes are responsible for updating their credentials/certificates when expired. Aesop, the Human Resources Department/SubServices, and supervisors will **not** offer assignments to substitutes who have expired credentials/certificates. Renewed credentials/certificates are **not** automatically renewed with the district nor are they renewed with the Aesop system. If you have renewed your credential/certificate, you must notify the Human Resources Department/SubServices in writing.

*Aesop will notify you 90-60 days before your credentials expires via email.

Credentials/Certificates with an expiration date:

- Teaching Credentials
- CPR/First Aid Certificates
- Guard Cards
- Employment Authorization Cards

CHANGES OF PERSONAL INFORMATION

Substitutes must notify HR in **writing** of any changes in name, address, email, or telephone. You can find the address/phone/name change form on the GCC website under staff, substitutes, and on the right hand side

An updated driver's license and social security card is required in the event of a name change.

The address/phone/name change form and written changes can be emailed to nicki.clatte@gcccharters.org, or mailed to the district office made attention to Nicki Clatte

ID BADGE

All substitutes are required to wear an ID badge at all times, GCC will provide an ID Badges that will have your barcode on the back for you to clock in/out of our Time & Attendance system. Substitutes are required to wear these at all times when at the school sites.

STATEMENT OF EMPLOYMENT

Substitutes are an on-call as needed position on a day to day bases

REASONABLE ASSURANCE

Between April/May, all substitutes will be mailed a Reasonable Assurance letter for the next school year. The letter **MUST** be returned to the Human Resources Department by the date indicated on the letter.

PROFESSIONALISM/CONDUCT/DRESS

High standards of professionalism and ethics must always be maintained. Persons serving in a substitute position should continuously strive to provide appropriate and worthwhile educational experiences for the students.

It is not appropriate to use language that is demeaning or disrespectful as a means of correcting behavior or in response to student behavior or as humor. Further, it is never appropriate to use profanity at school. Substitutes are expected to refrain from any physical contact with staff and students. Staff language and behavior provides a model for student conduct.

Substitutes should use good taste in the selection of clothes, makeup and hair styles worn when substituting.

No apparel, dress or grooming that is or may become potentially disruptive to the classroom atmosphere or has or may have an adverse impact on the educational process will be permitted.

The choice of school wear should reflect professional judgment and maturity. Substitutes engaged in physical education, shop courses, etc. may choose to wear appropriate attire for those assignments.

DISCIPLINE AND CLASSROOM CONTROL

Substitute teachers are expected to maintain good student control in the classroom. If a student or students misbehave in a manner that you cannot readily control, you are expected to contact the principal for assistance. This contact should be made via a telephone or intercom if one is present in the room or by sending a student to the office with your request. Physical force should not be used or implied as a threat or actual method of control or discipline.

SECURITY OF PERSONAL BELONGINGS

When working as a substitute, you may or may not have access to any type of locked cabinet or desk. You are encouraged to leave any items of value at home. Please take only what you need to substitute, such as keys, money for snacks or lunch, pencils, pens, paper, tissues, etc.

RESIGNATION

Any substitute who wishes to resign from Gateway Community Charters substitute list must submit a written notice of resignation to Nicki Clatte.

Substitutes who have resigned and wish to return to the substitute list will need to apply for the position of interest and will have to go through the complete hire process again as any new hire would.

SUBSTITUTE EXCLUSION /FEEDBACK

The administrator/principal or his/her designee may complete a substitute site feedback form on each substitute who is assigned to his/her school site/department. The administrator/principal may consult with other staff members and/or the absent employee on the substitute.

Employees are emailed via Aesop to provide feedback on how their classroom, lesson plans, etc. was handled on the day that they were not in out and had a substitute cover their classroom.

Substitutes are emailed via Aesop to provide feedback on their assignment that was completed. It is recommended to complete this form and provide feedback.

Any completed feedback via Aesop/Frontline are forwarded to Human Resources from employees/work sites and substitutes

Any feedback informing us of concerns with a substitute, a substitute will be exclude substitutes from taking future assignments at that site and/or the district overall.

TERMINATIONS

The Human Resources Department may release substitutes from an assignment and/or service within the District at any time when such action is in the best interest of the students and/or District.

Any active substitute who goes beyond 365 days without working in an assignment will be inactivated as an employee. Employment files will be held for three years from the termination date. After that time the file will be destroyed. Substitutes wishing to reactivate, after termination, during subsequent school years will need to reapply and go through the hire process again.

SUMMER SCHOOL

All substitutes for Gateway Community Charters are put on the Summer School Substitute List

Assignments will either be entered into Aesop and/or you will receive a phone call seeing if you are available.

AESOP/FRONTLINE (800) 942-3767

Aesop is a calling system that is utilized by the Human Resources department to coordinate substitutes and track employee absences.

The teacher, secretary, site administration, or HR will report absences into the Aesop system. In turn, Aesop will call substitutes for assignments. Substitutes may also check Aesop for available assignments.

Substitutes are automatically defaulted in Aesop to be available for work Monday through Friday. If you need to change this schedule, you must Aesop to make changes reflecting your availability. (Instructions are provided [on page 27](#) of this handbook.)

Call-out Times

Substitutes may be called by Aesop and/or by the Human Resources department Monday through Friday between 5:00 a.m. – 12:00 p.m. It is helpful to have paper and pencil ready to write down information regarding the assignment. Substitutes may also be called on Sunday evenings for next-day assignments.

As a courtesy, please report to the site of your assignment 10-15 minutes early to go over lesson plans and/or instructions in preparing you for the day.

Substitutes may call Aesop and/or access online at any time of the day to review available jobs, cancel a job, or to change availability. Aesop instructions and guides are found [on page 27](#) of this handbook.

If a substitute has been in a long-term assignment and is told by the site they are no longer needed, the substitute should then call the HR department to be certain they are back on the available call list.

It is highly unlikely that substitutes will work every day since absences are unpredictable. It is, therefore, impossible to estimate how many days a substitute will work in any given school year.

Payment will only be made to those individuals whose assignments have been authorized through Aesop and/or the Human Resources Division.

CANCELLATIONS/NO-SHOWS

Please notify the school and HR immediately if you are unable to complete an assignment. If you must cancel an assignment, please do so as early as possible to allow Aesop to call other substitutes.

Substitutes are expected to behave in a professional manner. Part of being professional is arriving on time to an assignment that has been accepted! Substitutes must ***not cancel*** assignments within the hour of the assignment start time. If an assignment must be canceled, please do so early enough to allow Aesop to call other substitutes.

It is unacceptable to no-show for an assignment as this leaves our school sites shorthanded and without coverage.

If an emergency has happened and it is too late to cancel that assignment via Aesop, substitutes are required to email Nicki Clatte at Nicki.Clatte@gcccharters.org with your confirmation number of your assignment that you are canceling. Or call (916) 286-5160 to leave a detailed message cancelling your assignment.

DO NOT take an assignment knowing that you cannot finish the requested time and/or finish all the day requested.

DO NOT take an afternoon assignment knowing you cannot report to its requested start time.

DO NOT take another assignment with GCC when you are already in an assignment with GCC

DO NOT cancel a GCC assignment and accept another GCC assignment

Sometimes Aesop will call substitutes after the start time of an assignment. This most always happens when an assignment has not yet been filled and it is already the day of the assignment. A late call only states that a substitute is still needed.

The start time for these late assignment change to a later start time to give the substitute enough time to arrive to the school site.

SICK LEAVE

Part-Time Employees (Less than 12 Hours per Week) and Substitutes

Effective July 1, 2015, Part-time employees working less than 12 hours per week and substitutes after having worked 30 days within a year from the beginning of GCC employment, part-time employees who work less than 12 hours a week and substitutes will accrue one (1) hour of sick time for every 30hrs worked up to a maximum accrual of 24 hours or (3) three days, per fiscal year. After successfully completing 90 days of employment, eligible employees may begin to use paid sick time, in increments of (1) one hour up to a maximum of 24 hours, or (3) three days, whichever is greater, per fiscal year. Employees in this category may carry forward and accrue a maximum capped total of 48 hours or six days of paid sick leave.

Substitutes cannot use sick leave before and/or after to extend after and/or before any observed Holiday's and Holiday breaks with GCC.

Classified Substitutes:

- You will begin to earn sick leave only after the 30th day of employment and may use sick leave beginning the 90th day of employment.
- The maximum paid sick leave to be used each year is 24 hours (3 days).
- You may carry over a maximum of 24 hours (3 days) of unused sick leave to the next school year. Classified substitutes may have a maximum of 48 hours (6 days) of sick leave at any time.
- Retirees working as substitutes are excluded from the accrual of sick leave since this would result in a violation of other laws prohibiting retirees from earning any benefits beyond specified wages.
Per Assembly Bill No. 304
"This bill exclude a retired annuitant of public entity, as specified, from the definition of employee under provisions."
- The sick leave pay rate is based on the substitute job that you are turning down.

Substitute Teachers:

- You will begin to earn sick leave only after the 30th day of employment and may use sick leave beginning the 90th day of employment.
- The maximum paid sick leave to be used each year is 21 hours (3 days).
- Indicate 7 hours of sick leave for a full day and 3.5 hours of sick leave for a half day.

- You may carry over a maximum of 21 hours (3 days) of unused sick leave to the next school year. Certificated Substitutes may accumulate a maximum of 42 hours (6 days) of sick leave at any time.

- Retirees working as substitutes are excluded from the accrual of sick leave since this would result in a violation of other laws prohibiting retirees from earning any benefits beyond specified wages.

Per Assembly Bill No. 304

“This bill exclude a retired annuitant of public entity, as specified, from the definition of employee under provisions.”

- The sick leave pay rate is based on the substitute job that you are turning down.

How to use Sick Leave

Substitutes are required to complete a Substitute Sick Leave Form. This can be found on the GCC Website under staff, substitutes, and on the right hand side.

This form is required to be full completed before sick leave can be used. The required information for the sick leave form is:

- First and Last Name
- Employee ID Number (Found on your paystub)
- Confirmation # of the assignment you are cancelling
- Date of the assignment you are cancelling
- Number of Hours that the assignment that you are cancelling is.

Please note: Substitute employees do not earn personal necessity, vacation, holiday or jury duty pay.

employee’s/substitute’s supervisor and/or the Superintendent/CEO.

No one other than the Superintendent/CEO (with GCC Board of Directors ratification) has the authority to alter this at-will arrangement, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this policy, and any such agreement must be in writing, must expressly state that it is changing the at-will relationship, and must be signed by the Superintendent/CEO or designee and by the affected employee.

By receiving a copy of these personnel policies, the employee acknowledges that his/her employment is at-will and that no contract for employment exists.

AT-WILL EMPLOYMENT

All employment at GCC is “at-will”. At-will employees/substitutes and the employer have the right to terminate employment at any time, with or without advance notice, and with or without cause. Generally, employees also may be demoted or disciplined and the terms of their employment may be altered at any time, with or without cause, at the discretion of the Superintendent/CEO or designee and/or the GCC Board of Directors.

In cases where GCC, in its sole discretion, determines that remediation may be effective in correcting employee/substitutes performance and/or conduct, GCC may suggest remediation without altering the at-will employment relationship.

GCC reserves the right to decrease or eliminate an employee’s/substitute’s salary, hours or work year based upon, among other things, student enrollment, program demand, change in program direction, restructuring, budget considerations or if it is deemed to be in the best interest of the program by the

PAYROLL

Substitute employees are paid on a semi-monthly basis with salary warrants issued. You can find the Semi-Monthly Payroll Schedule on [page 13](#) of this handbook.

All checks are mailed to the address that is on file. Please make sure that your address is updated and current. You can sign up for direct deposit (recommended), by completing the Direct Deposit form.

****We DO NOT hold checks for pick up.***

Your pay is subject to four or five compulsory deductions: 1) Federal Withholding Tax, 2) State Income Tax, 3) Medicare, 4) State Disability Insurance (SDI), and 5) Retirement plan (STRS or PERS) (if applicable)

Please note: Substitute employees do not earn personal necessity, vacation, holiday or jury duty pay.

PAY CHECKS

All paychecks are mailed out to the substitute mailing address on file with Gateway Community Charters. Please make sure that we have your most updated address on file. You can view this by creating a login to the Self-Serve site. See Accessing Your Pay Stubs. If the address is incorrect please email GCCHumanResources@gcccharters.org to change your address.

DIRECT DEPOSIT

All of our staff are eligible for direct deposit. We do recommend this as we do not hold checks for pick up and we cannot control how long it will take for the post office to deliver your pay check to your address. You can find this form on the GCC website under staff, substitutes, and the payroll section.

Please remember that it takes two pay periods before your direct deposit is in effect. The first pay period that we receive the form if payroll has not been processed is called a testing pay period to make sure that your account and routing number work and the account is open. Then the next pay period will be direct deposited into your account.

If you change your direct deposit, then it will start the process over again. You will get a “live” check in the mail as this will be the testing pay period and then the next will go into the new direct deposit account provided by the substitute.

ACCESSING YOUR PAY STUBS

Gateway Community Charters no longer mails out paystubs. You can now access your paystubs via the Employee Self Service (ESS). You can find the link on the GCC website (www.gcccharters.org) under staff, substitutes, and on the right hand side.

Employee Self Service (ESS) is a secure, web-based portal available through the Sacramento County Office of Education, Information Services Department. With ESS, employees can review their specific personal and work-related information such as personnel & salary info, payroll history including copies of paychecks & W2's, and leave balances.

Please follow the New User Guide on the website to access your paystubs and any additional information. Information cannot be changed through this site, only viewed or printed. If you need to change something please contact the HR Department at GCCHumanResources@gcccharters.org

You will need your employee ID number that is provided by the HR Department. Please email GCCHumanResources@gcccharters.org for your ID number to enroll on the Self-Serve site.

First-Time User:

- Click “register”, Choose “New Staff User”
- Select District (Employer): Gateway Community Charters (24)
- Enter the last four digits of your Social Security Number
- Enter Employee ID Number
- Select Birth Date from the drop down menus
- Choose a Login Name
- Enter & Confirm a Password (must be at least eight characters and contain at least one uppercase letter and one number)
- Click the “Register” button when done

TIME SHEETS

It is the responsibility of the Substitute to clock in/out for their assignment via the Kiosk system and submit a timesheet to the school site for approval and processing. The timesheets are electronic and are created when you clock in/out of the Kiosk system at the school site(s).

It is important you clock in/out from the Kiosk system so that the school site can immediately ensure timely processing.

Substitutes are paid on the variable payroll schedule. See the Semi-Monthly Pay Dates for specific dates on [page 13](#).

Substitute paychecks are mailed to the home address on file, so you must ensure you keep your address up to date with GCC at all times. To change your address, visit the GCC website at www.gcccharters.org and go to the Substitute page. Print out the Employee Change Address/Name Change form, complete it and send it to GCC Human Resources (see contacts list for address or fax number). GCC does offer our Substitute staff the option of Direct Deposit, if you would like to elect Direct Deposit, you will find the form on the GCC Charters website, please

complete the form and return to the Human Resources Department.

If an employee asks you to work for them, remind them to call and/or enter into the Aesop System and request or prearrange you.

Log: Keep a log of the date that you work, where you work, the time you work, the job number and the person you are replacing. Every time you accept an assignment via Aesop you are emailed a confirmation email with detailed information. Keep these emails

If you have questions regarding completing your Timesheet, contact Human Resources at (916) 286-5160.

Payroll Department

Payroll@gcccharters.org

Bertha Fernandez, Payroll Specialist
(916) 286-5199 x2317

Natalya Dovbush, Payroll Specialist
(916) 286-5199 x2301

STATE TEACHERS RETIREMENT SYSTEM (STRS)

Certificated substitutes who are not a current member of STRS can elect enrollment by completing the permissive election form. Certificated substitutes who permissively elect enrollment in STRS will contribute toward STRS retirement and will NOT contribute toward Social Security (OASDI) or the Alternative Retirement Plan (APPLE). Mandatory enrollment occurs after 100 work days as a substitute during the fiscal year of July 1 – June 30 with any district in California. We will check with CalPERS to see if you are a current member, retired, and/or not a member.

If you are a retired teacher and are receiving a retirement allowance from STRS, you should keep in touch with the system. It is the responsibility of the retired teacher to keep a record of their earnings. Exceeding the limitations may result in being reinstated to active service and the retirement allowance terminated. **All earnings are reported to STRS.**



PUBLIC EMPLOYEE RETIREMENT SYSTEM (PERS)

Classified substitutes employed by Gateway Community Charters are not eligible to participate in PERS until after having worked 1,000 hours per fiscal year. Mandatory enrollment occurs after 1000 work hours as a substitute during the fiscal year of July 1 – June 30. Members of PERS also contribute to Social Security (OASDI).

If you were a CalPERS member with a prior company and/or school district, you will most likely be set up automatically with GCC and contribute to your retirement account. We will check with CalPERS to see if you are a current member, retired, and/or not a member.



Substitute Pay Rates 2021-2022

Certificated Substitute Salary Schedule Effective: July 1, 2021

Elementary/Secondary Independent Study

Daily – Full Day	\$168/day	4 hours or more	4 or more periods
Daily – Half Day	\$84/day	Less than 4 hours	Up to 3 periods
Long-Term-Full Day	\$185/day starting with the 12 th day in the same assignment, retro pay to first day of assignment		
Long-Term-Half Day	\$92.50/day starting with the 12 th day in the same assignment, retro pay to first day of assignment		

Classified Substitute Salary Schedule* Effective: July 1, 2021

Campus Monitor.....	\$15.00
Clerical (Clerk, Registrar, Admin. Asst., etc.).....	\$15.00
Custodian (Day/Night).....	\$15.00
Maintenance Technician.....	\$16.50
Para Educator (ASES, RSP, etc.).....	\$15.00
Playground Assistant	\$15.00
Referee.....	\$20.00
Site Manager/ASES Supervisor	\$21.19

*The rates above are per hour unless otherwise stated

Board Approved: 3.23.21



2021-2022 SEMI-MONTHLY PAYROLL SCHEDULE

To comply with the Sacramento County Office of Education timelines for payroll, GCC Human Resources and the GCC Payroll Department must process and submit the semi-monthly payroll for all salary full time employee, all part time hourly employees, and all substitutes to SCOE by the deadlines imposed. Due to this, all electronic timecards must be approved and submitted to Human Resources by the following dates:

PAYROLL PERIOD	DUE DATE	PAYDATE
July 1, 2021 - July 15, 2021	July 15, 2021	July 23, 2021
July 16, 2021 – July 31, 2021	July 30, 2021	August 9, 2021
August 1, 2021 – August 15, 2021	*August 13, 2021	August 25, 2021
August 16, 2021 – August 31, 2021	August 31, 2021	September 9, 2021
September 1, 2021 – September 15, 2021	September 15, 2021	September 24, 2021
September 16, 2021 – September 30, 2021	September 30, 2021	October 8, 2021
October 1, 2021 – October 15, 2021	October 15, 2021	October 25, 2021
October 16, 2021 – October 31, 2021	*October 29, 2021	November 9, 2021
November 1, 2021 – November 15, 2021	November 15, 2021	November 24, 2021
November 16, 2021 – November 30, 2021	November 30, 2021	December 9, 2021
December 1, 2021 – December 15, 2021	*December 10, 2021	December 23, 2021
December 16, 2021 – December 31, 2021	*December 17, 2021	January 7, 2022
January 1, 2022 – January 15, 2022	*January 14, 2022	January 25, 2022
January 16, 2022 – January 31, 2022	January 31, 2022	February 9, 2022
February 1, 2022 – February 15, 2022	February 15, 2022	February 25, 2022
February 16, 2022 – February 28, 2022	February 28, 2022	March 9, 2022
March 1, 2022 – March 15, 2022	March 15, 2022	March 25, 2022
March 16, 2022 – March 31, 2022	March 31, 2022	April 8, 2022
April 1, 2022 – April 15, 2022	*April 8, 2022	April 25, 2022
April 16, 2022 – April 30, 2022	*April 29, 2022	May 9, 2022
May 1, 2022 – May 15, 2022	*May 13, 2022	May 25, 2022
May 16, 2022 – May 31, 2022	May 31, 2022	June 9, 2022
June 1, 2022 – June 15, 2022	June 15, 2022	June 24, 2022
June 16, 2022 – June 30, 2022	June 30, 2022	July 8, 2022

* Please note that electronic timecards are due early due to the weekend, holiday, or scheduled break.

ELECTRONIC TIMECARD CHECKLIST:

- ☐ It is the employee's responsibility to clock in and out daily.
- ☐ It is the administrator's responsibility to verify the electronic timecard hours do not exceed the hours approved on the PAF.
- ☐ Administrators must review and approve all electronic timecards by the due date. Administrators must also verify the timecard clearly indicates the job the employee/substitute is performing (i.e., *Para Educator II, Substitute Clerk, Hourly Teacher*).
- ☐ Overtime, extra hours and sixth periods must have prior approval.

SALARY EMPLOYEES:

- All salary employees will be paid on the pay dates listed on the schedule.
- Salary employees will only be required to complete a timecard for extra hours, sixth periods or extra work days.
- Employees that work 10 months and select to receive deferred pay will receive deferred payment on or around 6/24/22, 7/8/22, 7/25/22 and 8/9/22.
- Employees that work 11 months and select to receive deferred pay will receive deferred payment ON 7/25/22 and 8/9/22.

New Payroll Warrant Guide

Districts: Arcohe, Elverta, Galt [K-8], Galt [9-12], Natomas, River Delta, Robla, Twin Rivers, Gateway Community Charters, SCOE

[illegible]

Sacramento County Office of Education
P.O. Box 269003
Sacramento, CA 95826-9003

Wells Fargo Bank, N.A.	56-382
115 Hospital Drive	
Van Wert, OH 45891	412

Warrant No.
SERIES 99 078652
Issue Date: 06/30/2009
VOID 4 MONTHS FROM DATE DRAWN

WILL PAY *****THREE THOUSAND FIVE HUNDRED SEVENTY FOUR AND 40/100 DOLLARS* Amount: \$*****3,574.40

TO THE JANE L DOE
ORDER OF 6620 GARLAND CIR DRIVE
BEDROCK CA 95999

11009907865211 120412038241 960006004111

SACRAMENTO COE
P O BOX 269003
SACRAMENTO CA 95826-9003

LOCATION: 0240
40078652

JANE L DOE
6620 GARLAND CIR DRIVE
BEDROCK CA 95999



- ## Earnings Detail

[illegible]

- 15

Deductions

1. Non-Taxable Deductions: Deductions that are subtracted before taxes are calculated.
2. Taxable Deductions that are subtracted after taxes are calculated.
3. Current: The current pay-periods deductions.
4. Year to Date: Total of all deductions for the calendar year up through the current pay period.

Deductions	Current	Year to Date
Non-Taxable Deductions		
Retirement (STRS)	638.92	4,751.32
Dental Plan OP	4.23	29.61
PERS Health Benefits	560.57	3,923.99
Health DEF	52.40	366.80
SIA/Dental Plan	52.34	366.38
SIA/Vision Plan	13.26	92.82
Other Non-Taxable Deductions	1,355.21	9,486.47
Total Non-Taxable Deductions	2,676.93	19,017.39
Taxable Deductions		
Federal Tax	977.78	6,820.74
State Tax	248.53	1,673.94
Medicare	105.88	735.42
Calif Teachers Assoc.	90.70	634.90
Deferred Pay	312.20	2,177.24
Total Taxable Deductions	1,735.09	12,042.24

↑
3

↑
4

Employer Paid Benefits

1. Employer Paid Detail: These are the benefits your employer pays on your behalf
2. Total Employer Paid Benefits: The total of all employer paid benefits.
3. Total Employee Gross: This should equal item 6 on page 2 of this guide.
4. Total Compensation: This is your gross plus any employer paid benefits.
5. Current: The current pay-periods benefits.
6. Year to Date: Total of all employer paid benefits for the calendar year up through the current pay period.

Employer Paid Detail	Current	Year to Date
Retirement (STRS)	658.88	4,899.78
Unemployment Insurance	22.04	153.06
Worker's Compensation	185.08	1,285.55
Medicare	105.88	735.42
Standard Def	0.84	5.88
Standard Insurance	9.20	64.40
The Standard Disability Ins	23.17	162.19
Total Employer Paid Benefits	1,005.09	7,308.28
Total Employee Gross	7,986.42	55,507.41
Total Compensation	8,991.51	62,813.69

Net Pay & Employer Message

1. Net Pay: This is your total take home pay. It is “Employee Gross Earnings” minus “Total Non-Taxable Deductions” equals “Total Gross Earnings”. Then “Total Gross Earnings” minus “Total Taxable Deductions” equals “Net Pay.”
2. Employer Message: Look in this window for important messages from your employer.

Employee Gross Earnings	7,986.42	55,507.41
Total Non-Taxable Deductions	2,676.93	19,017.39
Taxable Gross Earnings	5,309.49	36,490.02
Total Taxable Deductions	1,735.09	12,042.24
NET PAY	3,574.40	24,447.78
This is test of the global message.		
Test message to be printed on pay warrants and stubs. Set up in District 99.		

POLICIES & PROCEDURES

EMPLOYMENT STATUS OF SUBSTITUTES

Substitutes are on call employees on a day-to-day basis. A substitute is an individual who fills in for an employee on leave or for an approved vacancy.

At any time and without prior notice, the district may, at its sole discretion, elect to stop utilizing the services of any individual on the substitute list.

REQUIRED MANDATORY SUBSTITUTE TRAININGS

All required mandatory substitute trainings are conducted annual and/or every 2 years. This is fiscal year not school year. GCC will add required mandatory trainings as needed. See below for current required mandatory substitute trainings per position:

ALL SUBSTITUTES

- Sexual Harassment: Staff-to-Staff (every 2 years)
- Sexual Harassment: Student Issues & Responses (every 2 years)
- Sexual Harassment Prevention for Non-Managers (every 2 years)
- Student Sexual Abuse Prevention (annually)
- Mandated Reporter: Child Abuse & Neglect (annually)

Each substitute position had additional trainings to complete along with the trainings listed above.

Respecting Confidentiality

C = Control the information you have about students

O = Only share information with those who are authorized and need to know

N = Never discuss information regarding student at social events, etc.

F = Forward all requests for confidential information, whether informal or formal, regarding students to teachers and/or administrators.

I = Indicate to individuals asking for information that you are complying with the GCC's position on maintaining confidentiality for students.

D = Don't discuss students during your breaks in areas where unauthorized individuals could hear your conversation

E = Explanations for why you can't discuss a student are easier than explanations for why you divulged confidential information

N = Not discussing information is providing the highest quality of care to a student

T = Take a student's right to privacy seriously

I = Informative learned in school...stays in school

A = Appropriate information exchange carries with it responsibility

L = Learn how to politely and courteously handle inquiries regarding confidential information "Just say No" is not appropriate

I = Identify acceptable means for people who need student information to request the information

T = Treat confidential information as if your job depends on it...it does

Y = You represent GCC and maintaining confidentiality is central to our integrity and to our core values.

RULES OF CONDUCT

GENERAL CONDUCT

The following conduct is prohibited and will not be tolerated by GCC. This list of prohibited conduct is illustrative only; other types of conduct that threaten security, personal safety, employee welfare and GCC operations also may be prohibited. Further, the specification of this list of conduct in no way alters the at-will employment relationship.

1. Insubordination – refusing to perform a task or duty assigned or act in accordance with instructions provided by an employee's manager or proper authority.
2. Inefficiency – including deliberate restriction of output, carelessness or unnecessary wastes of time or material,
3. neglect of job, duties or responsibilities.
4. Unauthorized soliciting, collecting of contributions, distribution of literature, written or printed matter is strictly prohibited on GCC property by non-employees and by employees. This rule does not cover periods of time when employees are off their jobs, such as lunch periods and break times. However, employees properly off their jobs are prohibited from such activity with other employees who are performing their work tasks.
5. Damaging, defacing, unauthorized removal, destruction or theft of another employee's property or GCC property.
6. Fighting or instigating a fight on GCC premises.
7. Violations of the drug and alcohol policy:
 - Drinking alcoholic beverages while on duty or in such close proximity thereto as to cause any detrimental effect upon the employee or upon employees associated or students
 - Possessing or being under the influence of a controlled substance at work or away from work, or furnishing alcohol or a controlled substance to a minor.
 - Possessing or being under the influence of a controlled substance while not on duty shall be cause for discipline if the conduct adversely affects the employee's ability to perform the duties or responsibilities of his/her position.
8. Using or possessing firearms, weapons or explosives of any kind on GCC premises.
9. Gambling on GCC premises.

10. Any conduct that is or contributes to an improper use or disclosure of student records or information of any kind as defined by the Family Education Rights and Privacy Act (FERPA), state law, and GCC policies. Employee acknowledges that all student records and information are under the exclusive control of GCC, no matter where located or in what form taken. Only the GCC Superintendent/CEO or designee may authorize the use or disclosure of any student records or information of any kind.
11. Tampering with or falsifying any report or record including, but not limited to, personnel, absentee, sickness or production reports or records, specifically including applications for employment and timecards.
12. Recording the timecard, when applicable, of another employee or permitting or arranging for another employee to record your timecard.
13. Use of profane, abusive or threatening language in conversations with other employees. Intimidating or interfering with other employees.
14. Excessive use of GCC business equipment (e.g., telephone, email, fax machine, etc.) to conduct personal business and/or unauthorized use of telephone lines for personal calls.
15. Conducting personal business during working hours (e.g., talking on cell phone, texting, etc.) that interrupts the business (e.g., while working with students, parents, vendors).
16. Excessive absenteeism or tardiness excused or unexcused.
17. Posting any notices on GCC premises without prior written approval of management, unless posting is on a GCC bulletin board designed for employee postings.
18. Immoral or indecent conduct.
19. Conviction of a criminal act.
20. Engaging in sabotage or espionage (industrial or otherwise).
21. Violations of the sexual harassment policy.
22. Failure to report a job-related accident to the employee's manager or failure to take or follow prescribed tests, procedures or treatment.
23. Sleeping during working hours.
24. Poor attitude (for example rudeness or lack of cooperation).
25. Failure to follow established safety regulations.
26. Violating conflict of interest rules.
27. Disclosing or using confidential or proprietary information without authorization.
28. Modifying GCC's standards (i.e., instructional or work performance) without authorization or direction of a supervisor.
29. Leaving the job without authorization.
30. Any other conduct detrimental to other employees or GCC's interests or its efficient operations.
31. Failure to possess or maintain the credential/certificate required of the position.

DRESS CODE POLICY

All GCC employees are expected to maintain a professional image and it is GCC's intent that work appearance should complement the School's environment and reflect an efficient,

orderly, and professional organization. In the interest of presenting a professional image, all employees are to observe good habits of grooming and personal hygiene. This policy is intended to define appropriate appearance during normal business operations.

Each school site may have a specific dress code policy as it pertains to daily activities, location and/or type of environment; however, there are some items and styles that are inappropriate and should not be worn at any time, which include:

- Tight and revealing clothing, low cut, see through clothing or separates that expose the midriff
- Spaghetti straps/backless clothing, tank tops,
- Skirts, dresses or shorts shorter than fingertip length (hands relaxed at sides of body)
- Clothing printed with unprofessional slogans and/or logos
- Flip flops
- Any clothing that is distracting to the school environment

This is not an all-inclusive list. Since styles change, it is not possible to include examples of all items that would be unprofessional; thus management reserves the right to determine appropriateness. Employees are expected to exercise good judgment and discretion in their choice of attire. Supervisors may give additional dress code exemptions to staff for special assignments with pre-approval of Superintendent/CEO or designee.

Employees who violate the dress code policy and appear for work inappropriately dressed may be sent home and will not be compensated for the time away from work, unless they choose to use paid time-off. Any questions regarding this policy may be directed to a supervisor.

OFF-DUTY CONDUCT

While GCC does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with GCC's legitimate business interests. For this reason, employees are expected to conduct their personal affairs in a manner that does not adversely affect GCC or its integrity, reputation, or credibility. Illegal or immoral off-duty conduct by an employee that adversely affects GCC's legitimate business interests or the employee's ability to perform his or her work will not be tolerated.

While employed by GCC, employees are expected to devote their energies to their jobs with the school. For this reason, second

jobs are strongly discouraged. The following types of additional employment elsewhere are strictly prohibited:

- Additional employment that conflicts with an employee's work schedule, duties, and responsibilities at GCC.
- Additional employment that creates a conflict of interest or is incompatible with the employee's position with GCC.
- Additional employment that impairs or has a detrimental effect on the employee's work performance with GCC.
- Additional employment that requires the employee to conduct work or related activities on GCC's property during the employer's working hours or using our school's facilities and/or equipment; and
- Additional employment that directly or indirectly competes with the business or the interests of GCC.

Employees who wish to engage in additional employment that may create a real or apparent conflict of interest must submit a written request to the Human Resources Department explaining the details of the additional employment. If the additional employment is authorized by the Human Resources Department and/or Superintendent/CEO, GCC assumes no responsibility for it. GCC shall not provide worker's compensation coverage or any other benefit for injuries occurring from or arising out of additional employment. Authorization to engage in additional employment can be revoked at any time.

SOCIAL MEDIA

The GCC has adopted the following policy with regard to employees' behavior on social networking sites including, but not limited to, Facebook, Twitter, LinkedIn, Pinterest, Instagram, SnapChat and YouTube. If you wish to use networking protocols or set up a social media site as a part of the educational process, please work with your administrators and technology staff to identify and use a restricted, school-endorsed networking platform. Such sites will be the property of the School who will have unrestricted access to, and control of, such sites.

This policy is intended to supplement, not replace, the GCC's's other policies, rules, and standards of conduct. For example, GCC policies on confidentiality, use of GCC equipment, professionalism, employee references and background checks, workplace violence, unlawful harassment, and other rules of conduct are not affected by this policy.

You are required to comply with the following rules and guidelines when participating in social media activities that are governed by this policy:

- Comply with the law at all times. Do not post any information or engage in any social media activity that may violate applicable local, state, or federal laws or regulations.
- Do not engage in any discriminatory, harassing, or retaliatory behavior in violation of GCC policy.
- Respect copyright, fair use, and financial disclosure rules and regulations. Identify all copyrighted or borrowed material with proper citations and/or links.
- Maintain the confidentiality of the GCC 's trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how, and technology. Do not post internal reports, policies, procedures, or other internal business-related confidential communications. This prohibition applies both during and after your employment with the GCC .
- Do not post confidential information (as defined in this Handbook) about the GCC , its employees, or its students. Remember that most student information is protected by the Family Educational Rights and Privacy Act, including any and all information that might identify the student. Publicizing student work and accomplishments is permitted only if appropriate consents are obtained.
- While limited and incidental social media activities at work may be tolerated, such social media activities may not interfere with your job duties or responsibilities. Do not use your GCC -authorized e-mail address to register on social media websites, blogs, or other online tools utilized for personal use.
- Be knowledgeable about and comply with the GCC 's background check procedures.
- Be knowledgeable about and comply with the GCC 's reference policy. Do not provide employment references for current or former employees, regardless of the substance of such comments, without prior approval from the GCC .
- We encourage you to be fair and courteous to fellow employees, students, parents, vendors, customers, suppliers, or other people who work on behalf of the GCC . We also encourage you to avoid posting statements, photographs, video, or audio that could be reasonably viewed as malicious, obscene, threatening, or intimidating, that disparage employees, students, parents, vendors, customers, suppliers, or other people who work on behalf of the GCC, or that might constitute harassment or bullying.
- Make sure you always try to be honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Please do not post any information or rumors that you know to be false about the GCC, fellow employees,

students, parents, vendors, customers, suppliers, people working on behalf of the GCC, or competitors.

- Never represent yourself as a spokesperson for the GCC unless authorized to do so. If you publish social media content that may be related to your work or subjects associated with the GCC, make it clear that you are not speaking on behalf of the GCC and that your views do not represent those of the GCC, fellow employees, students, parents, vendors, customers, suppliers, or other people working on behalf of the GCC. It is best to use a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of the GCC.”
- Never be false or misleading with respect to your professional credentials.

Employees are not to initiate “friendships” with students or parents. Employees shall not accept students as friends on any personal social networking sites and are to decline any student-initiated friend requests. Employees must delete any students already on their “friends” list immediately. Employees should also be aware that participation in social media, even in a private setting, may not remain private and posts may become public knowledge and/or reported to the GCC.

Employees should weigh whether a particular posting puts his/her effectiveness as a GCC employee at risk. The GCC encourages employees to post only what they want the world to see. Imagine that students, their parents, or administrators will visit your site as most information is available to the general public even after it is removed from the site. Employees may not discuss students nor post images that include students.

This policy should not be construed, and will not be applied, in a manner that violates employee rights under the National Labor Relations Act.

Employees may not comment on a student's blog or a student's other social networking commentaries.

Employees may not use trade names, or logos belonging to the GCC without express written permission of the Deputy Superintendent.

In the event you have any questions about whether a particular social media activity may involve or implicate the GCC, or may violate this policy, please contact the Deputy Superintendent.

Social media is in a state of constant evolution, and the GCC recognizes that there will likely be events or issues that are not addressed in these guidelines. Thus, each GCC employee is responsible for using good judgment and seeking guidance, clarification, or authorization before engaging in social media activities that may implicate this policy.

Failure to comply with the GCC social media policy will result in disciplinary action, up to, and including termination.

TUBERCULOSIS AND OTHER REQUIRED TESTING

All employees of the GCC must submit written proof from a physician of a risk assessment examination for tuberculosis (TB) within the last sixty (60) days. If TB risk factors are identified, a physician must conduct an examination to determine whether the employee is free of infectious TB. The examination for TB consists of an approved TB test, which, if positive, will be followed by an x-ray of the lungs, or in the absence of skin testing, an x-ray of the lungs. All employees will be required to undergo TB risk assessments and, if risk factors are found, the examination at least once every four (4) years. Volunteers may be required to undergo a TB examination as necessary. The TB risk assessment and, if indicated, the examination is a condition of initial employment with the GCC and the cost of the exam will be borne by the applicant.

Food handlers may be required to have annual TB exams. Documentation of employee and volunteer compliance with TB risk assessments and examinations will be kept on file in the office. This requirement also includes contract food handlers, substitute teachers, and student teachers serving under the supervision of an educator. Any entity providing student services to the GCC will be contractually required to ensure that all contract workers have had TB testing that shows them to be free of active TB prior to conducting work with GCC students. Other tests may be employed in extremely rare cases. Some examples of these tests include but are not limited to: physical or psychological exams and/or proof of physical or mental ability to perform satisfactorily the assigned duties of an individual's position.

SEPARATION OF EMPLOYMENT

TERMINATION

Should it become necessary for an employee to terminate their employment with GCC, the employee is requested to notify their supervisor in writing regarding their intention as far in advance as possible. At least two (2) weeks' written notice is expected whenever possible. Accrued sick time is NOT paid upon separation; however, any available days may be transferable to another public school district, pursuant to the receiving district's policy. If the employee is participating in the medical, dental and/or vision plans, they will be sent information on rights under COBRA.

VOLUNTARY TERMINATION

GCC will consider an employee to have voluntarily terminated his or her employment if the employee does any of the following:

1. Elects to resign from GCC;
2. Fails to return from an approved leave of absence on the date specified by GCC; or
3. Fails to report for work without notice to GCC for more than three (3) consecutive days.

CRIMINAL BACKGROUND CHECKS

As required by law, all individuals working or volunteering at the GCC will be required to submit to a criminal background investigation. No condition or activity will be permitted that may compromise the School's commitment that the safety and the well-being of students takes precedence over all other considerations. Conditions that preclude working at the School include conviction of a controlled substance or sex offense, or a serious or violent felony. Additionally, should an employee, during his/her employment with the GCC, be convicted of a controlled substance or sex offense, or serious or violent felony, the employee must immediately report such a conviction to the Principal, or immediate supervisor.

SUBSEQUENT ARREST NOTIFICATION SERVICE

All employees are subject to "Subsequent Arrest Notification Service" by the DOJ once they have been fingerprinted for GCC. Any time an employee is arrested after his or her initial background clearance for the school, the Department of Justice (DOJ) will notify the Human Resources Department and send the school the new Criminal Offender Record Information (CORI) information. The Director of Human Resources will evaluate the new information and determine whether it justifies suspension or termination of the individual's employment.

IMMIGRATION COMPLIANCE

GCC will comply with applicable immigration law, including the Immigration Reform and Control Act of 1986 and the Immigration Act of 1990. Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present original documentation establishing identity and employment eligibility as outlined on the I-9 instructions form. However, GCC will not check the employment authorization status of current employees or applicants who were not offered positions with the GCC unless required to do so by law.

GCC shall not discharge an employee or in any manner discriminate, retaliate, or take any adverse action (e.g., threatening to report the suspected citizenship or immigration

status of an employee or a member of the employee's family) against any employee or applicant for employment because the employee or applicant exercised a right protected under applicable law. Further, the School shall not discriminate against any individual because he or she holds or presents a driver's license issued per Vehicle Code § 12801.9 to persons who have not established their federally-authorized presence in the United States.

If you have any questions or need more information on immigration compliance issues, please contact the Principal, or immediate supervisor.

USE OF TECHNOLOGY ACCEPTABLE USE POLICY

TELEPHONE AND EMAIL USE

Proper use of telephones and email systems are essential to effective school operation. These tools are for school business purposes. Personal use should be limited in frequency and length and should not be conducted when working with students, parents, vendors or any other time it may interrupt GCC business. Due to the number of incoming and outgoing business calls, personal calls should be as brief as possible. Personal long distance telephone calls (i.e., anything outside the local toll area) should be made using an employee's personal calling card or personal cell phone. Personal cell phone use should be brief and limited only for emergencies during work hours. Telephones, voice mail and email systems are school equipment and privacy cannot be guaranteed. A complete Board Policy: (BP 06-08) of guidelines have been established for using the Internet, company-provided cell phones and e-mail in an appropriate, ethical and professional manner, which can be viewed at www.gcccharters.org under the Staff page.

COMPUTER NETWORK USE

The computer network technology has been created for education use and the official business of the GCC. Users may not use the system for commercial purposes, including offering or purchasing products or services. Users may not use the system for lobbying activities, as defined under the statute prohibiting use of public funds for lobbying.

Internet, company-provided equipment (e.g., cell phone, laptops, and computers) and services may not be used for transmitting, retrieving or storing any communications of a defamatory, discriminatory, harassing or pornographic nature.

The following actions are forbidden: using disparaging, abusive, profane or offensive language; creating, viewing or displaying materials that might adversely or negatively reflect upon GCC or be contrary to GCC's best interests; and engaging in any illegal activities, including piracy, cracking, extortion, blackmail, copyright infringement, and unauthorized access of any computers and company-provided equipment such as cell phones and laptops.

All employees will be required, at the time of hire, to sign the Employee Use of Technology Staff Acceptable Use Policy which provides detailed information as to what is considered proper use of GCC technology and technology related privacy policies. To obtain a copy of this policy please contact the Human Resources Department or online at www.gcccharters.org under the staff page.

RIGHT TO MONITOR

All GCC supplied technology and GCC related work records belong to the company and not to the employee. GCC may routinely monitor use of company-supplied technology. Inappropriate or illegal use or communications may be subject to disciplinary action up to and including termination of employment.

CHILD ABUSE POLICY

Every child has the right to live free of physical and emotional abuse, including neglect and sexual assault. The Gateway Community Charters Board recognizes that such abuse has severe consequences for the child, sometimes resulting in the child's own violent behavior or in drug addiction. Our schools are in a position to promote the prevention of child abuse and its reoccurrence, and to reduce the general vulnerability of children. Thus, all GCC employees will be provided and required to complete the child abuse training within 60 days of employment.

The following policy and procedures shall apply to all GCC employees. Any employee who knows or reasonably suspects a child has been the victim of child abuse shall report the instance pursuant to the following policy. The reporting duties are individual and cannot be delegated to another individual except under circumstances set forth in Penal Code 11166. It is the policy of the GCC Board that all employees shall comply with the law's reporting procedures whenever they have knowledge of or observe a child in the course of their employment whom they know or reasonably suspect to have been the victim of child abuse. (Board Policy: Child Abuse Policy BP 18-15)

Definitions

1. "Child Abuse" or "neglect" includes the following:
 - a. A physical injury inflicted by other than accidental means on a child by another person.
 - b. Sexual abuse of a child.
 - c. Willful cruelty or unjustifiable punishment of a child, or willfully inflicting unjustifiable physical pain or mental suffering, or failure to safeguard a child from these injuries when the child is under a person's care or custody.
 - d. Unlawful corporal punishment or injury resulting in a traumatic condition.
 - e. Neglect of a child or abuse in out-of-home care.

Child abuse and/or neglect include both acts and omissions on the part of the responsible person.

2. "Mandated Reporters" are those people defined by law as "child care custodians," "health practitioners," "child visitation monitors" and "employees of a child protective agency." All GCC personnel are Mandated Reporters of suspected abuse and/or neglect, including but not limited to: Teachers, specialists, administrators, school psychologists, licensed nurses, counselors, and Para-educators, or other classified. All GCC employees are required to report instances of suspected of known child abuse and/or neglect *immediately* when the employee has knowledge of or observes a child that the employee knows or reasonably suspects has been the victim of child abuse or neglect.
3. "Child Protective Agencies" are those law enforcement and child protective services responsible for investigating child abuse reports, including the local police or sheriff department, county welfare or juvenile probation department and child protective services.
4. "Reasonable Suspicion" means that it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience, to suspect child abuse. (Penal Code 11166)
5. "Child" means any person less than 18 years of age.

Reporting Procedures

Once an employee witnesses, has been made aware of, has knowledge of, or reasonably suspects that an incident, behavior, or conduct may be an indication of suspected child abuse, the employee shall:

1. **Step #1: Telephone Report.** The telephone report must be made immediately, or as soon as practically possible, upon knowledge or suspicion.
 - a. This report will include:
 1. The name of the person making the report.
 2. The name of the child.
 3. The present location of the child.
 4. The nature and extent of any injury.
 5. Any other information requested by the child protective agency or law enforcement office, including the information that led the Mandated Reporter to gain knowledge of or suspect child abuse.
 - (i) When the verbal report is made, the employee shall note in writing the name of the official contacted, the date and time contacted, and any instructions or advice received.
 - b. Appropriate agency to report to:
 1. If the suspected child abuse has taken place **within** the family,
 - (i) Call Sacramento Child Protective Services at: 916-875-5437
(Note: sites outside Sacramento should contact local CPS)
 2. If the suspected child abuse has taken place **outside** the family,
 - (i) Call the local law enforcement department at:
 - (a) Twin Rivers Police Department 916-566-2700
 - (b) Sacramento Police Department 916-204-5471
 - (c) Sacramento Sheriff's Department 916-874-5115
 - (d) Yolo County Sheriff's Department 916-375-6493
 - c. If the agency asks the child be held until authorities arrive, the employee must remain with the child.

2. **Step #2: Written Report**

a. Within 36 hours of making the telephone report, the employee shall complete and mail to the local child protective agency (or law enforcement as appropriate) a written report, "Suspected Child Abuse Report," which includes a completed Department of Justice form (DOJ SS 8572).

Employees may obtain copies of the above form either from the GCC central office or the local child

protective agency. Instructions are included on the form, and reporters may ask the site administrator for help in completing and mailing it; however, the employee is personally responsible for ensuring that the written report is correctly filed.

b. The written report is to be addressed to the person to whom the telephone report was made.

3. Employees reporting child abuse to a child protective agency or law enforcement agency are directed to notify the site administrator or designee as soon as possible after the initial verbal report by telephone. Administrators so notified shall provide the employee with any assistance necessary to ensure that reporting procedures are carried out in accordance with applicable law and GCC policy and procedure. At the employee's request, the principal may assist in completing and filing these forms. If the employee does not disclose his/her identity to a site or GCC administrator, he/she shall at least provide or mail a copy of the written report to the GCC without his/her signature or name.

4. After completing the process above, the employee's primary responsibility is finished. The employee is not to conduct an investigation regarding the suspected abuse, not to confer with the person(s) alleged, to have mistreated the child, nor contact the child's home or the alleged perpetrator prior to making the report. There is no duty for the reporter to contact the child's parents. In fact, if a child is released to a peace officer or a child protection agency, the reporter shall not notify the parent as required in other instances of removal.

Legal Responsibility and Liability

1. Mandated Reporters have absolute immunity. School employees required to report are not civilly or criminally liable for filing a required or authorized report of known or suspected child abuse. This immunity shall apply even if the Mandated Reporter acquired the knowledge or reasonable suspicion of child abuse or neglect outside of his or her professional capacity or outside the scope of his or her employment.

2. If a Mandated Reporter fails to report an instance of child abuse which he/she knows to exist or reasonably should know to exist, he/she is guilty of a misdemeanor punishable by confinement in jail for up to six months, a fine of up to \$1,000, or both. The Mandated Reporter may also be held personally liable for damages resulting from any injury to the child after a failure to report and could incur costs of defense and any subsequent damages to the child.

3. All employees are subject to disciplinary action for failure to report suspected child abuse pursuant to this policy. Moreover, GCC is not obligated to defend an employee who neglects or fails to make a required report.

3. When two or more persons who are required to report have joint knowledge of a suspected instance of child abuse, and when they so agree, the telephone report may be made by either of them and a single report made and signed by that person. However, if any person knows or should know that the designated person failed to make the report, that person then has a duty to do so.

4. The duty to report child abuse is an individual duty and no supervisor or administrator may impede or inhibit such reporting duties. Furthermore, no person making such a report shall be subject to any sanction.

Victim Interviews

Upon request, a child protective agency representative may interview a suspected victim of child abuse during school hours, on school premises, concerning a report of suspected child abuse that occurred within the child's home. The child shall be given the choice of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the child. (Penal Code 11174.3)

A staff member or volunteer aide selected by a child may decline to be present at the interview. If the selected person accepts, the principal or designee shall inform him/her, before the interview takes place, of the following legal requirements:

1. The purpose of the selected person's presence at the interview is to lend support to the child and enable him/her to be as comfortable as possible.
2. The selected person shall not participate in the interview.
3. The selected person shall not discuss the facts or circumstances of the case with the child.
4. The selected person is subject to the confidentiality requirements of the Child Abuse and Reporting Act, a violation of which is punishable as specified in Penal Code 11167.5.

If a staff member agrees to be present, the interview shall be held at a time during school hours when it does not involve an expense to the school. (Penal Code 11174.3)

Release of Child to Peace Officer or Child Protective Services Agent

When a child is released to a peace officer or child protective services agent and taken into custody as a victim of suspected child abuse, the Superintendent or designee and/or principal shall not notify the parent/guardian as required in other instances of removal of a child from school, but rather shall provide the peace officer or agent with the address and telephone number of the child's parent/guardian. It is the responsibility of the peace officer or agent to notify the parent/guardian of the situation. (Education Code 48906)

Peace officers and child protective services agents will be asked to sign an appropriate release or acceptance of responsibility form.

When School Employees are Accused of Child Abuse

Regardless of the identity of the suspected child abuser, the major responsibilities of Mandated Reporters are to: 1) identify incidents of suspected child abuse, and 2) comply with laws requiring the reporting of suspected abuse to the proper authorities. Determining whether or not the suspected abuse actually occurred is not the responsibility of the school employee. Such determination and follow-up investigation will be made by a child protective agency.

The GCC may at any time take action in accordance with the at will nature of GCC employment. Possible employee actions by the GCC may include, but are not limited to, reassignment, leave of absence, or release from employment. The Superintendent or designee may seek legal counsel in connection with employee actions related to this policy.

Training

GCC shall provide training to all new personnel regarding the obligations as Mandatory Reporters and the steps required to report suspected abuse. Child abuse reporting procedures are reviewed yearly for all returning GCC employees, within the first 6 weeks of the school year. Employees/Substitutes requiring English translation of the training will be offered translation. Both the employee/substitute and translator will sign an acknowledgment form indicating this service was used. There will also be a Sexual Harassment Mandatory training that will be taken every 2 years. Additional required training will be issued depending on the employee's/substitute's position(s).

GCC Staff Acknowledgement

As a part of the employee hire packet, employees will sign a Child Abuse Acknowledgement and Sexual Harassment form that outlines their designation as a Mandated Reporter and receipt and understanding of this policy.

UNLAWFUL DISCRIMINATION AND HARRASMENT

NONDISCRIMINATION POLICY

The GCC Board of Directors (Governing Board) is committed to equal opportunity for all individuals. All programs and activities shall be free from discrimination, harassment, intimidation, and bullying on the basis of race, color, religion, sex, (including pregnancy, childbirth, or related medical conditions), national origin, ancestry, age, physical disability, mental disability, medical condition, family care status, veteran status, marital status, gender, gender identity, gender expression, or sexual orientation (or any other basis protected by federal, state or local law to the extent required by law).

This policy is subscribed to in the belief that we must ensure equal treatment for all persons. It is a goal of this governing board to achieve and maintain a work force representative of the general population for all occupations and at all levels.

School programs and facilities, viewed in their entirety, and shall be readily accessible to individuals with disabilities. The Superintendent/CEO or designee shall ensure that interested persons, including those with impaired vision and hearing, can obtain information about the programs, facilities and activities available to them.

GCC will comply with all state and federal requirements under disability law.

In the event of a complaint regarding gender equity or sexual harassment, or discrimination, including harassment, intimidation and bullying because of actual or perceived disability, gender, gender identity, gender expression, nationality, race, ethnicity, color, ancestry, religion, sexual orientation, age, marital or parental status, or association with a person or group with one or more of these actual or perceived characteristics, contact one of the following Title IX and Nondiscrimination Coordinators:

For complaints against employees:
Director of Human Resources
5112 Arnold Ave, McClellan CA 95652
(916) 286-5160

For student against student complaints and complaints regarding discrimination based upon actual or perceived mental or physical disability:

Assistant Superintendent
5112 Arnold Ave, McClellan CA 95652
(916)286-5129

Gateway Community Charters has established a Board Policy for Uniform Complaint Procedures. Please refer to page 19 for the policy.

POLICY AGAINST HARASSMENT (BP 13-15)

GCC is committed to providing a work environment that is free from discrimination, harassment, intimidation and bullying. GCC strongly disapproves of and will not tolerate harassment of employees by managers, supervisors, or co-workers. Similarly, GCC will not tolerate harassment by its employees, non-employees within the school having a business, service, or professional relationship. Discrimination, harassment, intimidation or bullying refers to actions against any person in recruitment, examination, appointment, training, promotion, retention, discipline, or any other aspect of personnel administration because of race, sex, color, religion, age, mental or physical disability, pregnancy, childbirth, medical condition, family care leave status, marital status, gender, gender identity, gender expression, sexual orientation, veteran's status, political affiliation, or any other basis prohibited and protected by federal, state or local law. Everyone at GCC is responsible for assuring that the workplace is free from prohibited harassment, discrimination, intimidation, and bullying and is expected to avoid behavior or conduct that could reasonably be interpreted or perceived as prohibited harassment, discrimination, intimidation or bullying.

Harassment includes verbal, physical, and visual conduct that creates an intimidating, offensive, or hostile working environment or that interferes with work performance. Such conduct constitutes harassment when:

- Submission to the conduct is made either an explicit or implicit condition of employment;
- Submission to or rejection of the conduct is used as the basis for an employment decision; or
- The harassment interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

Harassing conduct can take many forms and includes, but is not limited to, slurs, jokes, statements, gestures, pictures, or cartoons regarding an employee's sex, race, and color, national origin, religion, age, physical disability, mental disability, medical condition, ancestry, marital status, sexual orientation, family care leave status, or veteran status, political affiliation, or any other basis prohibited and protected by federal, state or local law.

SEXUAL HARASSMENT

Sexual harassment in the workplace is a form of sexual discrimination and violates provisions of the Fair Employment and Housing Act, specifically, Government Code Sections 12940(a), (h) and (i). The Governing Board prohibits unlawful sexual harassment of or by any student, staff member or anyone in or associated with GCC.

Any student, staff member, or parent who feels that harassment of any kind has occurred should immediately contact the Principal, Human Resources Department, Assistant Superintendent or Superintendent/CEO or designee. If a situation involving sexual harassment is not promptly remedied by the Principal, Human Resources Department, Assistant Superintendent or Superintendent/CEO or designee, a complaint of harassment can be filed. This may be initiated at the school site or by directly contacting the Human Resources Department to file a complaint. The forms, process and procedures can be found on the GCC website, www.gcccharters.org under the Staff page.

Sexual Harassment Definition

- Sexual harassment is any unwelcome sexual advance, request for sexual favor or verbal or physical conduct of a sexual nature.
- Sexual harassment is behavior that is not only unwelcome, but in most cases repeated.
- Sexual harassment is defined from the victim's point of view, not the harasser's.
- The goal of sexual harassment is not sexual pleasure, but gaining power over another.
- Sexual harassment is against the law.

Unwelcome sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- 1) Submission to such conduct is made either explicitly, or implicitly a term or condition of an individual's employment or eligibility for services.
- 2) Submission to or rejection of such conduct by an individual is used as the basis for employment or program eligibility decisions affecting such individuals,
- 3) Such conduct has the purpose or effect or unreasonably interfering with an individual's work performance, or
- 4) It creates a hostile, intimidating, or offensive working environment.

This policy applies to the employee's relationship with his or her students, co-workers, including supervisors and non-supervisory employees.

Any incident of harassment, including work-related harassment by any company personnel or any other person, should be reported promptly to an administrator who is responsible for investigating the matter. GCC emphasizes that an employee is not required to complain first to an administrator if that administrator is the individual who is harassing the employee. In such a case, the employee should report the incident to any other GCC school administrator, the Human Resources Department, Assistant Superintendent, Superintendent/CEO or designee.

When GCC learns of an incident of alleged harassment, GCC will conduct a thorough, objective, and complete investigation of the complaint, in a manner that is confidential. Information obtained during the investigation will be disclosed only on a need-to-know basis. Normally, investigation of a complaint will include interviews with the complainant, the accused and any named or apparent witnesses. The accused may be placed on paid administrative leave while GCC conducts the investigation.

At the conclusion of the investigation, GCC will ordinarily make a determination about whether unlawful harassment has occurred. Our policy is to communicate findings to the accused, the complainant, and, when appropriate, to other persons who are directly concerned.

If the investigation confirms that the harassment has occurred, GCC will take timely and effective remedial action commensurate with the severity of the offense. This action will include disciplinary action against the harasser, up to and including termination.

The GCC takes all harassment complaints seriously and wants the opportunity to resolve any problems that may arise. No employee will be retaliated against or otherwise disciplined for reporting an incident of harassment, or for participating in an investigation. GCC will provide sexual harassment training to employees every 2 years to ensure compliance with applicable laws. Please see the Board approved Policy Against Unlawful Harassment (BP 13-15) for more details.

DRUG-FREE AND ALCOHOL-FREE WORKPLACE

The Drug-Free Workplace Act of 1988 (Public Law 100-690, Section 5151-5160) requires that all federal contractors with contracts for \$25,000 or more and all Districts that are prime

grantees of federal funds, such as the Impact Aid Program notify their employees of their Drug-Free Workplace Policy. Although the requirements of this Act apply only to employees directly engaged in performing work pursuant to the provisions of a federal grant or contract, the GCC applies a Drug-Free Workplace Policy to all employees.

YOU ARE HEREBY NOTIFIED that it is a violation of Board Policy for any employee at a Gateway Community Charters (GCC) workplace to unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any alcoholic beverage, drug or controlled substance as defined in the Controlled Substances Act and Code of Federal Regulations.

“GCC workplace” is defined as any place where school work is performed, including a school building or other school premises; any school-owned or school-approved vehicle used to transport students to and from school or school activities; any off-school sites when accommodating a school-sponsored or school-approved activity or function, such as a field trip or athletic event, where students are under GCC jurisdiction; or during any period of time when an employee is supervising students on behalf of the GCC or otherwise engaged in GCC business.

As a condition of your continued employment with the GCC, you will comply with the GCC policy on Drug-Free and Alcohol-Free Workplace and will, any time you are convicted of any criminal drug or alcohol statute violation occurring in the workplace, notify your supervisor of this conviction no later than five (5) days after such conviction.

Pursuant to Education Code §44836 and §45123, the Advisory Board may not employ or retain in employment persons convicted of a controlled substance offense as defined in Education Code §44011. If any such conviction is reversed and the person acquitted in a new trial or the charges dismissed, his/her employment is no longer prohibited.

Pursuant to Education Code §45123, the GCC may employ for classified service a person who has been convicted of a controlled substance offense only if it determines, from evidence presented, that the person has been rehabilitated for at least five (5) years. The Board shall determine the type and manner of presentation of the evidence, and the Board’s determination as to whether or not the person has been rehabilitated is final.

Pursuant to Education Code §44940, the GCC must immediately place on compulsory leave of absence any certificated employee charged with involvement in the sale, use, or exchange to minors of certain controlled substances.

Pursuant to Education Code §45304, the GCC may immediately place on compulsory leave of absence a classified employee charged with certain controlled substance offenses.

SMOKE-FREE WORKING ENVIRONMENT ACKNOWLEDGEMENT

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

The Advisory Board recognizes the health hazards associated with the use of tobacco products, including the breathing of second-hand smoke, and desires to provide a healthy environment for students and staff. Employees are encouraged to serve as models for good healthy practices that are consistent with the Gateway Community Charters instructional programs.

In accordance with state and federal law, smoking is prohibited in all school facilities and vehicles (20 U.S.C. 6083, Labor Code 6404.5)

The Board further prohibits the use of tobacco products at all times on school grounds. This prohibition applies to all employees, students, visitors, and other persons at any activity or athletic event on property owned, leased or rented by or from the Gateway Community Charters.

The Superintendent or designee shall inform students, parents/guardians, employees and the public about this policy and related procedures.

Signs prohibiting the use of tobacco shall be prominently displayed at all entrances to school property.

The Superintendent or designee shall maintain a list of clinics and other resources, which may assist individuals who wish to stop using tobacco products.



HEALTH, SAFETY, & SECURITY

ACCIDENTS AND ACCIDENT PREVENTION

Be alert at all times to safety hazards. Notify the site administrator or designee of all accidents, injuries, or unsafe areas. Safety and prevention are the combined efforts of all. If you witness an accident involving a student, it must be reported to the site administration office.

ACCIDENTS AND ILLNESS OF STUDENTS

All accidents involving students on the school grounds, in the building, on the way to or from school, or occurring in any area while the pupil is under the supervision of the school, shall be referred to the school principal and nurse. A substitute is never allowed to administer medication.

INDUSTRIAL INJURY LEAVE (WORKER'S COMPENSATION)

GCC, in accordance with state law, provides insurance coverage for employees in case of work related injury. The workers' compensation benefits provided to injured employees may include, if applicable: medical care, cash benefits (tax free), replacement of lost wages, and vocational rehabilitation.

To ensure that the employee receives all workers' compensation benefits, to which he or she may be entitled, the employee will need to:

Immediately report ANY work-related injury to the employee's supervisor and call the HR office at 916-286-5160. A copy of the reporting procedure is available at every site.

1. Within 24 hours, the employee completes the Employee Injury/Incident Investigation Report and forwards it to the Human Resources Department. If the employee is unable to report the injury, the employee's supervisor should complete, and submit, the form. Forms are available on the GCC Website or by calling the numbers listed above.
2. Follow all instructions received from the Loss Reporting hot line, and the claims adjuster assigned.
3. Provide Human Resources with the medical certification from your healthcare provider regarding the need for workers' compensation disability leave and your ability to return to work from the leave. Also submit any follow-up medical appointment or physical therapy appointment verification forms to Human Resources Dept.

Time off for a worker's compensation illness or injury (including doctor appointments, physical therapy or time off work due to the injury/illness) is considered unpaid time off, unless the employee chooses to use his/her sick time during the absence(s). To request to use sick time, the employee must complete and submit an Employee Absence Form, available on the GCC website.

Under most circumstances, upon submission of a medical certification that an employee is able to return to work from workers' compensation leave, the employee will be reinstated to his/her same position held at the time the leave began or to an equivalent position if available.

If, after returning from workers' compensation disability leave, an employee is unable to perform the essential functions of his or her job because of a disability, GCC's obligations to the employee may include reasonable accommodation, as governed by applicable disability law.

Employees who are injured in a work-related incident will be referred to a physician designated by the worker's compensation claims manager for medical treatment, unless prior to a work-related injury, GCC has received from the employee written notice that the employee wishes to be treated by his or her own physician. The GCC Worker's Compensation provider will provide a form and work with the employee's physician to determine if they will accept worker's compensation patients.

Employees who do not designate their own physician will be treated by the worker's compensation designated physician for work-related injuries for at least thirty (30) days. Employees may seek treatment from their own physician after thirty (30) days should they so desire, provided that the physician elected will in fact treat for work related/occupational injuries.

The law requires that GCC notify the workers' compensation insurance company of any concerns of false or fraudulent claims. Any person who makes or causes to be made any knowingly false or fraudulent material statement or material misrepresentation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony. A violation of this law is punishable by imprisonment for one (1) to five (5) years or by a fine not exceeding \$50,000 or double the value of the fraud, whichever is greater, or both. Additional civil penalties may also be in order.



SAFETY FIRST!

GATEWAY COMMUNITY CHARTERS

FRONTLINE (AESOP)

FRONTLINE (AESOP) INFORMATION

Once the hiring process has been completed and you have been cleared to begin working with GCC you will receive an email from the GCC HR Department with instructions on how to set up your Aesop Login and Profile.

What is Aesop?

It's an employee absence management and substitute placement system used by organizations throughout North America. Aesop offers you the flexibility to proactively search for jobs and fill your own schedule the way you want. To help you benefit most from automated substitute placement, Aesop offers you both phone and web services for finding and accepting jobs.

You will receive an email from Frontline to create your username and password to access the site. See below for the subject line in the email

Frontline Education Gateway Community Charters
Hello, John. Gateway Community Charters has invited you to acce

The body of the email will state the following



Hello, John.

Gateway Community Charters has invited you to access their Frontline Education solutions.

Absence Management (formerly Aesop).

Time & Attendance (formerly VeriTime).

A Frontline ID account is required to access your Frontline solutions.

 **Create a Frontline ID**

Already have a Frontline ID account? [Sign In with your Frontline ID](#)

Note: This is different than the Aesop ID.

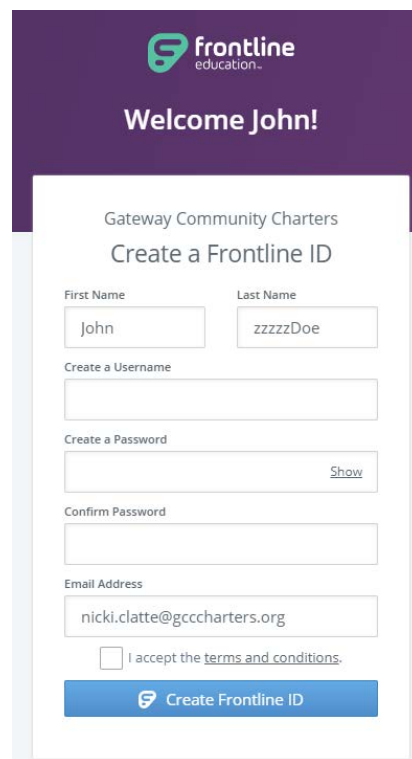
Important: please do not forward this email.

Each invitation is **unique per individual** and could compromise personal information if forwarded.

You need to click the link in the email to start creating your login

 **Create a Frontline ID**

Complete the requested information. Your name and email will automatically be entered per the information provided to HR



FRONTLINE/AESOP APP

There is an app for Frontline/Aesop that employees and substitute can download in the Google/Apple store called Frontline. Once you have created your username and password in the step above then you will be able to access this feature. The code for the app is 7354.

JOBULATOR (optional)

This app is another that Frontline using that substitutes can download. This app will alert you once an assignment has been submitted into Frontline/Aesop giving you the chance to see the absence first before anyone else will see it. This app is not free and does cost a monthly fee and/or a yearly fee. This is an option and not a requirement to download

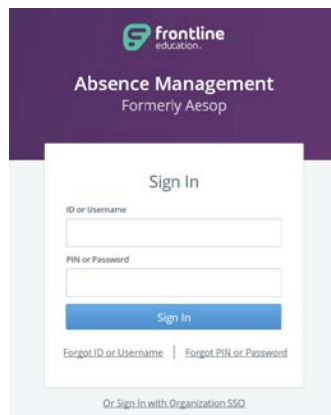
There are a few current substitutes that use this app and have good experience with it in getting assignments.

Again this is optional and not required.

SIGNING INTO FRONTLINE/AESOP

To log in to the absence management application, type aesoponline.com in your web browser's address bar.

The Sign In page will appear. Enter your ID/username and PIN/password and click Sign In.

The image shows the 'Sign In' page of the Frontline Absence Management application. The header is purple with the 'frontline' logo and 'Absence Management Formerly Aesop'. The main content area is white with a 'Sign In' heading. Below the heading are two input fields: 'ID or Username' and 'PIN or Password'. A blue 'Sign In' button is positioned below the second field. At the bottom, there are links for 'Forgot ID or Username' and 'Forgot PIN or Password', and a small text link 'Or Sign In with Organization SSO'.

1 Available Jobs

Date	Time	Duration	Location	
Wynn, Sharda ASES Para Educator				
✖ Reject ✔ Accept				
Mon, 11/18/2019	8:30 AM - 3:15 PM	06:45	Higher Learning Academy (HLA) (K-8th)	

The assignment lists the person and their position:

Wynn, Sharda ASES Para Educator

The date of the assignment:

Wed, 11/20/2019

The start and end times of the assignment:

2:30 PM -
6:15 PM

RECOVERING CREDENTIALS

If you cannot recall your credentials, use the recovery options or click the "Having trouble signing in?" link for more details.

[Forgot ID or Username](#) | [Forgot PIN or Password](#)

Aesop/Frontline Profile Information

There are 4 different tabs on your main profile screen that you can click to view Available Jobs (Default), Scheduled Jobs, Past Jobs, and Non Work Days.


The image shows a row of four tabs: '3 Available Jobs' (selected), '0 Scheduled Jobs', '2 Past Jobs', and '0 Non Work Days'.

SEARCHING FOR AVAILABLE JOBS

You can review available jobs directly on the homepage. These potential jobs appear in green on the calendar and in list form under the "Available Jobs" tab. In absence management, finding and accepting available jobs is as easy as pie! From your home page, there are two places you can click to access a list of jobs that you are qualified and available to fill. Available jobs will show up in the side navigation under "Available Jobs" and on the **Available Jobs** tab.

The fastest way to find jobs is the "Available Jobs" section on the home page below the calendar. Here, you'll see a list of jobs that you are qualified and available to accept.

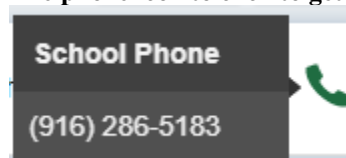
The duration of the assignment:

 03:45

The location/school/site that the assignment is at:

Higher Learning Academy (HLA) (K-8th)

The phone icon to click to get the site number:

The image shows a dark grey box with the text 'School Phone' and a green phone icon. Below the box, the phone number '(916) 286-5183' is displayed.

A map icon to see where the site is located in maps:



To accept a job, click the Accept button beside the absence (or click Reject to remove a job from the list).

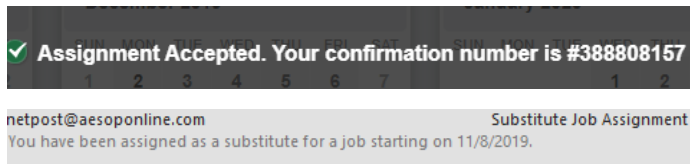
The image shows two buttons: a grey '✖ Reject' button and a green '✔ Accept' button.

ACCEPTING ASSIGNMENT

If you accept the assignment, you will get a confirmation number that will pop up and you will receive an email confirmation as well. To accept a job click the green **Accept** button on the right side of the job listing.

Once you have accepted the job, you will receive a pop-up at the top of your screen showing you the confirmation number. If there is a file attached to the absence, you will also see a link to view the attached file. This pop-up will stay on your screen until you dismiss it. Dismiss it by clicking the **x** next to "Dismiss Message".

See below:



Once you have accepted an assignment you will get an email(s) confirmation. This will be the same as well if you talk to an employee in person or on the phone and they assign you to the assignment.

NetPost@AesopOnline.com Substitute Job Assignment
You have been assigned as a substitute for a job starting on 11/15/2019.

This email will have the same information listed as the job. Make sure that you view these emails and save them.
Body of Email:

You have been assigned as a substitute for a job starting on 11/15/2019.
The following are the details of the job:

Job Summary

Starting On : 11/15/2019
School District : Testing Elementary School
Title : Para Educator/Teacher
Para Educator (PT) : zzzzzDoe, Jane
Substitute : zzzzzDoe, John
Confirmation # : 390304325

Job Days

School	Date	From	To
Testing Elementary School	11/15/2019	8:00AM	4:30PM (Employee Times)
	11/15/2019	7:45AM	4:30PM (Substitute Report Times)

School Contact Information

Testing Elementary School

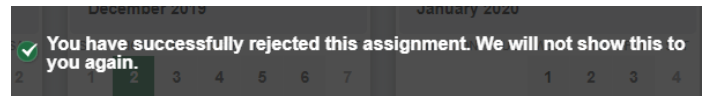
Address: 5112 Arnold Ave McClellan CA, 95652
Phone: 916-286-5160

REJECTING ASSIGNMENT

To reject a job, all you have to do is click the **Reject** button on the right side of the job listing. Rejecting a job will make it disappear from your available jobs and you will not see it again. Only click the reject button if you are absolutely sure that you will not want to come back to this job later.

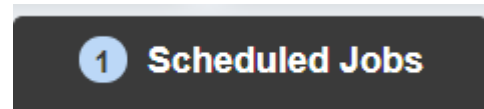
****If you reject an assignment, it will not show up again for you as you are stating that you are not interested in this assignment for that day and those hours***

If you reject the assignment you will see the following message



SEARCHING FOR SCHEDULED JOBS

You can review all your assignments that you have accepted and are scheduled in the future.



Your scheduled assignment will have the same icons as the available job but with additional icons

There is an email icon if you have questions that you can email the employee of the absence:



There is an attachment icon for if there are any attachments from the employee explaining details or lesson plans, etc.



View the Job's Notes

There is a notes icon. This is where the employee left you information that is expected for the substitute to read and follow if needed.

The icon that looks like a sheet of paper indicates that this job has notes associated with it. These could be important notes from the teacher letting you know information about the job. Click the **icon** to view the notes.

The notes for this job will pop up for you to view. To exit the notes, click the **X** in the top right corner of the pop-up.



There is a cancel button as well. If something comes up and you need to cancel the assignment as you can no longer work that day during those times you will click the cancel button. Please see rules on [page 8](#) for canceling assignments.



When you cancel an assignment and/or if you are removed as the substitute is cancelled, you will receive an email(s) confirmation as well.

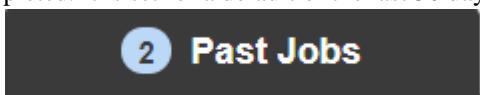
NetPost@AesopOnline.com

Substitute Job Cancelled

You have been removed as the substitute for the job starting on 11/15/2019

SEARCHING FOR PAST JOBS

This tab is for any assignments that you have already worked and completed. It is set for a default of the last 30 days.



If you want to see assignments that are older than 30 days you will click the following link in the tab:

[View more by clicking the History tab](#)

Then you are provided the options below to select:



SEARCHING FOR NON WORK DAYS

This tab is where you will find the dates that you indicated that you are not available to work so the system will not call you and/or show you any available assignments



You can also create the non-work day(s) in this tab as well

If you have days or partial days when you are not able to substitute, you can create "Non-Work Days" so the absence management system will not offer you jobs on those days. Click the **Non-Work Days** tab to view your non-work days and to create new ones. The tab will have a number on it indicating how many Non-Work Days you have scheduled.

To create a new Non-Work Day click the **Add Non-Work Day** button. This will bring up a window where you can enter your Non-Work Day info.

To create a single Non-Work Day...

- **Date** - Type the date into the box or use the calendar icon to select the date.
- **From/to** - Enter the start and end times for when you can't work. You must un-check the "All Day" box to edit the times.

- **Reason** - Enter the reason for your non-work day. This info is not required.

Click the **Save** button when you are ready to save the Non-Work Day.

Repeating Non-Work Days

You can also create a Non-Work Day that will repeat. For example, maybe you can't work on Tuesdays for the entire month. When creating the Non-Work Day, click the check box for "Repeat" (shown below).

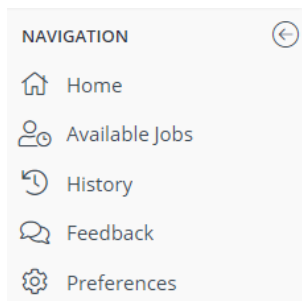
Then, mark the circle for Tuesday, put in the end date you want this to repeat until, and click the **Save** button to save the repeating Non-Work Day.

Removing a Non-Work Day

In your "Non-Work Days" tab, you will see a Remove button for any Non-Work Days that are still in the future. Click the **Remove** button for the specific Non-Work Day you want to remove.

You will receive a confirmation pop-up. Click **Remove** to confirm (or if you would like to close the window without removing the Non-Work Day, click Cancel).

On the left hand side you can find additional tabs that will take you to other areas in your profile.



The Home tab will take you back to your main profile screen with the calendars.

The Available Jobs will take you to the available jobs tab without showing the other tabs.

The History tab will take you to the past jobs tab without showing the other tabs.

The Feedback tab will take you to any assignments that you have completed and where you can leave feedback for the HR department about the assignment good and/or bad experiences

The Preferences tab is where you can find Personal Info, Phone Credentials, Schools, Call Times, and District List

Personal Info-lists only your district that you are connected to, name, phone number, and email address

John zzzzzDoe			
Name	Phone	Email Address	Address
Gateway Community Charters			
Specify Call Times			
John zzzzzDoe	(916) 286-5160	nicki.clatte@gcccharters.org	

Phone Credentials-you cannot change your phone number via Aesop but you can change your Pin number if needed. If you need to change your phone number email GCCHumanResources@gcccharters.org

Phone Credentials	
The phone ID and PIN listed below are only used to sign in to the Absence Management phone system. Learn More about why you have separate phone sign in credentials.	
Phone Login ID: 9162865160	
Phone PIN: 1212	
New PIN: <input type="text"/>	
Confirm New PIN: <input type="text"/>	
Clear Form	Save Changes

Schools-this shows all the districts school sites. You can select which ones that you prefer to work at by making the selection in your profile

Schools	
<input checked="" type="checkbox"/> Show me assignments at the schools selected below <input type="checkbox"/> I don't want to see assignments at the schools selected below.	
Select All None	
<input checked="" type="checkbox"/> Gateway Community Charter	
<input type="checkbox"/> COA Elementary Schools	
<input type="checkbox"/> COA Camelia	
<input checked="" type="checkbox"/> COA Dudley A	
<input type="checkbox"/> COA Dudley B	
<input checked="" type="checkbox"/> COA Main Office Garden Pavilion	
<input checked="" type="checkbox"/> COA Rafferty A	
<input checked="" type="checkbox"/> COA Rafferty B	
<input checked="" type="checkbox"/> COA Skvarla	

Call Times-you can indicate which times you are open to assignments and what days that you can work

Call Times		Gateway Community Charters		Accept phone calls for available jobs?		
				<input type="radio"/> Yes <input checked="" type="radio"/> No		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Call times for Gateway Community Charters						
Morning						
No Calls	5:30 AM - 11:59 AM	5:30 AM - 11:59 AM	5:30 AM - 11:59 AM	5:30 AM - 11:59 AM	5:30 AM - 11:59 AM	No Calls
Evening						
12:00 PM - 10:00 PM	12:00 PM - 10:00 PM	12:00 PM - 10:00 PM	12:00 PM - 10:00 PM	12:00 PM - 10:00 PM	No Calls	No Calls
My Preferences						
No Calls	No Calls	No Calls	No Calls	No Calls	No Calls	No Calls
Edit	Edit	Edit	Edit	Edit	Edit	Edit

District List-if you work for multiple districts you can create a multi user pin to connect them all.

District List

Creating a multiple district pin allows you to unite your Aesop access for all of the districts for which you work.

Please select a six-digit numeric pin to proceed :

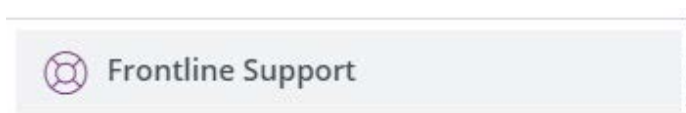
New Multiple District Pin

Confirm Multiple District Pin

Create

GETTING HELP AND TRAINING

If you have questions, want to learn more about a certain feature, or want more information about a specific topic, click Help Resources and select Frontline Support. This opens a knowledge base of help and training materials.



ACCESSING ABSENCE MANAGEMENT ON THE PHONE

In addition to web-based, system accessibility, you can also find and accept available jobs, manage personal information, change your PIN number, and more, all on the phone.

When You Call into Absence Management

To call, dial 1-800-942-3767. You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

When calling the absence management system, you can:

- Find available jobs – Press 1
- Review or cancel upcoming jobs – Press 2
- Review or cancel a specific job – Press 3
- Review or change your personal information – Press 4

When the Absence Management System Calls You

If an available job has not been filled by another substitute two days before the absence is scheduled to start, the system will automatically begin to call substitutes and try to fill the job.

Keep in mind, when the system calls you, it will call about one job at a time, even if you're eligible for other jobs. You can always call in (see "When You Call into Absence Management" section above) to hear a list of all available

jobs.

When you receive a call, you can:

- Listen to available jobs – Press 1
- Prevent absence management from calling again today – Press 2
- Prevent absence management from ever calling again – Press 9

If you are interested in the available job, Press 1. You will be asked to enter your PIN number (followed by the # sign). The absence management system will list the job details, and you will have the opportunity to accept or reject the job.

LEAVING FEEDBACK ABOUT ASSIGNMENT/JOB

After you have completed an assignment you will receive an email reminder to leave feedback about your assignment. This feedback goes to the Human Resources Department.

NetPost@AesopOnline.com

Substitute Feedback Reminder

This is a reminder to leave feedback about the assignment that you worked at Testing Elementary

We want to hear from you if it is good feedback and/or bad feedback. We cannot improve if we do not hear back from you. The feedback stays announce.

We take all consideration and feedbacks. We cannot improve if we are not notified of any issues, concerns, problems, etc.

Click the link in the body of the email and this will take you to that specific assignment that you worked.

This is a reminder to leave feedback about the assignment that you worked at Testing Elementary School from 11/08/2019 to 11/08/2019 (CONF# 388808157) Please click the link below to login and leave feedback
http://www.aesoponline.com/login.asp?conf=488638&location=/subweb/sub_feedback.asp?viewmode=1%26abstrID=388808157&abstr_id=388808157

GATEWAY COMMUNITY CHARTERS

TIME & ATTENDANCE

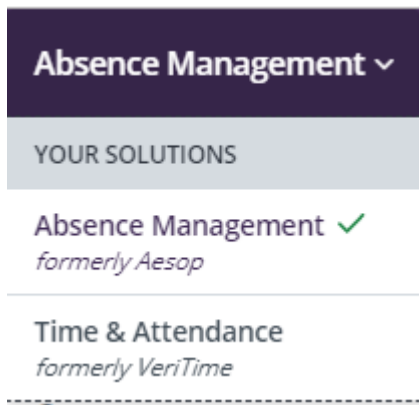
TIME & ATTENDANCE

This is a new system software that works with Frontline/Aesop and will replace all paper timecards. You will have to clock in/out for your assignments that you have selected via Aesop.

If you did not accept an assignment via Aesop you will not be able to work as the system will not allow you to clock in/out without an assignment.

Access Time & Attendance through Aesop

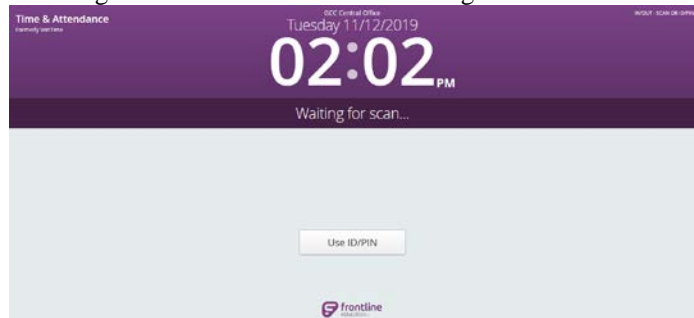
If you are logged into the absence management system, you can access time and attendance simply by selecting the app switcher on the left hand side and clicking the Time & Attendance option.



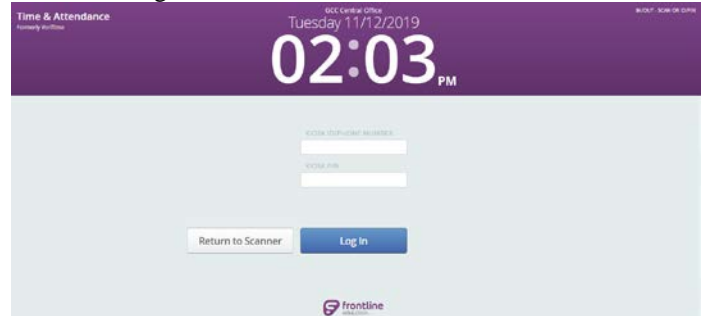
Using a Time & Attendance Kiosk

Using a kiosk is easy! First, scan your barcode (found on the back of your ID Badge) at the kiosk or enter in your Aesop ID & Pin. Then, click the Login button. On some kiosks, you may need to click the “Use ID/Pin” button in order to manually enter your credentials.

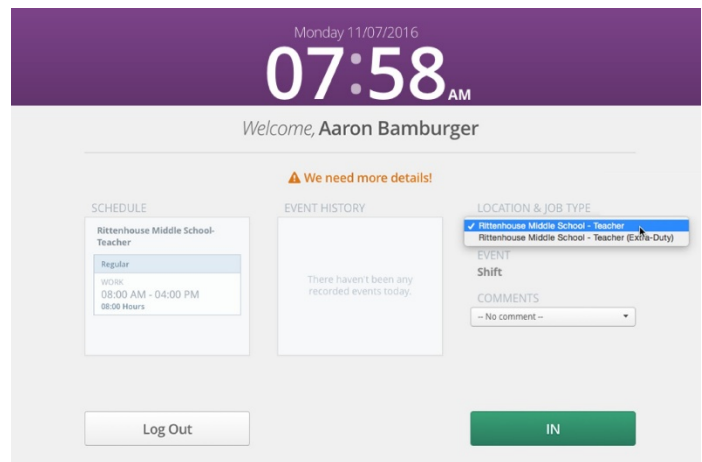
Scanning with Barcode on back of ID Badge view:



ID and Pin login view:



Then, if you have multiple positions or you work at multiple locations, you may be required to specify your duties and location of work. Once you do that, click the Green Button to sign in or out depending on your current status.



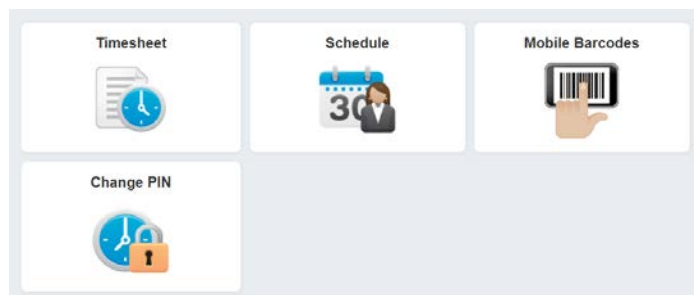
As an employee, if your sign in was successful, you will see a “Success!” message with the location and job type you are working.

As a substitute, if your sing in was successful, you will see a “Success!” message with information about who you’re filling in for, the location, the job type, and the confirmation numbers.

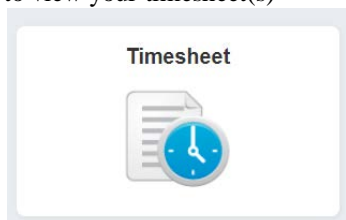


When you are ready to sign out, follow the same step as shown above.

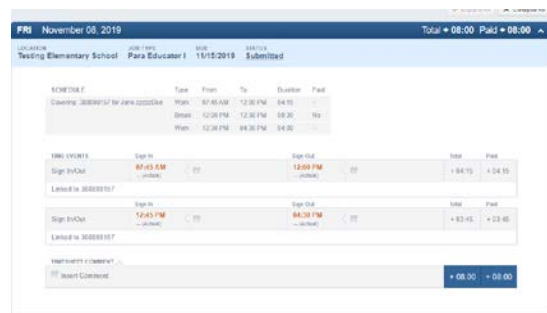
You will find the following showing on your Time & Attendance home page.



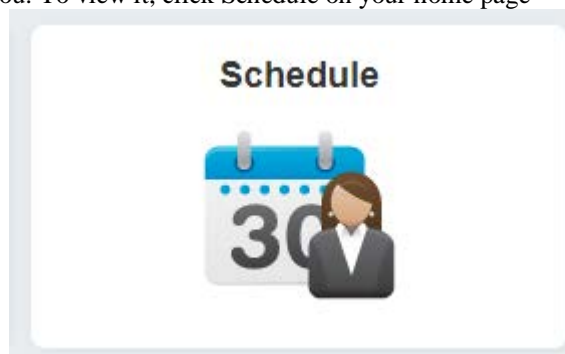
On the home page of your Time & Attendance click on the Timesheet icon to view your timesheet(s)



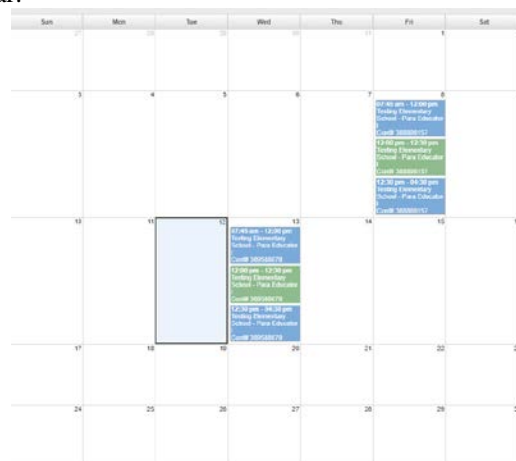
If you worked you will see for that pay period the date(s) that you worked with your clock in/out times. It is very important for you to check your timesheet(s) to make sure that they are all showing and that you are clocking in/out are being counted.



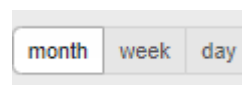
Your district may have created a time and attendance schedule for you. To view it, click [Schedule](#) on your home page



This is not the same as your absence schedule in the absence management system; this is the time and attendance schedule for when you are scheduled to work, along with absence and other information from the district's absence management calendar.



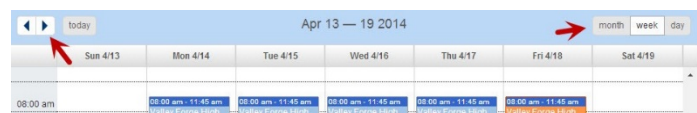
Activity concerning your schedule is shown in the calendar view which may display as a monthly view, weekly view, or daily view.



Different types of activities are displayed in difference colors. This color key can be found at the bottom left corner of your schedule.



You can scroll forward and backward in time using the navigation arrows. Toggle between month, week, and daily view by clicking the button in the top right corner.



The information included in the monthly view shows:

- Start Time & End Time
- Location
- Job Type
- Break Time

In the weekly and daily views, you will also see the total duration of each shift listed.

	Sun 11/10	Mon 11/11	Tue 11/12	Wed 11/13	Thu 11/14	Fri 11/15	Sat 11/16
Duration Events							
06:00 am							
07:00 am							
08:00 am				07:43 am - 12:00 pm Hiking (Hiking) Location: Park Duration: 4 Count: 20/100/10 Hiking: Jane Location Total Duration: 04:15			
09:00 am				Show Timeouts for this day			
10:00 am							
11:00 am							
12:00 pm				01:00 pm - 13:30 pm Hiking (Hiking) Location: Park 07:43 pm - 04:42 pm Hiking (Hiking) Location: Park Count: 20/100/10 Hiking: Jane Location Total Duration: 04:15			
01:00 pm							

SUBSTITUTE FREQUENTLY ASKED QUESTIONS (FAQ'S)

I was locked out of Aesop; can you please reset it for me to log in?

You have to wait 30 minutes every time that you lock yourself out of Aesop before you can log in again.

I already have a log in for Aesop with another district. Do I really need another username and password?

Yes, each district has their own Aesop system and they are not connected. If you try a log in using your username and password from another district with our Aesop system it will not let you in. If you have Aesop with multiple school districts the system should be letting you know that you can make a universal password to connect all the accounts.

This password cannot be reset by the districts as we do not have access to this password.

I would like to turn off the calling feature in Aesop and just use the online access, how can I turn this off?

You would log into your Aesop account do the following:

Click "Preferences"

Click "Personal Info" (or it might already be selected)

Click "Turn Off Calling"

**Please, remember that by turning off the calling feature, you are responsible to check Aesop via online access to accept jobs as Aesop will no longer be calling you to let you know about available jobs.*

I haven't been receiving any phone calls from the Aesop system for jobs, why is that?

There could be a couple of things that are going on.

Make sure that we have your most current phone number listed for the system to call you.

Make sure that you don't have music as your ring tone when someone calls. This will cause the Aesop system to hang up and skip you.

Make sure that all your certifications are up to date and none are expired. This will cause Aesop to not call you.

Seasonal highs and lows of demand of Substitutes.

Why was my assignment cancelled?

Assignment may be cancelled for a number of reasons.

Sometimes people are ill but then they feel better. Sometimes people enter an absence in Aesop in error. Sometimes teachers/staff cancel their own absences, and the GCC HR will not know the specific cancellation reason.

Why can't a teacher/staff member find my name on Aesop to assign me?

A teacher/staff member will not be able to assign you in Aesop if you:

Have a conflicting assignment on the same day as the assignment that they are trying to assign you to.

Have entered a non-working day on your Aesop schedule

Have removed yourself from another assignment scheduled for that day within 24 hrs of the start time

You are not eligible to provide coverage in that position or at that location

Have reached the max number of weekly hrs (28hrs)

The scanner will not let me scan by ID Badge. What do I do?

The Admin at the site should be checking the computer to make sure that it is working correctly and to see if it needs to be restarted. If the computer still does not let you clock in/out, make sure that you are signing the sign in sheet to be paid.

The computers are still stating error, not accepted, etc. when I try to clock in. What do I do?

You will need to send a picture of the barcode to

Nicki.Clatte@gcccharters.org

I have noticed that on my timesheet review that it states a different position then what I worked for. Why does it state this?

If the system is stating a different position then what you worked for this means that there was a glitch in the system on the position title. Please email Nicki.Clatte@gcccharters.org to inform HR.

I am a substitute teacher and I am wanting to know if I have to clock in/out for lunch?

At this time Substitute Teachers do not have to clock in/out for their lunch as they are paid by the day and not the hour. If you are a substitute classified, then you are required to clock in/out for the lunch break.

Do I receive a letter at the end of the school year about subbing for the next school year?

Yes, you will receive an assurance letter in June of each year asking if you will be returning for the next school year. This letter has to be returned by the date indicated on the letter or we will assume that you are no longer interested in being a substitute for Gateway Community Charters.

I sent my assurance letter back indicating that I will NOT be returning but now I would like to be a substitute for Gateway Community Charters again. Can I come back?

You can come back but you have to reapply and go through the whole process again.

I am retired from CalPERS/CalSTRS, Can I still work for you?

CalPERS-If you are retired from CalPERS you cannot work unless you have reached your 180 days/6 months' probation period. Once you have reached this you cannot work over 960 hours per year.

CalSTRS-If you are retired from CalSTRS you cannot work unless you have reached your 180 days/6 months' probation period. Once you have reached this you cannot receive more than \$45,000+ a year.

I declined CalSTRS. Why is it being taken out of my paycheck?

You declined CalSTRS but unfortunately, you are already an active member of CalSTRS and cannot decline membership.

I declined CalPERS. Why is it being taken out of my paycheck?

You declined CalPERS but unfortunately, you are already an active member of CalPERS and cannot decline membership.

I received a notification from Aesop to do a feedback for a recent assignment that I did. Do I have to complete this?

It is recommended that you completed this to let us know how the school site is doing and if there are any complaints that you would like us to know about or recommendations.

There is a paper copy of the feedback form. Do I fill this out instead of the Aesop feedback?

We would prefer the online version to the paper copy, as we may not receive the paper copy. The online version alerts us right away once you have submitted it.

I have been fingerprinted for another school district; can I use those instead of being fingerprinted again?

Unfortunately, you will have to be fingerprinted again for Gateway Community Charters.

Will I have to pay for the fingerprints again?

You will not have to pay for fingerprints. Gateway Community Charters pays for the fingerprints, we give you two pieces of paper that you have to give to the locations that we provide and you will not have to pay.

There is a fingerprinting place closer to me but not on your list: will the papers still work?

Unfortunately, no they will not. If you go to a place that is not listed on the locations that we provide you will have to pay.

Why do we have to have a valid email address?

We communicate mainly through email with all our employees and substitutes. We do need to have a valid email address.

When does the school year begin for Gateway Community Charters?

Gateway Community Charters school year begins in August and ends in June

Are you part of Twin Rivers USD?

Unfortunately, we are not part of Twin Rivers USD.

Can I be a substitute for another position?

You have to email Nicki.Clatte@GCCCharters.org to see if you qualify to sub for another position. If you work in a position that you are not approved to work in you will be put on probation or removed from our substitute list.

Is there a minimum number of days I have to sub each month or be available to sub each month?

We do not have a minimum number of days that a substitute has to work each month or being available. We do send out emails to check in with substitutes throughout the year.

Is there any kind of limit on subbing for Gateway Community Charters?

There is no monthly limit. There is a yearly limit stated in the Substitute Handbook. If a substitute does not work within 365 days, you will be removed from our substitute list.

I have a 30-Day Substitute Permit. Can I still work in a long-term assignment?

Yes, you can still work in a long-term assignment for 30 days. If you want to work past 30 days you need to have a Teaching Permit for Statutory Leave (TPSL).

I am in a long-term assignment. Do I still have to fill out a timecard?

Yes. You MUST clock in/out from the sites Kiosk to be paid

I forgot to turn in my timecard when I left the school site; can I drop it off at the GCC Central Office?

Unfortunately, you need to drop it off at the school site and not at the GCC Central Office.

I turned in my timecard after the due date, what will happen since I turned it in late?

Your timecard(s) will NOT be processed till the next pay period. You HAVE to turn it in before the due date or on the due date because we have a due date for Payroll and cannot process late

timecards. This is the Substitutes responsibility to turn in their timecards on time.

I signed up for Direct Deposit but I received a check in the mail, why?

Your first pay period that you work will be a live check because we have to double check your Account & Routing numbers to make sure that we can put your money in that account. The next pay period that you work, you will have Direct Deposit and just a pay stub in the mail.

I worked at school site but did not turn in a timecard(s). Will I still get paid or will the site fill out a timecard(s) for me?

It is the substitute's responsibility to fill out the timecard(s). The school sites WILL NOT fill out your timecard(s) for you. If you do not fill out a timecard and turn it into the site before you leave you will not be paid. You need to fill out a timecard before the due date and turn into the school site so that we can process your work hours.

I did not receive my paycheck on the pay date. Why?

It is possible that you did not work during the pay period. If you moved and did not inform us of your new address, than we sent it to your old address.

<http://www.gcccharters.org/staff/addressNameChange.pdf>

I moved but did not tell the Human Resources Department and now I did not get my paycheck.

We have to wait 5 business days from the pay date before we can cancel and reissue your check. If you have not received your check by the fifth business day, email Nicki.Clatte@gcccharters.org stating that you have not received your check yet and to cancel it. Once we have the new check you will be emailed to come and pick it up and sign the required paperwork.

The school site gave me a timecard to fill out my hours that I work. What do I do with it?

You will fill out the timecard on each day(s) that you are working, enter in your confirmation number in the correct column. After you have fill out the timecard you will sign and date it and turn it into the main office at the school site to be processed.

How do I know how much Paid Sick Leave I have?

You can find this on your pay stub/pay check each month on the left side. In the box, that has your name. The sick time is listed as Sick Leave Balance.

How much Paid Sick Time do I get each year?

You receive 21-24 hours (3 days) each school year. Every 30 hours that you work, you receive 1 hour. If you are a substitute Teacher, it will be 21 hours (3 days) as our teacher's work up to 7 hours per day. If you are a substitute classified, it will be 24 hours (3 days) as our classified work up to 8 hours per day.

Further explanation is in your Substitute Guidelines Handbook

Can I get more than 24 hours per school year?

You may carry forward and accrue a maximum-capped total of 48 hours or 3 days of paid sick leave. Further explanation is in your Substitute Guidelines Handbook

Is it correct that proof of a clear TB test results is all that is required to meet health requirements?

For Gateway Community Charters school district, this is correct.

How long is a TB test valid for?

A TB Test is valid for 4 years from date read for Gateway Community Charters.

I turned in my TB Test Clearance. Why do I have to have a Hepatitis B Clearance?

The following substitute positions, Custodian & Campus Monitor, are required to have the Hepatitis B Vaccine or sign the Hepatitis B Vaccine Declination form. We may require additional substitute positions to have a Hepatitis B Vaccine depending on your position.

*Hepatitis B Vaccine Declination –By signing this form, you are stating that you understand that you may come in contact with exposed blood and that you are declining the vaccination.

*Hepatitis B Vaccine-you will have to provide us with a copy of your medical report showing that you had the vaccination.

When will I receive my W-2?

All W-2's are mailed out at the end of January

I need another copy of my W-2. Can you please send me one?

You have to fill out the Replacement W-2 form. Once we have received this form back completed, we will send you a copy via method that you have selected.

http://www.gcccharters.org/staff/W-2_Replacement_Request.pdf

Gateway Community Charters
2021-22 School Calendar



JUL '21 0

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

AUG '21 15

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

SEP '21 21

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

OCT '21 20

M	T	W	T	F
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

NOV '21 16

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

DEC '21 13

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Key Calendar Dates
Aug. 11 First Day of School
May 27 Last Day of School
Non Student Days
Aug. 9-10 Teacher in Service
Oct. 11 Teacher in Service
Jan. 3 Teacher in Service
Apr. 18 Teacher in Service
Holidays/Recess
Sept. 6 Labor Day
Nov. 11 Veterans Day
Nov. 22-26 Thanksgiving Recess
Dec. 20-Dec. 31 Winter Recess
Jan. 17 MLK Jr. Holiday
Feb. 11- Lincoln's Birthday
Feb. 21 Presidents Day
Apr 11-Apr 15 Spring Recess
May 30 Memorial Day
Non Student/Non Work Days
November 22-23
December 20-23, 27-30
April 11-15 - Spring Recess
End of Grading Periods
Trimester 1- Nov. 4 (60 Days)
Trimester 2- Feb. 24 (60 Days)
Trimester 3- May. 27 (60 Days)
Semester 1 17-Dec 85 Days
Semester 2 27-May 95 Days

JAN '22 19

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

FEB '22 18

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				

MAR '22 23

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

APR '22 15

M	T	W	T	F
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

MAY '22 20

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

JUN '22 0

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

OUR SCHOOLS



Supporting individuals and their families by providing public charter school alternatives

Independent Study School
Serving K-12th Grade Students

Principal: Jon Campbell
K-8 Campus Principal: Sarah Scheeline
Site Manager: Becky Hammack
Site Manager: Andrea Flores
Hours 8:00 am to 6:00 pm

McClellan Building
5715 Dudley Blvd.
McClellan CA 95652
286-5199 x2037

Vice Principal
Michelle Jordan

Stephen Dr.
3701 Stephen Dr.
North Highlands CA 95660
286-5199 x2037

K8 Campus Principal
Sarah Scheeline

Firehouse
810 Grand Ave
Sacramento CA 95838
275-0513

Vice Principal
Michelle Jordan

CCCS serves multiple special populations that include a high percentage of students who are English Language Learners, credit deficient, 5th year seniors, homeless youths, pregnant and parenting teens, and students whose families have been involved in domestic violence. CCCS strives to create multiple pathways to meet the divergent needs of our unique student population. CCCS is committed to providing access to high quality standards-based education to students by emphasizing standards based curriculum and creating wrap around services that will meet each individual student's needs.

Things you should know about CCCS:

1. Substitutes need to be task-oriented, able to manage different types of systems and people.
2. CCCS is a unique school; we work in small groups and a lot of one-on-one interaction.
3. Our key contacts at our sites are the Vice Principals and Site Managers.



Community Outreach Academy
Elementary Schools
Serving K-6th Grades

Community Outreach Academy Director: Larissa Gonchar
K-8 Campus Principal: Michael Serdi
Vice Principal: Nicole Strobel
(916) 286-1950

Hours 8:00 am to 4:00 pm
With an Afterschool Program

COA has a commitment to develop the academic talents of its students, while nurturing their appreciation and understanding of their rich cultural heritage, and the place they take as citizens in our state and nation.

Pavilion - Main Campus

5640 Dudley Blvd.
McClellan, CA 95652

Site Manager Ben Nesteryuk

Rafferty A

5637 Skvarla Blvd.
McClellan, CA 95652

Site Manager Roman Yurtsan

Rafferty B

3337 James Way
McClellan, CA 95652

Site Manager Roman Yurtsan

Skvarla

5800 Skvarla Ave
McClellan, CA 95652

Site Manager Liliya Zazhitsky

Camellia

5715 Skvarla Blvd.
McClellan, CA 95652

Site Manager Ben Nesteruk

Dudley A

5712 Dudley Blvd.
McClellan, CA 95652

Site Manager Ben Nesteryuk

Dudley B

5726 Dudley Blvd
McClellan, CA 95652

Site Manager:

Things you should know about COA:

1. COA serves 84% low income families. COA offers Russian Language, Art, Music and PE.
2. Arrive on-time, be professional, be organized, flexible and positive.
3. Please leave the area/room as it was when you arrived.
4. If you have an issue please contact the Site Manager or Attendance Clerk
5. COA offers an ASES Afterschool Program
6. For more information please refer to the school site's substitute binder.



Community Outreach Academy

Middle School

Serving 7th & 8th Grade Students

Community Outreach Academy Director: Larissa Gonchar

K-8 Campus Principal: Tatyana Kisel

Vice Principal: Daniel Diego

Site Manager: Vadim Krasnodemsky

Hours 8:00 am to 4:00 pm

3800 Bolivar Ave. North Highlands, CA 95660

(916) 286-1908

COA has a commitment to develop the academic talents of its students, while nurturing their appreciation and understanding of their rich cultural heritage, and the place they take as citizens in our state and nation.

Things you should know about COA Middle School:

1. COA Middle School is located at the back of Futures High School; if you enter from Bolivar Avenue you will drive directly into the school, pull into the parking lot on the right.
2. Be punctual, professional, flexible and reliable.
3. If you have an issue please contact the Site Manager or the Administrative Assistant.
4. Please refer to the school site's substitute binder.



Hybrid Independent Study
Serving K-8th Grade Students

Principal: Jerry Kosch
Vice Principal: MJ Kiwan
Site Administrator: Nina Semeryuk

Hours 8:15 am – 3:30 pm
With an Afterschool Program

2945 Ramco Street, West Sacramento CA 95691

Look for the blue EPIC awning, school is on the second floor

Empowering Possibilities International School is a Hybrid Independent Study school that serves a high percentage of English Language Learners. EPIC strives to create multiple pathways to meet the divergent needs of our unique student population. EPIC is committed to providing access to high quality standards-based education to students by emphasizing standards based curriculum and creating wrap around services that will meet each individual student's needs.

Things you should know about EPIC:

1. The school is located in a church; Enter through the double doors on the west side of the building OR the main doors in front of the fountain.
2. If you are having an issue please contact Site Manager Nina Semeryuk.
3. Be punctual, prepared and flexible.



Serving 9th – 12th Grade Students

Principal: Nataliya Panasiuk

Vice Principal: TBD

Site Manager: Igor Zhevnutko

Hours 8:15 am to 4:00 pm

900 Grace Ave, Sacramento, CA 95838
(916) 286-1902

Futures is a small school providing students with an excellent, standards-based education that will prepare them for the rigor of the university and the competition of the workplace in a global environment. At Futures, we have high expectations for our students, and working in partnership with parents, administrators, and faculty, we seek to develop students that are effective communicators, critical thinkers, self-directed learners, and responsible citizens. Our goal is to enable students to pursue opportunities for personal enrichment and to lead fulfilling lives.

Things you should know about Futures:

1. Small class sizes, Honors, Advanced Placement, Engineering Classes, and Project Lead the Way.
 2. Be punctual, adaptable, flexible and professional
- If you are having an issue please contact the Administrative Assistant



Serving TK-8th Grade Students

Director of IB & Special Projects/Principal: Joi Tikoi

K-8 Campus Principal: Deep Dhillon

K-8 Campus Principal: Stephanie Croyle

Site Manager: Roman Palamar

Hours 08:15 am to 3:30 pm

With an Afterschool Program

900 Morse Avenue, Sacramento, CA 95864

(916) 286-1985

GIS is an International Baccalaureate World School program candidate, which emphasizes high academic achievement including college and university preparation. The International Baccalaureate (IB) program has proven outcomes with diverse populations. GIS prepares students to become responsible citizens in a 21st century world of cultural diversity and rapid technological change. The GIS mission is to prepare students for a competitive, globalized, interconnected, and technologically advanced future by expecting each student's personal best in learning English and one additional modern world language.

Things you should know about GIS:

1. Serve a significant number of Free and Reduced-price lunch participants as well as English language learners.
2. All students participate in foreign language instruction.
3. Be punctual, be professional, be flexible and able to manage different types of systems and people.
4. If you have any issues contact the Site Manager.



Serving TK-8th Grade Students

Principal: Erin Marston
Vice Principal: Daniel Coonan
Site Manager: Ryan Strobel

Hours 08:30 am to 3:30 pm

With an Afterschool Program

900 Grace Ave, Sacramento, CA 95838

(916) 286-5183

Higher Learning Academy's mission is to provide instructional, personal and behavioral support that will allow each student to academically perform at his or her personal best achievement level and to consistently demonstrate responsible, resourceful, a respectful behavior towards self and others. HLA's students are wonderful, but an economically disadvantaged population, with more than 90% eligible for Free/Reduced lunch.

Things you should know about HLA:

1. We serve a cultural diverse population, in an under resourced community.
2. Be punctual, adaptable, flexible and professional

If you are having an issue please contact the Site Manager or the Administrative Assistant



Director of CTE & Special Projects/Vocational Academies Director: Morri Elliott

Vocational Academies Principal (CTE): Ashley Madden (All Sites)

Vocational Academies Campus Principal: Christina Smith (SAVA Sac)

Vocational Academies Campus Principal: Ric Reyes (SAVA Elk Grove)

Vocational Academies Campus Principal: Tara Jones (SAVA Sim Center)

Vocational Academies Principal: Summer Ash (SAVA CIA)

Vocational Academies Campus Principal: Kyle Castleman (SAVA North Natomas & Firehouse)

Independent Study School

Hours 8:00 am to 4:00 pm

SAVA Sacramento

5330 Power Inn Rd.
Sacramento, CA 95820
387-8063

SAVA Elk Grove

3141 Dwight Rd. #400
Elk Grove, CA 95758
428-3200

SAVA SIM Center

6207 Logan St.
Sacramento, CA 95820
275-0507

SAVA Firehouse

810 Grand Ave
Sacramento, CA 95838
275-0513

SAVA North Natomas

1214 N. Market Blvd. St. Ae
Sacramento, CA 95834

SAVA CIA

815 S Street
Sacramento, CA 95811

SAVA is a very unique setting, non-traditional school with a career and vocational emphasis. SAVA has a special focus on high risk, out-of-school youth, and disenfranchised students, wards of the court, recovered dropouts, pregnant/parenting teens and student who have not been successful in traditional schools for various reasons. SAVA provides students with a flexible learning environment; students have access to a college preparation curriculum as well as general curriculum focused on attaining a high school diploma.

Things you should know about SAVA:

1. Very unique setting, non-traditional, lots of small groups and one-on-one interaction.
2. Be punctual, engaging, task-oriented, and able to manage different types of systems and people.
3. Be flexible, be willing to help with different types of tasks and help administrators, teachers and students.
4. If you have an issue please contact the Site Vice Principal.



Vocational Academies Director: Morri Elliott

Elementary, Middle and High School

Hours 8am-3pm

1214 North Market Blvd
Sacramento, CA 95834

Gateway Community Charters Virtual Academy is providing students and families in the greater Sacramento region with an innovative option for students to learn and grow in a virtual instructional setting! The Virtual Academy offers the quality educational experience you've come to expect from GCC in a virtual learning environment. This educational alternative is tuition-free and enrollment is open to all students in grades K-12.

Gateway Community Charters Virtual Academy will provide high quality curriculum, instructional support, and college and career preparation for students in our community.

- Emphasizing standards-based curriculum
- Providing parents and guardians with instructional guidance and support
- Identifying student instructional needs and providing personalized educational plans
- Assessing student learning style, modality and achievement
- Providing access to career opportunities including internships and job shadowing

ACKNOWLEDGMENT

PLEASE READ THE SUBSTITUTE GUIDELINES AND EMPLOYEE HANDBOOK AND COMPLETE AND RETURN THIS PORTION TO GCC HUMAN RESOURCES.

PRINT NAME: _____
First Name Last Name

I acknowledge that I have received a copy of the GCC Substitute Guidelines & Employee Handbook (board approved and adopted on July 28, 2020). I understand that I am responsible for knowing and adhering to the policies set forth in the Substitute Handbook during my employment with GCC.

I understand the policies contained in the Substitute Guidelines & Employee Handbook are not intended to create any contractual rights or obligations, and GCC reserves the right to amend, interpret, modify, or withdraw any portion of this Substitute Handbook at any time.

Just as I am free to terminate the employment relationship with GCC at any time, I understand and agree that my relationship with GCC is at-will which means that my employment is for no definite period and may be terminated by GCC at any time and for any reason with or without cause or advance notice. I also understand that GCC may demote or discipline me or alter the terms of my employment at any time at its discretion, with or without cause or advance notice.

I understand and agree that the terms of this Acknowledgment may not be modified or superseded except by a written agreement that expressly states that it is modifying this Acknowledgment and/or the at-will relationship, and is signed by me and the Superintendent/CEO. I also understand that no other employee representative of GCC has the authority to enter into any such agreement.

Any agreement to employ me for any specified period of time or that it is otherwise inconsistent with the terms of this Acknowledgment will be unenforceable, unless in writing, and expressly states that it is modifying this Acknowledgment and/or the at-will relationship, and is signed by me and the Superintendent/CEO.

I further understand and agree that if the terms of this Acknowledgment are inconsistent with any policy or practice GCC now or in the future, the terms of this Acknowledgment shall control.

I acknowledge that I have read and understand the following policies included in this handbook:

- | | |
|--|--|
| • Duties of the Substitute | • Accidents and Illness |
| • Substitute Expectations and Requirements | • Rules of Conduct |
| • Respecting Confidentiality | • Sick Leave |
| • Sexual Harassment | • Employee Use of Technology |
| • Child Abuse Reporting Requirements | • Anti-Discrimination |
| • At-Will Employment | • Pre-Employment Policies & Background Check |

Finally, I agree that this Acknowledgment contains a full and complete statement of the agreements and understanding that it recites, and that I agree that this Acknowledgment supersedes all previous agreements, whether written or oral, express or implied, relating to the subjects covered in this Acknowledgment.

Signature

Date