

2023-2024 SCHOOL YEAR

# Substitute Teacher Handbook

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# WELCOME TO HANOVER SCHOOL DIVISION

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## Dear Substitute Teacher,

Welcome to Hanover School Division! We are pleased that you have applied to substitute teach in our Division.

Please be aware that all substitute teachers will be assigned an HSD email account and access to Employee Connect. You can access your payroll related information, T4 and communicate your availability dates using Employee Connect. Please contact [teachersubs@hsd.ca](mailto:teachersubs@hsd.ca) or 204-320-2373 should you have any questions regarding your HSD email account or Employee Connect.

We appreciate the service our substitute teachers provide in keeping our classes functioning well when our regular teachers are absent.

Best wishes for a productive and enjoyable school year!

Yours truly,

A handwritten signature in black ink that reads 'Leanne M. Peters'.

**Leanne M. Peters, Ed. D.**  
Assistant Superintendent

**Hanover is a student-centred school division striving for excellence while developing skills and promoting values for a productive and wholesome life.**



## FOREWORD

### Welcome to the Hanover School Division team!

Substitute teachers have an essential role in ensuring that student learning continues without interruption. A variety of reasons, such as illness, professional development, and compassionate leaves, often require regular teachers to be absent. At such times, substitutes are called to fulfill the tasks of the regular teacher.

Teachers, principals, and senior administration desire that substitute teaching be a positive experience for all parties involved. To assist you, a booklet has been prepared to provide pertinent information and guide you as a professional during this time in your teaching career. We consider substitute teachers as guest teachers in the Hanover School Division.

## WHERE DO I START?

The prospective substitute teacher must provide the following documentation:

- Original, current Criminal Record Check (within 12 months)
- Original, current Child Abuse Registry Check (within 12 months). If you don't have this document, you can bring \$20.00 (exact change please) and two pieces of ID. This check can be completed at your meeting.
- Resumé
- Void cheque for direct deposit payroll information
- Social Insurance Number card or letter (copy required for your personnel file)
- Teacher certification card
- Completed Respect in School Training

*Teachers who have been in our employ on a continuous basis need not supply this information.*



# SCHOOL INFORMATION

SCHOOL	AGE	PRINCIPALS	SCHOOL ADDRESS	PHONE/FAX	WEBSITE
<b>BLUMENORT SCHOOL</b>	K-8	<b>Dave Schettler</b> VP - Vanessa David	10 Park Street Blumenort ROA OC1	(p) 204-326-8125	blumenort.hsd.ca
<b>BOTHWELL SCHOOL</b>	K-8	<b>Laura Rekrut</b>	25 Crown Valley Road East New Bothwell ROA 1C0	(p) 204-388-4422 (f) 204-388-4686	bothwell.hsd.ca
<b>CLEARSPRING MIDDLE SCHOOL</b>	5-8	<b>Merrilee Plett</b> VP - Candace Campbell	1 Brighton Lane Steinbach R5G OY2	(p) 204-346-9644 (f) 204-346-9714	cms.hsd.ca
<b>CRYSTAL SPRINGS SCHOOL</b>	K-12	<b>Karl Kleinsasser</b>	Box 10 Ste. Agathe ROG 1Y0	(p) 204-433-2545 (f) 204-433-2546	css.hsd.ca
<b>ELMDALE SCHOOL</b>	K-4	<b>Vince Hiebert</b>	160 Elmdale Street Steinbach R5G OP3	(p) 204-326-3325 (f) 204-326-3358	elmdale.hsd.ca
<b>GREEN VALLEY SCHOOL</b>	5-12	<b>Angela Burtack-Schinkel</b> VP - Dean Hardern	212 Oak Avenue Box 29, Grunthal ROA ORO	(p) 204-434-6415 (f) 204-434-9010	gvs.hsd.ca
<b>KLEEFELD SCHOOL</b>	K-8	<b>Joel Bergen</b> VP - Holly Anderson	101 Friesen Avenue Box 80, Kleefeld ROA OVO	(p) 204-377-4751 (f) 204-377-4545	kleefeld.hsd.ca
<b>LANDMARK COLLEGIATE</b>	7-12	<b>Marlin Adrian</b> VP - Jerrah-Lee Broesky	165 Main Street Box 40, Landmark ROA OX0	(p) 204-355-4020 (f) 204-355-4171	lc.hsd.ca
<b>LANDMARK ELEMENTARY</b>	K-6	<b>Kim Koop</b>	177 2nd Street East Box 260, Landmark ROA OX0	(p) 204-355-4663 (f) 204-355-4360	les.hsd.ca
<b>MITCHELL ELEMENTARY</b>	K-4	<b>Joe Thiessen</b> VP - Jennifer Thomson	99 Willow Street Mitchell R5G 1J4	(p) 204-326-6622 (f) 204-346-0500	mes.hsd.ca
<b>MITCHELL MIDDLE SCHOOL</b>	5-8	<b>AJ Neufeld</b> VP - John Terrick	203 Willow Street Mitchell R5G 1H7	(p) 204-320-9488 (f) 204-326-5332	mms.hsd.ca
<b>NIVERVILLE ELEMENTARY</b>	K-4	<b>Tracy Beaudin</b> VP - Jolene Kehler	181 Main Street Box 239 Niverville ROA 1E0	(p) 204-388-4867 (f) 204-388-4511	nes.hsd.ca
<b>NIVERVILLE HIGH SCHOOL</b>	9-12	<b>Kimberley Funk</b> VP - Graham Sereda	401 Centre Street Niverville ROA OA2	(p) 204-388-9761 (f) 204-388-9998	nhs.hsd.ca
<b>NIVERVILLE MIDDLE SCHOOL</b>	5-8	<b>Craig Cumming</b> VP - Susanne Kwiatkowski	161 5th Avenue South Box 188, Niverville ROA 1E0	(p) 204-388-4731 (f) 204-388-6900	nms.hsd.ca
<b>SOUTH OAKS SCHOOL</b>	K-4	<b>Dale Martens</b>	202 Southwood Street Box 550, Grunthal ROA ORO	(p) 204-434-6165 (f) 204-434-6159	southoaks.hsd.ca
<b>SOUTHWOOD SCHOOL</b>	K-4	<b>Marge Thiessen</b> VP - Chantal Johnson	155 Barkman Avenue Steinbach R5G OP2	(p) 204-326-3518 (f) 204-326-7535	southwood.hsd.ca
<b>STEINBACH REGIONAL SECONDARY SCHOOL</b>	9-12	<b>Sherry Bestvater</b> <b>Cam Kelbert</b> VP - Greg Sawatzky VP - Lawney Penner VP - Jason Wiebe VP - Jaime Siska	190 McKenzie Avenue Steinbach R5G OP1	(p) 204-326-6426 (f) 204-326-1113	srss.ca
<b>STONYBROOK MIDDLE SCHOOL</b>	5-8	<b>Rita Rebizant</b> VP - Ed Neufeld	77 Lumber Avenue Steinbach R5G OR3	(p) 204-326-6481 (f) 204-326-3014	sms.hsd.ca
<b>WOODLAWN SCHOOL</b>	K-4	<b>Karen Fraser</b> VP - Tara Reimer	411 Henry Street East Steinbach R5G OR1	(p) 204-326-6110 (f) 204-346-0605	woodlawn.hsd.ca



## THINGS TO KNOW

### SCHEDULING

1. Substitutes can access the 'Book a Job' self-booking system in CIMS Employee Connect according to the attached instructions.
2. Substitutes with a Limited Teaching Permit (LTP) will only be able to accept jobs if contacted by the substitute clerk.
3. The substitute calling clerk may call as early as 5:30 a.m. to fill remaining openings. Please answer your phone when called. It's okay to decline the opportunity, but it's helpful to receive a direct response.
4. The clerk will always begin with the principal's choices for the position. If the principal's choices are unavailable, the following criteria will be used in selecting a substitute from the list:
  - Are you available?
  - Are you trained in the subject area?
  - Can you provide meaningful instruction?
  - Can you manage classes?
  - Are you a team player?
5. Rotation and equality of number of assignments will not be considered.
6. A substitute teacher may remove their name from the list during any school year by emailing [teachersubs@hsd.ca](mailto:teachersubs@hsd.ca).

### SALARY

A substitute teacher who assumes the teaching workload of the same teacher for five (5) consecutive school days or more, shall be paid at the rate of 1/194 of his/her classification according to his/her qualifications and experience, effective on the fifth (5th) consecutive school day; except that no substitute teacher shall receive a salary rate higher than the maximum salary provided for a Class IV teacher.

The distance incentive will not apply when this provision takes effect. Substitution days cannot be accumulated from one assignment to another.

Substitutes will be paid as per the 2018-2022 Collective Agreement:  
(As of September 2021)

Class 1-3 \$152.33 inclusive of holiday and vacation pay.  
Class 4-7 \$189.53 inclusive of holiday and vacation pay.

### CONTRACT

All substitutes are required to sign a "Substitute Teaching Contract" for the current school year.

### **DISTANCE INCENTIVE PLAN**

In response to the concerns expressed regarding the distance that a substitute teacher travels to the various schools in which they are placed, Hanover School Division has the following Distance Incentive Plan.

Please provide the Division Office with your home address (not mailing address) to compute the distances from your home to the various schools. This incentive will automatically be added to your regular pay.

0 to 10 km return trip – to & from school to home - No incentive

10.1 km to 30 km return trip – to & from school to home - \$5.00

30.1 km to 50 km return trip – to & from school to home - \$10.00

50.1 km or more return trip – to & from school to home - \$15.00

### **BENEFITS**

Substitutes are not eligible for any HSD benefit plan opportunities.

### **EMPLOYMENT ON CONTRACT**

For substitute teachers who are employed on contract with another division. If you are on a contract with another School Division, you cannot sub for HSD during the time when you are working for another School Division (i.e., you are a half-time teacher for another division, have classes canceled due to inclement weather, and are assigned to work from home). You may NOT sub in HSD during that time without permission from your employer.

### **SICK LEAVE**

Substitute teachers who work consecutive days are also entitled to paid sick leave. They earn one day of paid sick leave for every nine days worked. Sick time is not prorated.

### **HALF-DAY OR FULL-DAY**

Substitutes may be hired on a half-day or full-day basis.

### **ALTERNATIVE DUTIES**

If you arrive at school and are told you were called in error, you may be put to work with alternative duties. Regardless, you will be paid for the time you were asked to substitute. Be aware that principals have the right and ability to change your assignment upon arrival or throughout the day when the need arises. Please keep this in mind and plan appropriately, i.e. having additional footwear or clothing for outdoors.

### **INCLEMENT WEATHER**

Substitute teachers will not be paid on days when there is inclement weather (extreme hazardous weather or cold days) and schools are closed. In the event of inclement weather, please check the HSD website/HSD twitter for notice of school closures.

### **PAYROLL**

Substitute's payroll cut-off is the last teaching day of the month. Earnings for the month will be paid on the 13th day of the following calendar month. (When the 13th falls on a non-banking day, the pay will be issued on the previous banking day.) Payroll is processed by a direct deposit system with a voucher statement of earnings and deductions posted to Employee Connect.

Monthly earnings are calculated based on information submitted to the Payroll Department from each school. It is a good idea to keep track of your substitute days on your own personal calendar as well. If there is a discrepancy in your earnings, please call the school where the discrepancy occurred and have them fix the error with payroll. Where the error is an overpayment or underpayment, the correction will appear on the next pay.

### **RECORD OF EMPLOYMENT**

A Record of Employment (ROE) will be issued for substitutes at every break. The ROE is issued electronically to Service Canada.

### **PROFESSIONAL CERTIFICATION**

Each day of certified substitute teaching is credited toward accumulated teaching experience. The total days worked in a school year are recorded annually by the Division and submitted to Professional Certification in July of each year.

### **FEES**

The Manitoba Teachers' Society fee and the Hanover Teachers' Association Substitute fee will be deducted at source on a per day basis.

### **PERSONAL INFORMATION**

Your birth date, social insurance number, bank account information, and your teaching certificate number must be on file at the Division Office before a pay cheque will be issued. Please maintain updated contact information in CIMS.

# BOOKING A JOB

## JOBS AVAILABLE FOR PLACEMENT

View jobs that are available. Search by locations, dates, effective dates, etc. When you click on one of the jobs, you will see the name of the teacher and other pertinent information. Please pay attention to who you are replacing and what subjects they teach.

## HOW TO BOOK A JOB

### 1 LOGIN

Login to CIMS Employee connect. You can access employee connect through our Hanover School Division website:

[www.hsd.ca](http://www.hsd.ca)

Enter your HSD email address and your password. If you have forgotten your password, click on “Forgot Password” link. This will generate a random password, which will be emailed to your HSD email address.

Sign In Help How to Allow Popups

If you experience login difficulties please click the HELP link. If you have forgotten your password please click Forgot My Password, and have your password emailed to you. For assistance, email payroll@hsd.ca.

Email Address  
[Text Input Field]

Password  
[Text Input Field] \*Password is case sensitive

Sign In

[Forgot Password](#)  
[Retrieve Initial Password](#)

### 2 SELECT SUBS/CAS

When you are signed in, please go to the Sub/Cas drop down menu.

PD Profile Resources Sub/Cas Workshop

ce tool to your employment record

- Availability and Calendar
- Book a Job
- Sub/Casual Qualifications
- Sub/Casual Will Work At

### 3 MARK YOUR AVAILABILITY

Mark your availability by clicking on the date. Make sure you click on the number, not just the box.

You can also choose what days you are not available – which is a HUGE time saver for our Sub Calling Clerk, as well, you won't receive unwanted calls. Make sure your date is correct then you can check off the appropriate box(es). Remember to click the SAVE button.

Substitute/Casual Calendar

\*CLICK on calendar DAY for availability\*

GENERAL Comment for the Booking Clerk (max 30)

\*CLICK on item for full details\*

Print Calendar

April May 2023 June

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20

Substitute/Casual Calendar

Back to Calendar

Date 05/17/2023

Not Available ALL Day

OR

Not Available AM

Not Available PM

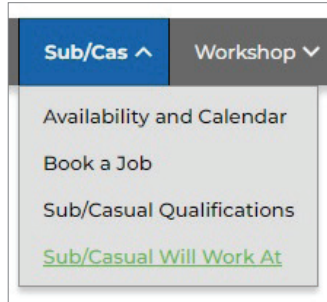
Not Available as a Teacher Substitute

Not Available as a Support Staff Casual

Save Clear



**4 SET LOCATION(S) TO SUB**  
Click on "Will Work At".



**Substitute/Casual Will Work At Location**

Group:

\*\* No Restrictions - Will work at any location

OR Select Specific Locations you will work at

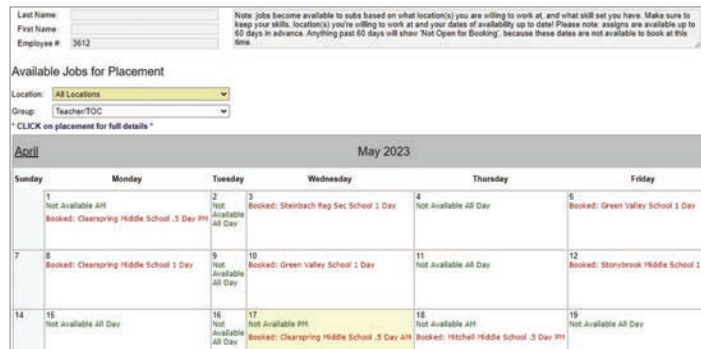
- Blumenort School
- Bothwell School
- Clearspring Middle School
- Crystal Springs School
- Elmdale School
- Green Valley School
- Kleeferd School
- Landmark Collegiate
- Landmark Elementary
- Mitchell Elementary
- Mitchell Middle School
- Niverville Elementary
- Niverville High School
- Niverville Middle School
- South Oaks Elementary
- Southwood School
- Steinbach Reg Sec School
- Stonybrook Middle School
- Woodlawn School

You will be able to specify at what locations you are willing to work. Select by school or choose "no restrictions", then click "Save".

**5 CLICK ON "BOOK A JOB"**

This will take you to the self-serve booking function (jobs that are available according to your selected locations and qualifications).

- The items in red are booked for you.
- The items in black are available for you to book.
- You can also see what days you have marked yourself unavailable.



When you click on one of the jobs, you will see the name of the teacher and other pertinent information. You can "book" this job. Please pay attention to who you are replacing and what subjects they teach.

Substitute/Casual:

Location:

**8:30-9:08am (School Bell, Exercises, Attendance, Homeroom)**  
**10:29-10:39 (AM Break)**  
**12:21-1:20pm (Lunch, Recess, HR Attendance)**  
**2:28-2:37pm (PM Break)**  
**3:45pm (Dismissal - First Bus is at 3:52pm)**

Employee:

EMAIL:

Job Title:

Start Date:

Stop Date:

Time:

Instructions:

Sub/Cas Attachments:

Parking Details:



# JOB EXPECTATIONS

## CHECK START AND END TIMES

Check each school's website or call the school office for official start and end times of the school day. The Public Schools Act dictates that you must arrive at least 10 minutes before the start time. Report to the school office when you arrive in the morning and before you leave at night. Arrive in plenty of time so that you can review the teacher's day book and any materials regarding students with special needs or medical needs and be ready to greet students. Be as thorough in preparation as possible. Ask questions if routines and/or instructions are not clear.

## WORKING HOURS

Maintain the same working hours as the regular classroom teachers of the school in which you are substituting. You may leave the school at the end of the day when your professional duties are complete.

## PERFORM DUTIES ASSIGNED TO THE REGULAR TEACHER

In most cases, perform the duties assigned to the regular teacher (in addition to teaching), such as the supervision of lines, lunch, playground, and hall. Please come to school prepared for the potential of outside duty. The classroom teacher will have a list of extra duties for which you are responsible. If you are unsure, please check with the principal.

## FOLLOW THE PLAN

Follow the plans of the regular teacher as closely as possible. If the day book indicates the introduction of a new concept, you may want to consult with the principal or designate to decide:

- If the new work should indeed be started
- If you should review previous work
- If you should do something using your own ingenuity

## MAKE PLANS FOR REMAINING TIME

If you are needed for a longer period than the regular teacher had lessons planned for, you should make plans for the remaining time and review them with the principal. A detailed record of your lesson plans should be left for the returning classroom teacher.

## CHECK STUDENT'S WORK

Check the student's work daily where practical and leave the corrected work where the regular teacher can find it upon his/ her return if applicable.

## CONTROL OF THE CLASS

Maintain firm but friendly control of the class. Let the students know that you are the teacher in charge and that you expect their cooperation. Manage disciplinary problems whenever possible, but feel free to call on the principal or designate if that becomes necessary to maintain control. Be familiar with the Divisional and School Codes of Conduct.

### IDENTIFICATION

All sub teachers are provided with a photo id tag. This tag must be worn at all times while subbing in HSD schools.

### ATTENDANCE

Keep a careful record of attendance using PowerSchool at [powerschool.hsd.ca/subs](http://powerschool.hsd.ca/subs). Each teacher generally provides seating charts and class lists. Contact the school secretary for the password.

### PROFESSIONALISM

Confer with the principal or designate concerning any problems you may encounter.

**Treat all information about pupils as confidential information. To divulge such information to unauthorized persons is unethical.**

Act in a professional manner always and in accordance with the MTS Professional Code of Conduct.

### END OF DAY

Leave a written report at the end of the day for the regular classroom teacher. Include comments on work accomplished and student behaviour. Please leave the classroom as tidy and organized as you found it.

### MEDICAL ALERT CHECK

Check with the school office to see if there are any students in your class that require medical attention. Make yourself aware of their situation. Do not administer medication without checking with the office staff. Should a student complain of illness, send or take the student to the office.

### STUDENT ACCIDENTS

Student Accidents If any student is involved in an accident, they are to be brought immediately to the school office. No medication of any kind is to be administered. The school office staff will take charge of attending to the injury and/or contacting the parents.

### FIRE DRILL PROCEDURES

Check each classroom where you are substituting to familiarize yourself with the evacuation procedures. Maps or arrows are posted by each classroom door showing where to exit. If you are not sure, check with the school office. You should have your class file outside in a single file, in an orderly manner and lined up away from the building near the exit used. The last student out of the room should close the door. You must lead the class out of the building and be sure to take the class attendance report. After you have taken attendance, any missing students must be reported to the principal or the designate. Nil reports must also be made.

### CIMS / EMPLOYEE CONNECT / POWERSCHOOL

All substitute teachers will be provided with a Hanover School Division email account and CIMS/Employee Connect information.

All pay notifications and general communication will be sent to your HSD email. Please check this account regularly.

### EMPLOYEE CONNECT

Under the Profile tab, you can update your demographic/profile including your contact information and legal address (used for calculating distance incentive driving plan).

Messages to substitute teachers will also be posted on the Employee Connect Bulletin Board. These messages are viewed on the main page of Employee Connect.

Substitute Teachers use PowerSchool for attendance purposes. The school will supply the login information to the sub that day.



## *Thank You*

We appreciate the service that substitute teachers provide in keeping classes functioning properly when the regular teachers are absent. We hope that substitute teaching in Hanover Schools will be a pleasant and rewarding experience.



5 Chrysler Gate, Steinbach, MB, R5G 0E2

Tel: 204-326-6471

Fax: 204-326-9901

[info@hsd.ca](mailto:info@hsd.ca)