

Handbook for Classified Substitutes



2013-14

*San Luis Coastal Unified School District
1500 Lizzie Street
San Luis Obispo CA 93401
(805) 549-1235*

SubFinder Phone 1-866-223-6101 or <https://sanluis.subfinderonline.com/login/login.asp>



August 2013

WELCOME!

Substitutes play a vital role in the daily education and routine of San Luis Coastal students. Your role is far more than filling the vacancy of an employee who has to be away from his or her job. Your importance to students and parents alike is in the unique opportunity you bring for students to have a new learning experience, to relate to another adult, and to specifically interact in a way that may bring new insight and knowledge to the students.

The regular staff recognizes the difficulty of many of your assignments. We all greatly appreciate the energy and skill you put forth to make our schools run smoothly.

The current hourly pay rates are:

<i>Clerks: \$15.30</i>	<i>Custodians: \$15.90</i>	<i>Interpreters: \$27.00</i>
<i>Crossing Guards: \$10.71</i>	<i>Food Service: \$12.73</i>	<i>Instructional Aides: \$13.20</i>
<i>Bus Drivers: \$17.12</i>	<i>Playground Supervisors \$11.17</i>	<i>Library Technician: \$19.59</i>

This Handbook has some good suggestions to assist you in substituting. They are set forth for your consideration and direction. We hope you will refer to this Handbook when necessary. I personally solicit your suggestions for the continued improvement of our schools.

School begins on August 23 2013. Have a great year!

Sincerely,

*Ryan Pinkerton
Director of Personnel Services*

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INFORMATION ABOUT CLASSIFIED SUBSTITUTE POSITIONS

1. DEFINITION

A classified substitute may assist the San Luis Coastal Unified School District covering for an employee who is away from assignment. The substitute might also be asked to work in addition to regular staff members when workloads are heavy.

2. QUALIFICATIONS FOR CONTINUED EMPLOYMENT

Clearances:

Tuberculosis: Each substitute must present evidence of freedom from active tuberculosis at least every four years. Evidence may be a certificate or letter from a doctor or health officer, or other authorized agency, stating that an intradermal tuberculin test (skin test) was taken, that the results were negative, and the date the test was taken. If you do not update your TB test when notified of expiration, you will be dropped by the substitute list.

Fingerprints: You must also have fingerprint clearance from the Department of Justice and our County Office of Education prior to beginning work.

Evaluations: The District wants you to know that you may be evaluated by the staff and/or principals if your services prove to be exceptional, either positively or negatively. If your services are such that you are not wanted back in a particular class or school, a written statement, signed by the principal, and indicating the nature of the problem (s) must be sent to the Personnel Office. A copy of this evaluation will be forwarded to you. In such a case, this written statement will be used as a basis for counseling with you concerning your work. You are entitled to provide written comments to be attached to evaluations submitted.

Professional Development: You are also encouraged to take any classes that may increase your skills in performing your substitute duties. These may be available through San Luis Coastal Adult Education, Cuesta College, or Cal Poly. Volunteering for San Luis Coastal Unified School District may also increase your job skills.

3. RATE OF PAY

Rate of pay is established by the Board of Education. In accordance with District policies, the long-term substitute may receive a higher rate of pay because of the added responsibility of doing more of the regular employee's work. Under no circumstances should a substitute work greater than 8 hours per day.

Employment of Retired District Employees

According to Government Code Section 21229, PERS retirees who are employed as substitutes may not be paid less than the minimum nor exceed that paid by the employer to other employees performing comparable duties.

Retired clerical substitutes are assigned to a wide range of clerical positions from Secretary Clerk to Administrative Secretary. A single rate for retired employees at Step 224A of the CSEA

Salary Schedule would allow the District to employ them in a variety of positions from Secretary Clerk to Secondary School Secretary while still meeting the minimum-maximum requirements of code. For day-to-day substitute assignments in the Administrative Secretary class, Step 227A of the CSEA Salary Schedule will meet the minimum requirement of code.

Employees who retire from the District and are then reemployed as substitutes in other classes will be individually evaluated and paid at the rate which meets the requirements of code. As an example, a retired Library Media Center Technician could be reemployed as a substitute Library Technician and allow the District to meet code requirements. As another example, a retired Senior Food Service Worker who is employed to substitute in a range of positions (Senior, Cook, Baker, or Food Service Worker) would have to be assessed for appropriate payment.

Employment of Former District Employees

Former employees who resign, but do not retire from the District, will be paid at the posted substitute rates.

Limited Term Assignments

Substitutes who are hired to fill a vacant position while an eligibility list is being established will be paid at Step A of the class to which assigned.

Long-Term Assignments

Substitutes who are hired to cover the long-term absence of a regular employee and who serve 20 or more consecutive days in the same assignment will receive a higher rate of pay retroactive to the first day of the assignment. The rate of pay shall be Step A of the class to which assigned.

4. TIMECARDS

Time is reported on an official pink Classified Substitute Timecard which may be obtained at the work site on the first day of service each month. The timecard should be used from the 26th of a month through the 25th and turned in **to Payroll** no later than the 26th. If you want a copy for your records, please don't ask the secretaries to do so for you.

The timecard may be left with the School Secretary if the substitute is working at a school on the 25th. Ask the School Secretary if the mail will reach Payroll by the end of the day. If not, it may need to be hand-delivered to Payroll. Payroll is in the building behind Personnel. Otherwise it may be mailed or brought to the Payroll Office, 1500 Lizzie Street, San Luis Obispo. If mailing to Payroll, please remember to adhere to the deadline. It must be in Payroll no later than the 26th in order to meet the 10th payday. If the substitute fails to meet the deadline, he/she will be paid the next month.

June timecards for substitute MUST be in the Payroll Office no later than 4:30 pm as soon as school is over for the year. Any timecards that are received in Payroll after the deadline will be paid in July. If the person will be working again in June, it is necessary to start another timecard. Any timecards for work done the last part of June need to be in payroll on June 30. Do not, under any circumstances, combine June and July hours on the same timecard!

Use your legal name only on the timecard. Put your Employee I.D. Number on each timecard. Be sure to sign your card; we cannot pay without your signature. Please be sure the job number is entered for each day you work. If you have any questions regarding payroll, call the Payroll Office at 549-1212.

Exception: Food Service Substitutes must turn in timecards to Food Services Department. Custodial Substitutes must turn in timecards to Arnie Silacci at BG&T for approval.

5. NOTIFICATION OF ASSIGNMENT

San Luis Coastal uses an automated caller (SubFinder) to assign clerical, custodial, library tech, food service, and special education paraeducator substitutes. The database contains the names of all of our employees, their work hours, work assignments and locations. It also contains the names of all substitutes and the areas in which they are qualified to work, the sites at which they will work and their days of availability. When an employee is absent, he/she can either input the absence by login into the Internet or calling the computer and, with the assistance of a menu-driven system, enters the date(s) of his/her absence. The employee may request a particular substitute or may allow the automated system to assign the substitute. The employee may also "pre-arrange" coverage with a substitute, inform the SubFinder computer by phone or on the Internet to register the absence indicating the substitute has been pre-arranged and to not call that substitute nor any other substitute.

You have been provided a Reference Guide for using SubFinder. The system will call you to offer jobs and to notify you of canceled jobs. You may call 1-866-223-6101 or login to the Internet at www.slcsd.org to hear about available jobs, review an assignment and to modify your availability. The features available to you are described in greater detail in the Reference Guide.

A couple of hints about using the automated caller:

1. *Listen carefully!* The system may offer you a job starting that day, the following day, next week, or next month. The job may be for a half day, a full day, a couple of hours, or more than one day. It is important to listen carefully to the dates and times of the job.
2. *Write down the job number!* It is important that you have the job number and employee's name with you when you report to work. We cannot pay you without the job number.
3. *You can call the system (1-866-223-6101) or login into the Internet by going to www.slcsd.org to hear about available jobs that you are qualified for.*

As a rule, the Personnel Office does not keep track of the number of jobs you decline—nor the reason for doing so.

Please check in with School Secretary when reporting to work. She will give you a Classified Substitute badge to wear for the day. Please surrender it to her upon leaving campus.

6. CHECKING IN/OUT

Always let the School Secretary know you've arrived. She will give you an Authorized Classified Substitute badge which must be worn at all times while on campus. Remember, your identification as a Classified Substitute is imperative in case of an emergency. Please surrender the badge to the School Secretary when checking out for the day.

7. PARKING RESTRICTIONS

Laguna Middle School: You may park anywhere except the first row nearest the office.

Los Osos Middle School: You may park anywhere you desire, no sticker required.

Morro Bay High School: You may park in the visitor parking in front of the cafeteria or obtain a visitor's temporary parking permit from the Receptionist.

San Luis Obispo High School: You may park in a staff parking with appropriate sub parking tag on dash. Be sure to "sign in" in the Visitor's Log located on the front counter, directly next to the Principal's Secretary desk. You need to list the make, model, color and license plate number of your car. If you fail to do this you may be ticketed by the San Luis Obispo Police Department. If you do receive a ticket, immediately take it to the School Secretary.

8. MILEAGE REIMBURSEMENT

If you are covering for an employee who travels from one site to another during the course of a school day, you may be compensated for your mileage at the current IRS rate. You will be reimbursed only for the mileage between sites—not to or from your home. Please complete an orange Monthly School Business Mileage Log throughout the month (see Page 19) and submit it to Debbie Jergens for approval. You may obtain the form from any School Secretary.

9. CHANGE OF ADDRESS OR TELEPHONE NUMBER

Substitutes are urged to keep the Personnel Office notified of any changes in address or telephone number. This is especially important for the substitute caller. We need to change your phone number in the system in order for you to be able to receive calls.

10. YOUR RESPONSIBILITIES AS A SUBSTITUTE

It is not necessary to wear "dress up" clothing, but avoid a too casual appearance. Remember that you will be working with other professionals, parents, and students, so the more professional you look and act, the easier it will be to gain their respect.

Food Service Substitutes: Light colored slacks or skirts are appropriate. For your safety, low heeled, closed-toe shoes are required. It is better not to wear canvas shoes, since they do not provide adequate protection. Hair nets are required. Please bring one with you.

At no time are any of the substitutes to dispense medications to students.

If you are injured at school, please fill out an accident report with the school secretary immediately and notify the Substitute Office at 549-1235.

11. USE OF TECHNOLOGY

It is imperative that you not misuse the District's access to the Internet. It is available to you for District-related business only.

12. SEXUAL HARASSMENT POLICY

The District has a Sexual Harassment policy in place. The following is a brief synopsis of the policy.

Any form of sexual harassment directed toward students, employees, applicants for employment or any other persons associated with the school district is prohibited. District personnel who permit and/or engage in sexual harassment are subject to disciplinary action. Such disciplinary action may include dismissal from employment. Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal, visual or physical conduct of a sexual nature made by someone in the work or educational setting. Some examples of sexual harassment, whether committed by a supervisor or any other employee are:

1. Unwelcome leering, sexual flirtations or propositions;
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions;
3. Graphic verbal comments about an individual's body, or overly personal conversation;
4. Sexual jokes, stories, drawings, pictures or gestures;
5. Spreading sexual rumors;
6. Touching an individual's body or clothes in a sexual way;
7. Cornering or blocking of normal movements;
8. Displaying sexually suggestive objects in the educational or work environment; and
9. Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or one who participates in the investigation of a sexual harassment complaint.

If you have need to report a sexual harassment policy violation, please contact the Personnel Office.

13. CHILD ABUSE REPORTING

It is important that, if you suspect child abuse, you discuss this with the Principal immediately. If the Principal is unavailable, please see the teacher-in-charge or School Secretary. The school administrator can assist you with the appropriate paperwork for making a report. It is, however, your ultimate responsibility to report to Social Services or the Police/Sheriff.

14. DRUG-FREE AND TOBACCO-FREE SITES

All San Luis Coastal Unified School District offices and school sites and grounds are to be free of the use and possession of illegal drugs and tobacco products.

15. RETIREMENT PROGRAMS

By law, the school district must cover all employees through some type of retirement system. For Classified Substitutes, we will contribute to Social Security.

If a Classified Substitute either works more than 1,000 hours during the fiscal year (July to June) or the employee has vested funds on deposit, they will be made a member of CalPERS. Once the

qualifying factors are met, it is *mandatory* that the employee become a member and will remain a member as long as they are employed by any CalPERS-covered employer. The SISC Defined Benefit Plan will no longer cover the employee, though prior benefits will remain available upon termination of employment.

PLEASE NOTE: Once an employee has qualified for CalPERS, full Social Security taxes (Medicare & OASDI) will be deducted from your paycheck. CalPERS contacts the member directly once it is determined that he/she is eligible to terminate their membership (not employed with any covered employer).

If you have at some time been a member of CalPERS and are not sure whether or not you are now a member, you can find out by calling the CalPERS office in Sacramento (800) 352-2238 or contact your Payroll clerk, (805) 549-1212.

**SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT
Personnel Services**

CLASSIFIED SUBSTITUTE EVALUATION

Name of Classified Substitute _____ School _____

Name of Classified Employee _____ Position _____

Date of Assignment _____

THIS PORTION TO BE COMPLETE BY CLASSIFIED EMPLOYEE:

The Substitute:

	YES	NO
1. Maintained equipment they used	_____	_____
2. Followed your plans	_____	_____
3. Good quality of work	_____	_____
4. Had rapport with other staff/students	_____	_____
5. Left summary of day's activities	_____	_____
6. Left job site in order	_____	_____

Would you request this classified substitute again? _____

(If this is checked NO, we must have a signature from the site administrator)

Employee's comments:

Teacher's signature: _____ Date _____

THIS PORTION TO BE COMPLETED BY PRINCIPAL OR SITE ADMINISTRATOR:

The Substitute:

	YES	NO
1. Checked in at the office	_____	_____
2. Arrived on time	_____	_____
3. Followed school procedure	_____	_____
4. Followed safety procedure	_____	_____
5. Checked after school for messages/directions	_____	_____
6. Returned the key to the office	_____	_____

Would you have this classified substitute return to your site in the future? YES NO

Did you personally speak to the classified substitute about this evaluation YES NO

Principal's comments: _____

Principal's signature: _____ Date: _____

SCHOOL LOCATIONS

Elementary Schools

BAYWOOD ELEMENTARY SCHOOL - 1330 9th Street, Los Osos; 534-2856

Located at the corner of 9th and El Moro in Los Osos. From Los Osos Valley Road or Highway 1, turn onto South Bay Blvd. When coming from Los Osos, turn left at the signal onto Santa Ysabel. When coming from Highway 1, turn right at the signal onto Santa Ysabel. Proceed to 11th Street and turn left; then right at El Moro. Turn right on 9th Street. The parking area is on the north side of the school.

Principal: Jennifer Dinielli Secretary: Diane DuBois

BISHOP'S PEAK/TEACH ELEMENTARY SCHOOL - 451 Jaycee Drive, SLO; 596-4030

Once on Foothill Blvd., turn on Patricia and left on Craig, then right on Jaycee. Proceed to the school at the top of the hill.

Principal: Dan Block Secretary: Janet Crabb

DEL MAR ELEMENTARY SCHOOL - 501 Sequoia, Morro Bay; 771-1858

Take Highway 1 to San Jacinto stop light in north Morro Bay. Turn east at the light and proceed to Fir Street. Turn left and proceed one (1) block to corner of Fir and Sequoia.

Principal: Janet Gould Secretary: Laurie Vallens

HAWTHORNE ELEMENTARY SCHOOL - 2125 Story St., SLO; 596-4070

From Broad Street (Highway 227), turn onto Sandercock Street. The school is on the corner of Sandercock and Story. The office can be reached from Sandercock Street.

Principal: Kirt Collins Secretary: Josie Grady

LOS RANCHOS ELEMENTARY SCHOOL - 5785 Los Ranchos Road, SLO; 596-4075

From Broad Street (Highway 227), proceed several miles out of the city center. Just south of the airport, turn at the signal at Los Ranchos Road. The school will be on your left after about ¼ mile.

Principal: Marylou Gooden Secretary: Bev Bryn

MONARCH GROVE ELEMENTARY SCHOOL - 348 Los Osos Valley Rd., Los Osos; 534-2844

Take Los Osos Valley Road going to Los Osos. Go past the shopping centers in Los Osos, then turn right on Doris Street.

Principal: James Schoolis, Ed.D. Secretary: Sarah Johnson

PACHECO ELEMENTARY SCHOOL - 261 Cuesta Drive, SLO; 596-4081

From *Foothill Blvd.*, turn north on *Ferrini Road* (near McDonald's). The school is one block up on the left side of the street.

Principal: Rick Mayfield *Secretary: Diana Brown*

SINSHEIMER ELEMENTARY SCHOOL - 2755 Augusta, SLO; 596-4088

Take *Johnson Avenue*, then turn west on *Sydney Street*. Then turn left on *Augusta Street* and proceed about two (2) blocks. Sinsheimer is on the right-hand side of the street. Additional parking is on the left.

Principal: Jeff Martin *Secretary: Beverly Schalwitz*

C.L. SMITH ELEMENTARY SCHOOL - 1375 Balboa, SLO; 596-4094

From Downtown SLO: Take *Madonna Road* and turn north on *Oceanaire*. Turn left on *Lakeview Street*, then right on *Balboa*. The parking lot is at the far end of the school.

On Los Osos Valley Road coming from Foothill or Los Osos: Turn left on *Oceanaire* (first street past Laguna Middle School), go to the stop sign at Balboa. Turn right and the school is about ½ block ahead.

Principal: Daniel Peverini *Secretary: Carol Cauley*

Secondary Schools

LAGUNA MIDDLE SCHOOL - 11050 Los Osos Valley Road, SLO; 596-4055

From *Highway 101* or *Madonna Road*, take *Los Osos Valley Road* going west. Laguna is on the east side of the road, opposite the golf course.

Principal: John Calandro Assistant Principal: Scott Schalde Secretary: Teresa Smith

LOS OSOS MIDDLE SCHOOL - 1555 El Moro Street, Los Osos; 534-2835

From *Highway 1* or *Los Osos Valley Rd.*, take *South Bay Blvd.* Located at the corner of *El Moro Street* and *South Bay Blvd.*

Principal: Kyle Pruitt, Ed.D. Assistant Principal: Karl Blum Secretary: Carrie Trujillo

MORRO BAY HIGH SCHOOL - 235 Atascadero Road, Morro Bay; 771-1845

Take *Highway 1* to the *Atascadero Rd.* off-ramp (*Highway 41*). Turn west on *Atascadero Road* until you reach the driveway leading into MBHS (right-hand side, across the street from the Motel 6 entrance).

Principal: Daniel Andrus Assistant Principal: Kathy Buehler-Lipsey Secretary: Cindee Varni

PACIFIC BEACH HIGH SCHOOL - 11950 Los Osos Valley Road, SLO; 596-4023

The school is between *Madonna Road* and *Highway 101* on the east side of *Los Osos Valley Road*.

Administrator: Andrew Marinello Secretary: Kelly Lowe

SAN LUIS OBISPO HIGH SCHOOL - 1499 San Luis Drive, SLO; 596-4040

The entrance is on *San Luis Drive*, between *California Blvd.* and *Johnson Ave.* Park in the staff parking area or behind the District business offices. Report to the Main Office in the two story building at the top of the grassy hill.

Principal: Leslie O'Connor Assistant Principal: Julie Mamo-Beckius Secretary: Shaw Van Dyke

Other Locations

ADULT EDUCATION - 1500 Lizzie Street, SLO; 549-1222

From *Johnson Ave.*, turn east on *Lizzie Street* (opposite French Hospital entrance). Go two (2) blocks; turn left.

Coordinator: *Sally Ames* Secretary: *Judy Adkison*

FOOD SERVICES - Located at Laguna Middle School; 596-4064

Director: *Kathy Martin* Kitchen Supervisor: *Diane Basti* Account Clerk: *Lisa Chan*

INSTRUCTIONAL MEDIA CENTER (IMC) and BUILDINGS, GROUNDS & TRANSPORTATION (BG&T) 937 Southwood, SLO; 596-4114

Take *Johnson Avenue* or *Orcutt Road* to *Laurel Lane*. Then turn onto *Southwood*. Turn left into the driveway just before entering the parking lot for Sinsheimer Pool. The IMC and BG&T offices are located in the building directly ahead of you as you go down the driveway.

District Elementary Librarian: *Sharon Haupt* Operations Supervisor: *Arnie Silacci*

INSTRUCTIONAL SERVICES DEPARTMENT - 1500 Lizzie Street, SLO; 549-1247

From *Johnson Ave.*, turn east on *Lizzie Street* (opposite French Hospital entrance). Go two (2) blocks; turn left.

Secondary Director: *Kimberly McGrath* Secretary: *Cheryl Hill*
Elementary Director: *Amy Shields* Secretary: *Jessica Rodriguez*

STUDENT SERVICES DEPARTMENT - 1500 Lizzie Street, SLO; 549-1218

From *Johnson Ave.*, turn east on *Lizzie Street* (opposite French Hospital entrance). Go two (2) blocks; turn left.

Executive Director: *Diane Frost* Secretary: *Tambra Moore*

INFORMATIONAL SERVICES AND TECHNOLOGY DEPARTMENT - 1500 Lizzie Street, SLO; 549-1224

From *Johnson Ave.*, turn east on *Lizzie Street* (opposite French Hospital entrance). Go two (2) blocks; turn left.

Director: *Kimberly McGrath* Secretary: *Natalie Santos*

San Luis Coastal Unified School District

Instructional Calendar for 2013-14 - REVISED

180 School Days, 186 Teacher Work Days

Local Recess - No students or teachers in attendance. All other employees work unless otherwise indicated in their work year calendars.
 Legal Holiday for all employees and students
 Professional Development (PD) Day/Teacher Work Day - No students in attendance -

Month	M	T	W	Th	Fr	Comments
July	1	2	3	4	5	4 - Independence Day
	8	9	10	11	12	
	15	16	17	18	19	
	22	23	24	25	26	
	29	30	31			
August				1	2	19-20 Prof Development
	5	6	7	8	9	21 - Teacher Work Day
	12	13	14	15	16	22- School Begins
	19	20	21	22	23	
September	2	3	4	5	6	2 - Labor Day
	9	10	11	12	13	
	16	17	18	19	20	
	23	24	25	26	27	
	30					
October		1	2	3	4	
	7	8	9	10	11	
	14	15	16	17	18	
	21	22	23	24	25	
November	28	29	30	31		
					1	11 - Veteran's Day
	4	5	6	7	8	13 - 14 - SLOHS Min. Day
	11	12	13	14	15	15 - Elem Work Day & Sec. Prof. Development
	18	19	20	21	22	18-22 Elem Conf Wk -Min. Days
	25	26	27	28	29	27 - Local Recess
						28-29 - Thanksgiving Holiday
December	2	3	4	5	6	18-20 MBHS Finals - Min. Day
	9	10	11	12	13	24-25 - Winter Holiday
	16	17	18	19	20	23-1/3 - Winter Break
	23	24	25	26	27	31 - Holiday in lieu of Admission Day (Classified Staff)
	30	31				

Month	M	T	W	Th	Fr	Comments
January			1	2	3	1 - New Year's Day
	6	7	8	9	10	6 - MBHS Teacher Work Day
	13	14	15	16	17	17 - LAMS/LOMS Sem. ends
	20	21	22	23	24	17 - Elem Prof Dev & Middle School Work Day
	27	28	29	30	31	20 - Martin Luther King, Jr. Holiday
February	3	4	5	6	7	17 - Lincoln's Birthday
	10	11	12	13	14	26 - 27 SLOHS Finals - Min. Day
	17	18	19	20	21	28 - SLOHS Teacher Work Day
March	24	25	26	27	28	
	3	4	5	6	7	6-7 Elem Minimum Days
	10	11	12	13	14	10-14 - Elem Conf Wk - Min.
	17	18	19	20	21	24-28 Spring Break
	24	25	26	27	28	
April	31					
		1	2	3	4	18- Holiday in lieu of Lincoln's Birthday
	7	8	9	10	11	
	14	15	16	17	18	
May	21	22	23	24	25	
	28	29	30			
				1	2	26 - Memorial Day
	5	6	7	8	9	
	12	13	14	15	16	
	19	20	21	22	23	
June	26	27	28	29	30	
	2	3	4	5	6	3-5 - MBHS Finals Min. Day
	9	10	11	12	13	4-5 - SLOHS Finals Min. Day
	16	17	18	19	20	5 - LAMS/LOMS Min. Day
	23	24	25	26	27	5 - Last Day of School
30					6 - Teacher Work Day	

Approved by the Board of Education on August 21, 2012.
Revised March 19, 2013

**SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT
CLASSIFIED SUBSTITUTE TIMECARD
Paid on 10th Payroll**

PINK

Employee's Name: _____

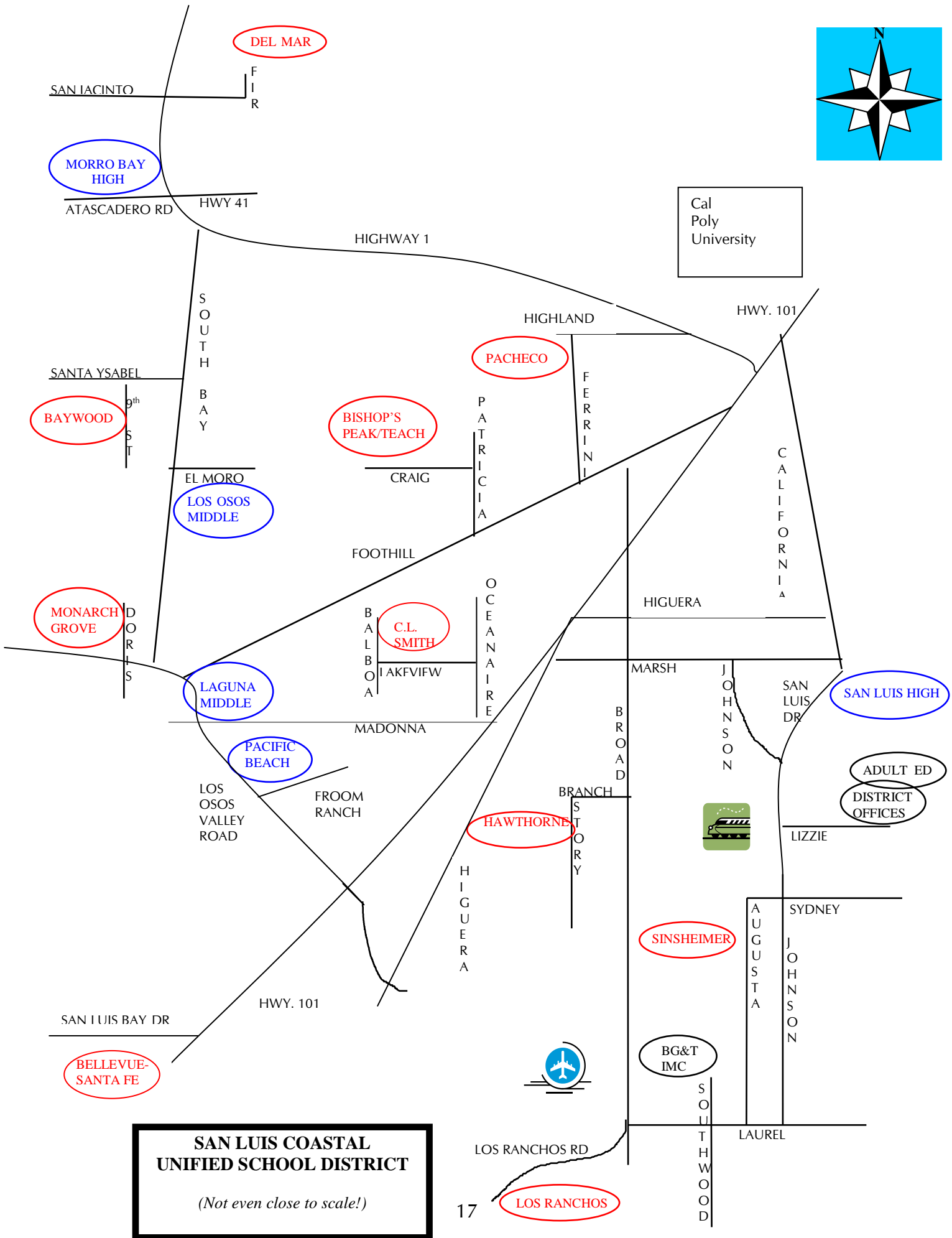
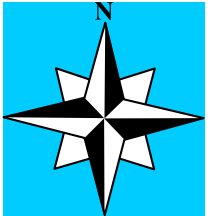
Employee #: _____

Month/Year:	DATE	HOURS		TOTAL HRS. WORKED	SUBSTITUTE FOR: <small>Include Job # w hen available</small>	TYPE OF ASSIGNMENT:	Account Number <small>(if Available)</small>	Approved By
		IN	OUT					
	26							
	27							
	28							
	29							
	30							
	31							
	1							
	2							
	3							
	4							
	5							
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	16							
	17							
	18							
	19							
	20							
	21							
	22							
	23							
	24							
	25							
				TOTAL HOURS TO BE PAID				

Your Signature Verifies That Time Card is Correct

Employee's Signature
Revised 10/10/12 kp

Approved by: _____
16



**SAN LUIS COASTAL
UNIFIED SCHOOL DISTRICT**
(Not even close to scale!)

**SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT
MONTHLY SCHOOL BUSINESS MILEAGE LOG/CLAIM**

Site-to-Site Mileage Chart can be found at [W:\Reference\Mileage Reference Chart](#)

Claimant _____

Position _____ Month _____

Date	Beginning Odometer or District Site	Ending Odometer or District Site	Total Miles	Destination	If Meeting or Training	
					Name	Department

Total School Business Miles _____ x \$. /mile = \$ _____

Claimant's Signature _____

Budget Account* _____

Supervisor's Approval* _____ Fiscal Services _____

****Not required if claim is for mileage to attend school business-related meeting or training only.***

MILEAGE REFERENCE CHART

Site-to-Site Mileage

	BA	BP/TE	DM	HA	LR	ME	MG	PA	SI	SM	SU	LAMS	LOMS	MBHS MBCY	PBHS	SLHS DO	BSF	GRAND	SLCY IMC	VI
BA	0	11.5	7	16	20	5	2	14	16.5	10.5	1.5	10	1	6	11	15.5	16	15	15	11
BP/TE	11.5	0	14.5	3.5	8	12.5	11	1	4	4.5	10.5	4	11	13.5	5	3	9.5	2.5	4.5	4.5
DM	7	14.5	0	17	21.5	2.5	9	14	17	18	8.5	18.5	6.5	1.5	19	16	23	15.5	17.5	19
HA	16	3.5	17	0	4.5	14.5	12.5	2.5	2	2.5	12	3	13.5	15	4	1.5	7.5	2.5	2	2.5
LR	20	8	21.5	4.5	0	18.5	16.5	6.5	4.5	6.5	16	7	19.5	19	5.5	5.5	9.5	6.5	4.5	6.5
ME	5	12.5	2.5	14.5	18.5	0	7	12	15	16	6.5	16.5	4.5	1.5	17	14	21.5	13.5	15.5	17
MG	2	11	9	12.5	16.5	7	0	11	14.5	10.5	1	9.5	2.5	8	10.5	15	16	12.5	14	10.5
PA	14	1	14	2.5	6.5	12	11	0	3.5	5	10.5	4	13.5	13	5	3	9.5	2	4	5
SI	16.5	4	17	2	4.5	15	14.5	3.5	0	4.5	14	5	16	15.5	5.5	1	9.5	2.5	1	4.5
SM	10.5	4.5	18	2.5	6.5	16	10.5	5	4.5	0	10	1	10.5	17	1.5	3.5	7.5	4	4	1
SU	1.5	10.5	8.5	12	16	6.5	1	10.5	14	10	0	9	2	7.5	10	14.5	15.5	13.5	13.5	10
LAMS	10	4	18.5	3	7	16.5	9.5	4	5	1	9	0	10.5	18	1	5	6.5	4.5	5.5	1
LOMS	1	11	6.5	13.5	19.5	4.5	2.5	13.5	16	10.5	2	10.5	0	5.5	9.5	15.5	16	15.5	14	10.5
MBHS MBCY	6	13.5	1.5	15	19	1.5	8	13	15.5	17	7.5	18	5.5	0	17	15	22	15	16.5	18.5
PBHS	11	5	19	4	5.5	17	10.5	5	5.5	1.5	10	1	9.5	17	0	6	5.5	5	4.5	0.5
SLHS DO	15.5	3	16	1.5	5.5	14	15	3	1	3.5	14.5	5	15.5	15	6	0	9	2	1.5	5
BSF	16	9.5	23	7.5	9.5	21.5	16	9.5	9.5	7.5	15.5	6.5	16	22	5.5	9	0	9	9	5.5
GRAND	15	2.5	15.5	2.5	6.5	13.5	12.5	2	2.5	4	13.5	4.5	15.5	15	5	2	9	0	3	5
SLCY IMC	15	4.5	17.5	2	4.5	15.5	14	4	1	4	13.5	5.5	14	16.5	4.5	1.5	9	3	0	4
VI	11	4.5	19	2.5	6.5	17	10.5	5	4.5	1	10	1	10.5	18.5	0.5	5	5.5	5	4	0