HANOVER SCHOOL DIVISION

Substitute Teacher Handbook

2026-2027 SCHOOL YEAR

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WELCOME TO HANOVER SCHOOL DIVISION

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 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,

Vince Hiebert, B.Ed, PBDE
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?

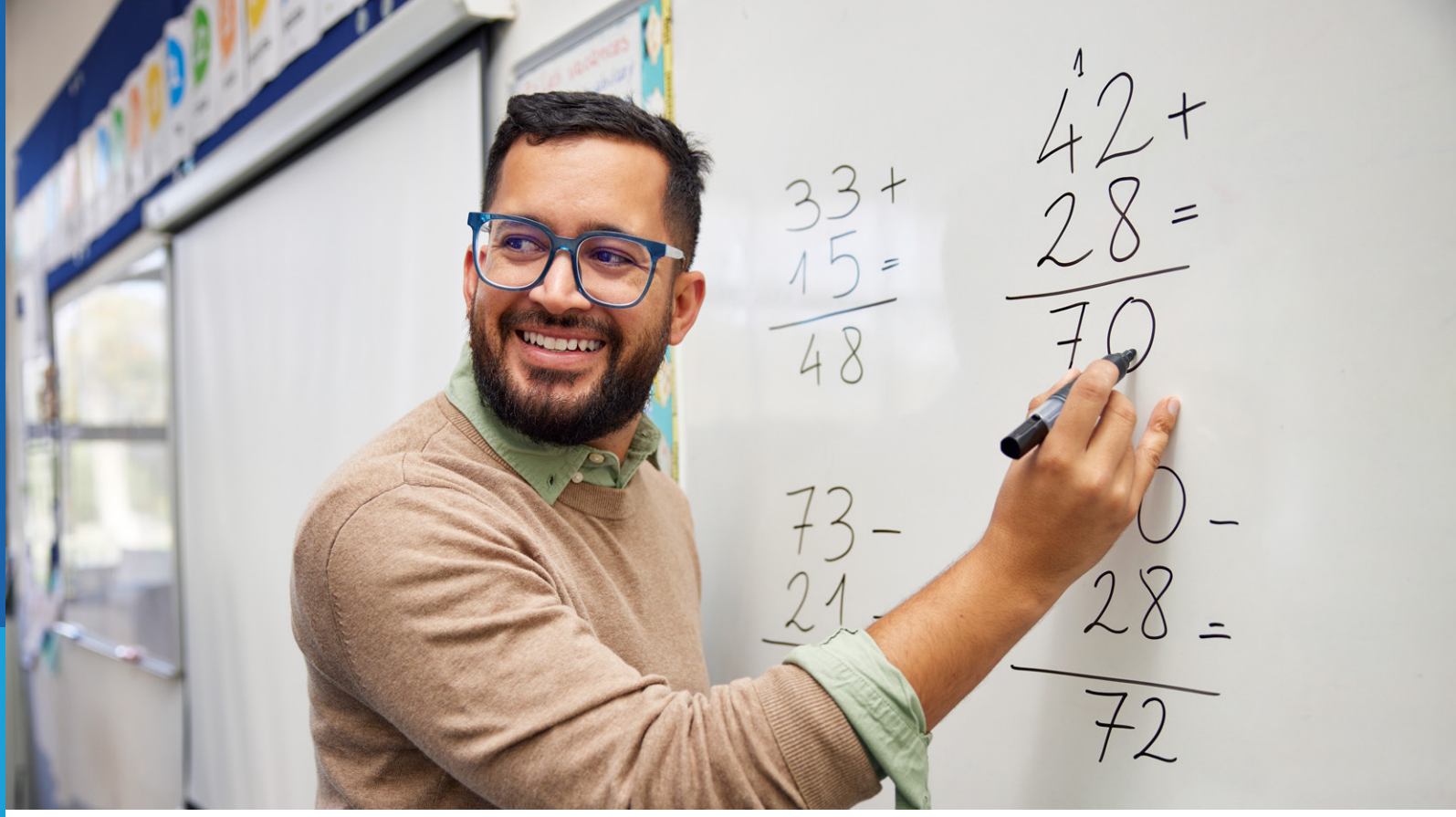
The prospective substitute teacher must provide the following documentation:

- Original, current Criminal Record Check (within 6 months)
- Original, current Child Abuse Registry Check (within 6 months). If you don't have this document, you can bring $20.00 (cheque or cash) and two pieces of ID. This check can be completed at your meeting.
- Resumé
- Void cheque for direct deposit payroll information
- Teacher certification card
- Completed Commit to Kids training program

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
BLUMENORT SCHOOL	K-8	**Dave Schettler** VP - Jerrah-Lee Broesky	10 Park Street Blumenort R0A 0C1	(p) 204-326-8125	blumenort.hsd.ca
BOTHWELL SCHOOL	K-8	**Debbie Stewart**	25 Crown Valley Road East New Bothwell R0A 1C0	(p) 204-388-4422 (f) 204-388-4686	bothwell.hsd.ca
CLEARSPRING MIDDLE SCHOOL	5-8	**Joel Bergen** VP - Candace Campbell	1 Brighton Lane Steinbach R5G 0Y2	(p) 204-346-9644 (f) 204-346-9714	cms.hsd.ca
CRYSTAL SPRINGS SCHOOL	K-12	**Karl Kleinsasser**	Box 10 Ste. Agathe R0G 1Y0	(p) 204-433-2545 (f) 204-433-2546	css.hsd.ca
ELMDALE SCHOOL	K-4	**Anders Rempel**	160 Elmdale Street Steinbach R5G 0P3	(p) 204-326-3325 (f) 204-326-3358	elmdale.hsd.ca
GREEN VALLEY SCHOOL	7-12	**Angela Burtnack-Schinkel** VP - Michael Zwaagstra	212 Oak Avenue Box 29, Grunthal R0A 0R0	(p) 204-434-6415 (f) 204-434-9010	gvs.hsd.ca
KLEEFELD SCHOOL	K-8	**Marla Brandt** VP - Matt Fast	101 Friesen Avenue Box 80, Kleefeld R0A 0V0	(p) 204-377-4751 (f) 204-377-4545	kleefeld.hsd.ca
LANDMARK COLLEGIATE	7-12	**Vanessa David** VP - Brandon Kipe	165 Main Street Box 40, Landmark R0A 0X0	(p) 204-355-4020 (f) 204-355-4171	lc.hsd.ca
LANDMARK ELEMENTARY	K-6	**Jolene Reimer**	177 2nd Street East Box 260, Landmark R0A 0X0	(p) 204-355-4663 (f) 204-355-4360	les.hsd.ca
MITCHELL ELEMENTARY	K-4	**Jennifer Thomson** VP - Jaime Thompson	99 Willow Street Mitchell R5G 1J4	(p) 204-326-6622 (f) 204-346-0500	mes.hsd.ca
MITCHELL MIDDLE SCHOOL	5-8	**John Terrick** VP - Gus Durksen	203 Willow Street Mitchell R5G 1H7	(p) 204-320-9488 (f) 204-326-5332	mms.hsd.ca
NIVERVILLE ELEMENTARY	K-4	**Tracy Beaudin** VP - Ed Neufeld	181 Main Street Box 239 Niverville R0A 1E0	(p) 204-388-4867 (f) 204-388-4511	nes.hsd.ca
NIVERVILLE HIGH SCHOOL	9-12	**Paul Grosskopf** VP - Holly Anderson	401 Centre Street Niverville R0A 0A2	(p) 204-388-9767 (f) 204-388-9998	nhs.hsd.ca
NIVERVILLE MIDDLE SCHOOL	5-8	**Graham Sereda** VP - Susanne Kwiatkowski	161 5th Avenue South Box 188, Niverville R0A 1E0	(p) 204-388-4731 (f) 204-388-6900	nms.hsd.ca
PARKHILL SCHOOL	K-4	**Kim Koop** VP - Lana Daley	91 Parkland Drive, Steinbach, Manitoba R5G 2Z5	(p) 204-346-7740	parkhill.hsd.ca
SOUTH OAKS SCHOOL	K-6	**Dale Martens** VP - Helen Robidoux	202 Southwood Street Box 550, Grunthal R0A 0R0	(p) 204-434-6165 (f) 204-434-6159	southoaks.hsd.ca
SOUTHWOOD SCHOOL	K-4	**Marge Thiessen** VP - Dawn Machel	155 Barkman Avenue Steinbach R5G 0P2	(p) 204-326-3518 (f) 204-326-7535	southwood.hsd.ca
STEINBACH REGIONAL SECONDARY SCHOOL	9-12	**Sherry Bestvater** **Cam Kelbert** VP - Greg Sawatzky VP - Lawney Penner VP - Kimberley Funk VP - Stephen Fedus	190 McKenzie Avenue Steinbach R5G 0P1	(p) 204-326-6426 (f) 204-326-1113	srss.ca
STONYBROOK MIDDLE SCHOOL	5-8	**A.J. Neufeld** VP - Dean Hardern	77 Lumber Avenue Steinbach R5G 0R3	(p) 204-326-6481 (f) 204-326-3014	sms.hsd.ca
WOODLAWN SCHOOL	K-4	**Amanda Dent** VP - Marla McEachern	411 Henry Street East Steinbach R5G 0R1	(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 instructions on pg. 8-9.

2. 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. If you miss the call, please call back at 204-320-2373.

3. 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?

4. Rotation and equality of number of assignments will not be considered.

5. A substitute teacher may remove their name from the list during any school year by emailing teachersubs@hsd.ca.

SALARY

A substitute teacher who assumes the teaching workload of the same teacher for six (6) consecutive school days or more, shall be paid at the rate of 1/193 of his/her classification according to his/her qualifications and experience. Upon commencement of the sixth (6) day, a substitute teacher shall be paid for each day taught at the per diem rate. This rate of pay shall be retroactive to the first (1st) day of the teaching assignment and shall continue in effect until the end of that specific teaching assignment.

Substitutes will be paid as per the 2022-2026 Collective Agreement: (*As of September 2026)*

Class 1-3 $189.88 inclusive of holiday and vacation pay.
Class 4-7 $237.36 inclusive of holiday and vacation pay.

CONTRACT

All substitutes are required to sign a "Substitute Teaching Contract" for the current school year. The contract expires at the end of June each 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 - $6.50

30.1 km to 50 km return trip – to & from school to home - $13.00

50.1 km or more return trip – to & from school to home - $19.50

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 for notice of school closures.

PAYROLL

Substitute Teachers shall be paid on a semi-monthly basis, with a one (1) pay period hold back. 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

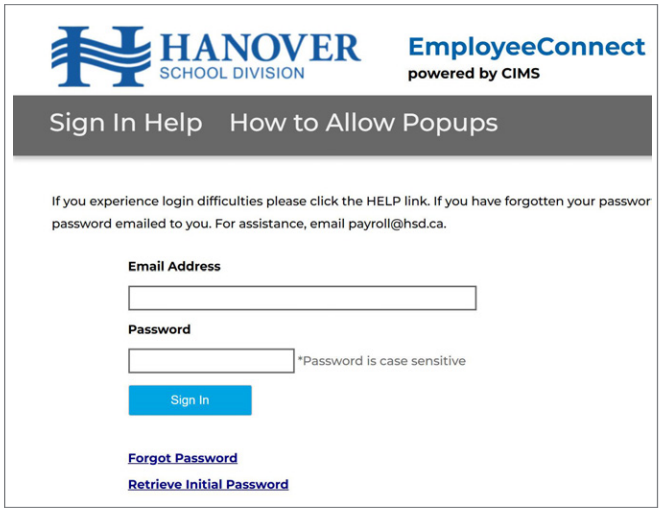
View jobs that are available. Search by locations, dates, effective dates, etc. When you click on one of the jobs, you will see the name of the teacher and other pertinent information. Please pay attention to who you are replacing and what subjects they teach.

HOW TO BOOK A JOB

1 LOGIN

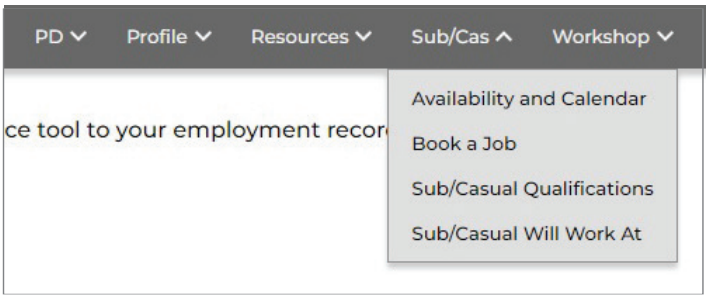
Access CIMS Employee Connect through the Staff Intranet Portal at https://staff.hsd.ca. Look for the CIMS link on the portal front page.

At the CIMS login page, enter your HSD email address and CIMS password. CIMS uses a separate password from your HSD Google account. If this is your first time logging in, click Forgot Password. CIMS will recognize your HSD email address and email you a temporary password. After logging in, you can change your password.



2 SELECT SUBS/CAS

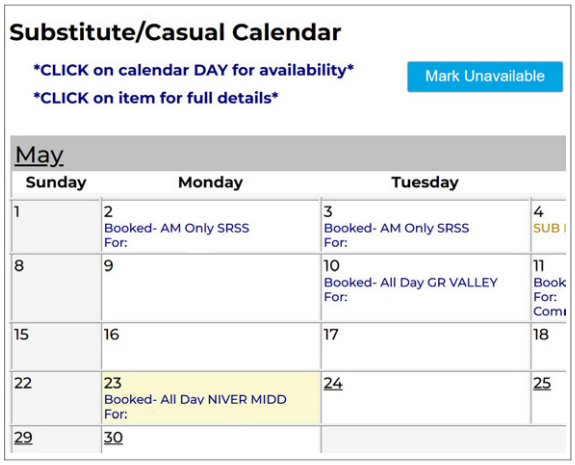
When you are signed in, please go to the Sub/Cas drop down menu.

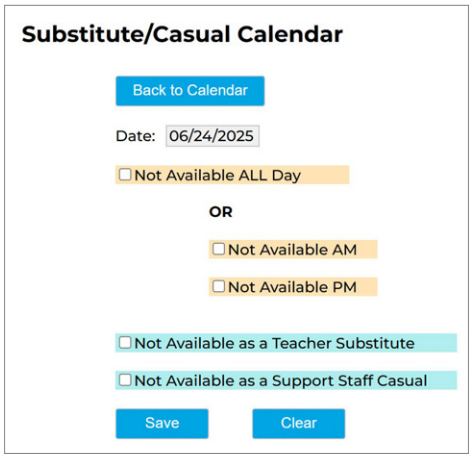


3 MARK YOUR AVAILBILITY

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

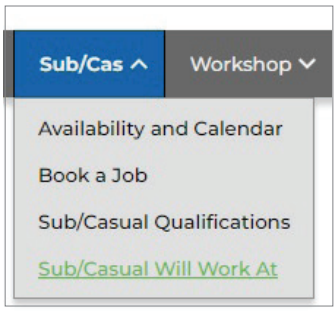
You can also choose what days you are not available –which is a HUGE time saver for our Sub Calling Clerk, as well, you won't receive unwanted calls. Make sure your date is correct then you can check off the appropriate box(es). Remember to click the SAVE button.



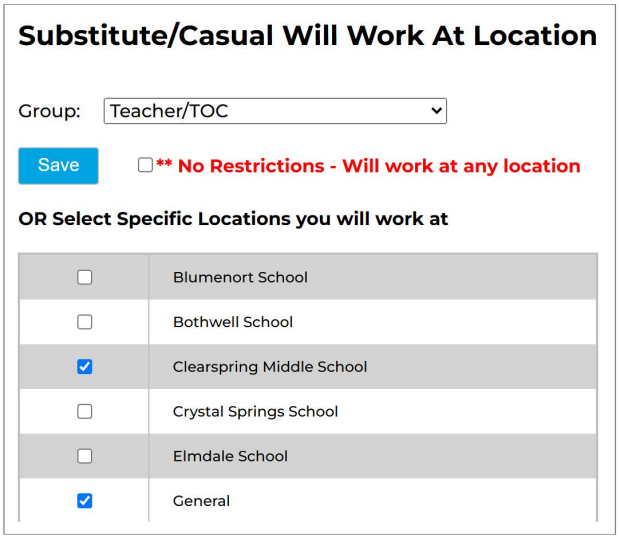


4 SET LOCATION(S) TO SUB

Click on "Will Work At".



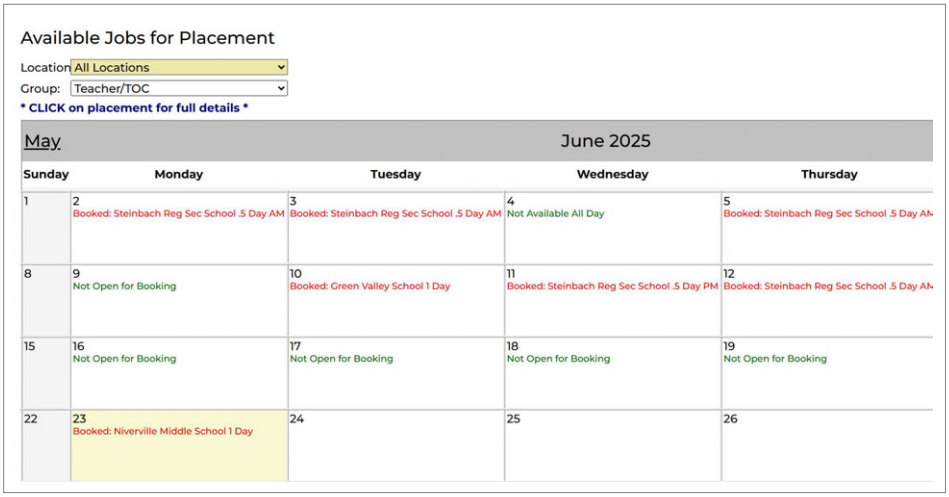
You will be able to specify at what locations you are willing to work. Select by school or choose "no restrictions", then click "Save".



5 CLICK ON "BOOK A JOB"

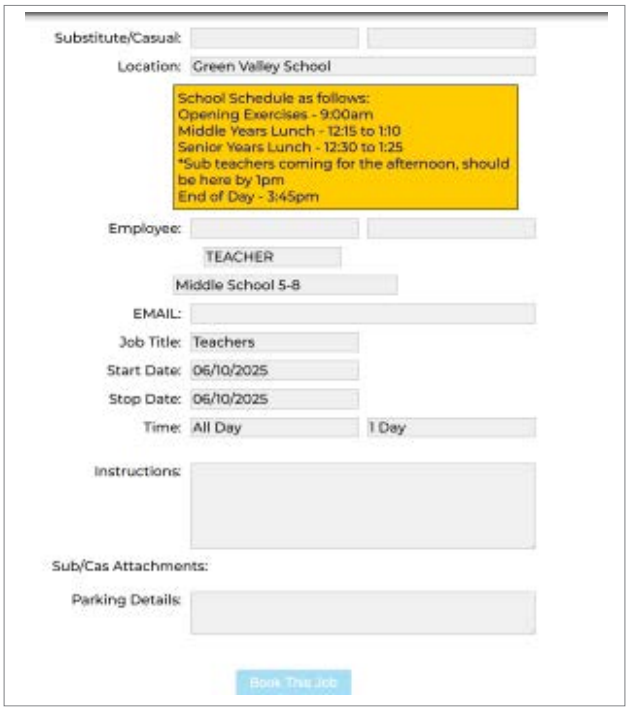
This will take you to the self-serve booking function (jobs that are available according to your selected locations and qualifications).

- 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.



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. 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

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/caregivers.

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.

HANOVER
SCHOOL DIVISION

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