



## CONFIDENTIALITY POLICY AND PLEDGE

I understand that in the course of the performance of my duties as a substitute teacher, substitute instructional assistant, or supplied worker, I may become aware of information about Superior Employment Services (SES) or students and staff members that is of a personal and confidential nature. Substitute Teachers and contractors may not disclose confidential information regarding a school that one is assigned to. I may not share with others personal and confidential information about students and staff members. Examples of personal and confidential information include information about any pupil record, including but not limited to a pupil's grades, test scores, documents, letters, special education classification and/or contents of an individualized education plan (IEP); disciplinary actions or records; and information about the medical condition(s) of a student, staff members, parent, or any of their family members. I agree that all Confidential Information, whether originals, copies, or in electronic media or other forms, is the exclusive property of SES and/or SES clients schools. Without SES's or its clients school written permission, I will not publish, use, copy, retain possession of, or disclose (directly or indirectly) in any way to anyone any Confidential Information. I will not improperly make use of Confidential Information, both during working with SES and at any time after my employment with SES terminates. Upon completion of any assignment and/or termination of my employment with SES, I will return to SES or SES's client schools all Confidential Information and property of SES and/or its clients' school.

I further understand if it is found that I have breached the confidentiality required of me in my position about any district that I was assigned to or Superior Employment Services (SES) information, I will be subject to disciplinary action (including possible separation and possible civil actions), even if the SES Supplied Worker does not actually benefit from the disclosure of such information. I understand the above policy and pledge not to disclose confidential information. Any Substitute Teacher who breaks this confidentiality agreement is subject to termination.

My signature below indicates that I have agreed to the terms of this agreement.

Substitute Teacher Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date \_\_\_\_\_

# **SUPERIOR**

*Employment Services*

## **Payroll Deduction Authorization**

\*Substitute Teacher Name: \_\_\_\_\_

SES Supplied Worker Title: Substitute Teacher

I \_\_\_\_\_ authorize Superior Employment Services (SES) Payroll Department to make the following deductions to cover and reimburse cost associated with obtaining my Michigan Department of Education Substitute Teaching Permit, Criminal Background Check via the iChat System and or my cost for State mandated Livescan Fingerprints. The teaching permits are valid from the date of receipt until August 31st each year.

- **Substitute Teaching Permit Fee of \$45** (Permits are pulled yearly/every school year)

I \_\_\_\_\_ (Name Printed) hereby authorize SES to make the above payroll deductions on my first payroll with the company. **Permit costs will be paid and deducted every School year as mandated by the Michigan Department of Education.** All Substitutes have the option to pay for Substitute Teacher Permits prior to starting with Superior Employment Services, therefore, will not be deducted from your payroll.



## UIA Claims Release Form

Superior Employment Services (SES) is a company who places substitute teachers in long- and short-term assignments throughout the State of Michigan. We cannot in any way guarantee our substitute teachers employment in full-time, part-time, seasonal, or permanent positions.

Therefore, as a substitute teacher working through SES, you recognize that there may be times when our workload is decreased due to our client schools demands and school breaks and that you are able to become *Inactive* to accept other employment at any time. During these breaks, SES provides you, in good faith, the Reasonable Assurance to continue working, in the same or similar capacity at the completion of the break. Consequently, as a contractor of SES, you are exposed to multiple schools and school districts, but are **in no way considered an employee of our client schools.**

It is further understood that because SES employs lots of candidates on a daily basis that may be defined as temp-to-hire, direct-hire, or contract, **you waive filing unemployment claims against Superior Employment Services (SES) for lack of work or layoffs.**

I have read and understand that unless I am terminated, my employment with SES is perpetual and I agree to be able and willing to accept work assignments as they become available. This obligates me to update my contact information, including my telephone or cellular phone number and correct address in order for SES to contact me for work. Therefore, I will not attempt to file unemployment claims against SES.

\*Signature: \_\_\_\_\_

\*Print Name: \_\_\_\_\_ \*Date: \_\_\_\_\_



## Pre-Select Schools Locations

Please select the locations you would like to potentially Substitute Teach at. You can add/edit the locations you are interested in working at any time once hired by SES.

**You must have at least one (1) of the following selected:**

- School Districts in Detroit – MI
- School Districts in Hamtramck – MI
- School Districts in Dearborn – MI
- School Districts in Dearborn Heights – MI
- School Districts in Highland Park – MI
- School Districts in Oak Park – MI
- School Districts in Warren – MI
- School Districts in Southfield – MI
- School Districts in Livonia – MI
- School Districts in Ypsilanti – MI
- School Districts in Pontiac – MI

### **Release Authorization**

*I certify and approve the above selected schools and/or districts to access the results of my State background check for the purpose of substitute/guest teaching while working with Superior Employment Services ( SES ) upon request for assignment. If I so choose to change (add/subtract) my selection at any time for available positions and work, I authorize permission to my employer, Superior Employment Services ( SES ) to forward any (pre-signed) required release documents requested by schools/districts on my behalf so that the requesting schools/districts may formally request transfers of my fingerprints and background check per State regulations.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## SES Expectations and Policies

**It is the responsibility of the SES Sub to maintain its SES Workforce Intuit account information!** – Please read the SES expectations below for more information.

**Personal and Payroll Information:** You are responsible for maintaining the correct contact, address, and payroll information. You can manage your personal information by logging into your Workforce account. Payroll information that is updated Monday- Thursday for the same week payday may not register for payments until the following week (i.e. if you update your pay information on Wednesday, your pay may not transfer to the new account information for Friday payday). SES Payroll Department recommends updating payroll information on your Quickbook workforce login prior to Monday for the following payday to ensure your payments are sent to the correct account, if you have any question, you can contact the SES Payroll Department.

**Long-Term Assignments Expectations:** We advise that if you cannot commit to a long-term assignment, do not accept one. Accepting a long term assignment means that you are committing yourself to being the regular classroom teacher of the classroom until further notice. Schools and SES are expecting you to communicate thoroughly, if you need any help, guidance, or information about the assignment, you need to ask immediately, but professionally. The students are counting on you to guide them through each lesson daily, and looking to receive guidance and support from you. You will be expected to create and/or maintain lesson plans, complete grading and reports, attend school meetings, Parents-teacher conferences, and training assigned to you, communicate with parents when needed, and above all, be consistent, professional, and accountable. If you encounter any problem or issue with your long-term assignment that you were assigned to, contact SES immediately before you remove yourself from the position, allow us to contact the school and get you the help or information you need first.

**Daily Assignments Expectations:** It is SES expectation for substitute teachers who cannot commit to long-term positions due to personal schedules be flexible and willing to cover any daily assignments that are requested through SES. Please remember that uncovered assignments result in hardships for both the school staff and the students, putting everyone involved in tough situations. Be flexible and willing to expand your horizons, both with the classes you decide to cover, but also how far you are willing to travel.

**Always Show Up for an Assignment:** No call or show for an assignment is ALWAYS UNACCEPTABLE!!!! Walk-offs of any assignment and leaving students unattended is also unacceptable. A no-call-no-show to an assignment is extremely unprofessional, and results in a classroom going uncovered, school staff attempting to rearrange teachers and students, and an overall bad day for students, staff, and SES. If you are unable to keep an assignment given in advance, let SES know immediately so they can supply someone else. Failure to do so, resulting in a no-call-no-show will have immediate and substantial results upon the sub. A walk-off of any assignment or sleeping on the job is also unacceptable and are clear signs of disrespect of the school’s authority. If you have an issue with your assignment, either contact the school administration to express that or SES immediately to allow SES and the School the chance to resolve the situation beforehand. Disciplinary actions for walk-offs and no-call-no-show include but are not limited to at any stage: permanent removal from the assignment (including long-term assignments), probation (where you will not be allowed to accept any assignment for a period of time determined by SES), loss of long-term privileges, permanent removal from the school and/or district you were assigned to at the time of the no-call-no-show, complete termination form Superior Employment Services.

*\*I have read the above information and attest that I understand and agree to the terms/conditions and expectations laid out on this form.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_