

# *Substitute Unit Frequently Asked Questions*

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

A: Yes. You must fill out Availability and Reasonable Assurance renewal forms and return the originals in the U.S. mail. Any deadlines will be included in the forms you will receive in the U.S. mail. You need to complete your renewal only once a year. Please keep a copy of your R/A forms for your records.

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**Q: Do Contract Pool, Displaced, and Permanent RIF teachers have priority over day to day Substitute Teachers?**

A: The District requires all substitute assignments be filled according to the Education Code and Collective Bargaining provisions in calling priority as follows:

1. Contract Pool Teachers temporarily assigned to the substitute pool and laid off permanent teachers will be the first assigned substitute teachers of the day regardless of any pre-arranged or requested substitute teachers by schools or employees.
  2. All remaining Certificated Substitute assignments are required to then be filled by the calling priority order found in the UTLA/District Agreement Article XIX, 5.3.
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**Q: Do the Displaced or Contract Pool teachers have to accept the first call of the day and will they have multiple choices via phone or on-line?**

A: Displaced teachers are contracted and must adhere to UTLA contract agreement and must accept the first assignment. If a displaced teacher has not been contacted for an assignment by 7:00 am, they must report to their assigned default location.

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

A: Yes. It is your responsibility to make sure that your credential is renewed as required and LAUSD Credentials, Contract and Compliance Services has your credential. The State does not inform the District when you have renewed your credential online. It is your responsibility to give the information to Credentials, Contract and Compliance Services; **Form 8766-2 Emergency 30 Day Substitute Teaching Permit Affidavit** is available at <http://achieve.lausd.net/sub> under "Forms and Publications".

In addition, you must complete the mandatory Child Abuse Awareness Training (CAAT) bi-yearly and have a current T.B. clearance on file. Any changes in address and telephone number must be updated.

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

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

A: If you are to work more than 30 days in the same classroom (20 days for Special Education), the site administrator must contact the Personnel Specialist for his/her school. (You can call (213) 241-5100 to request the name and phone number of the Personnel Specialist for the school.) The Personnel Specialist/Credential Unit will determine if you qualify to continue past 30 days (20 days for Special Education) in the extended assignment.

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**Q: May schools request substitutes using the online SmartFindExpress System?**

A: Substitute teaching assignments can be filled utilizing the online SmartFindExpress system at: <https://lausd.schoolsolutions.com/logOnInitAction.do> or by phone at (877) 528-7378 or (877) LAUSD SUB. SmartFindExpress instructional videos may be accessed from the login page.  
*\*\*Please note: Not all video instructions apply to LAUSD users\*\**

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

A: Yes, you need a Job Number before you report to a school for work. A Job Number allows you to reconcile time-reporting and payroll records, and provides audit reports of number of days worked, unavailables, etc. Yes, you should also maintain detailed records of days/hours worked to reconcile payroll statements.

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

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

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

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

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**Q: What constitutes a late call?**

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

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

A: Yes, but only once per semester. You may fax a written request to the Substitute Unit indicating your requested service level change. Please include your employee number and signature authorizing the change.

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**Q: What is “stand-by” status?**

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

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

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

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

A: August 15<sup>th</sup>, 2017 thru January 5<sup>th</sup> 2018 and January 8<sup>th</sup> 2018 thru June 7<sup>th</sup>, 2018 are the semesters used to count unavailables. If you receive more than 10 unavailables in a semester, you could be placed on stand-by status or separated from employment. (Maximum number of days to be unavailable for a school year may not exceed 90 days.)

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**Q: How do “unavailables” work?**

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

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**Q: What is the difference between making myself “unavailable”, as opposed to “do not call”?**

A: “Unavailable” means that you cannot work for a selected time period. The SmartFindExpress system can still call you with offers for future jobs if you select that option when scheduling unavailable days.

When you create a “Do Not Call”, you are telling the automated substitute calling system that you do not want to receive any calls during that time period. SmartFindExpress will not call you for any reason (e.g. random calls, requests, or future requests) until the end of the selected time period.

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**Q: When do I qualify for extended pay?**

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

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

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

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

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

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

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

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**Q: Do I need to keep my email account active and current?**

A: Yes. The Substitute Unit, as well as other District offices use emails as a primary means of providing pertinent information to you as a District employee. You should be checking your emails minimally on a weekly basis.

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**Q: Can substitutes receive health benefits?**

A: Yes, if you have worked at least 600 hours in a fiscal year between July 1<sup>st</sup> and June 30<sup>th</sup>, you may be eligible for benefit coverage beginning the following September 1<sup>st</sup> through August 31<sup>st</sup>. If eligible, you need to enroll. If you have benefits and do not work at least one day in a pay period, you will lose your health benefits. If you work in a subsequent month, you must re-enroll in benefits. As an exception, if you have worked in May and receive pay in June for the May service, your health benefits will remain active for June, July and August. If you are separated from employment for any reason (e.g. too many unavailables, Inadequate Service Reports, expired credential, etc.) and are reinstated, you must re-enroll for health benefits. For more information, contact the Health Benefits Office at (213) 241-4262.

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**Q: Can substitutes receive paid sick days?**

A: Yes, eligible substitute employees are entitled to up to four (4) paid sick days or 24 hours in a 12-month period beginning on the **90<sup>th</sup> working day** of employment. Paid sick days may only be used on days the employee is scheduled to work or offered an assignment.

Day to Day K-12 substitute teachers may request to use their illness benefit by declining a call in SmartFindExpress and completing and submitting the **Certification/Request of Absence for Illness, Family Illness, New Child** form (Form No. 60.ILL). Form No. 60.ILL may be obtained online at <http://achieve.lausd.net/sub> under "Forms and Publications". The completed form must be faxed or emailed to the Certificated Substitute Unit at (213) 241- 8410 or [subillnessreporting@lausd.net](mailto:subillnessreporting@lausd.net).

Substitute teachers that have been temporarily assigned to work at a site for 21 or more days (extended assignments) should submit Form No. 60.ILL to their school or work site.

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**Q: Do I need to need to complete the mandatory Child Abuse Awareness Training (CAAT)?**

A: Yes, this training is to ensure that all LAUSD employees clearly understand their responsibility as Mandated Reporters of suspected child abuse. Substitutes are to complete the online training twice a year. To access the CAAT video and assessment, please log in to the Learning Zone (<https://lz.lausd.net>).

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

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**Help Desk: (213) 241-6117**

**Fax: (213) 241-8410**

**E-mail: [subdesk@lausd.net](mailto:subdesk@lausd.net)**

**Submit Illness Forms: [subillnessreporting@lausd.net](mailto:subillnessreporting@lausd.net)**

**SmartFindExpress: (877) 528-7378 or (877) LAUSD SUB**

**SmartFindExpress Web: <https://lausd.eschoolsolutions.com/logOnInitAction.do>**

Note: Phone registration is required **BEFORE** accessing the SmartFindSystem website.