

# Supplying Exemplary Support

*This handbook is provided to all SES Independent Contractors. It is intended to help substitutes understand requirements and procedures that are necessary for obtaining a substitute job in Michigan Schools and SES.*

# **SUPERIOR**

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## ***Employment Services***

# *Substitute Teacher Policy Handbook*

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Welcome to Superior Employment Services,

As an Independent Contractor of our services, your job of temporarily replacing school employees could not be more important to the continued well being of the students and the educational system.

SES feels your job enables the right of the students to have a safe learning environment without interruption.

This handbook is intended to provide general information which will help you understand what procedures and requirements are necessary for working in Michigan Schools and with SES. It also includes what expectations are to be followed during your eligibility as a Substitute.

SES reserves the right to revise, change, delete, and add to the provisions of the handbook at any time without further notice.

Please read the handbook carefully, ask any questions you might have, and sign the final page to certify that you have read and understood the content of this book and will follow the expectations in the handbook.

Sincerely,

Superior Employment Services

## **Mission Statement**

Superior Employment Services believes that supplying excellent temporary, professional personnel to educational institutions will provide a consistency in the continued program of growth in school settings.

## **Vision Statement**

It is the goal of Superior Employment Services by hiring highly qualified and hard working staff to work in educational institutions to become a reliable service of temporary staffing providers. SES will reinforce this by training substitutes and keeping vigilant of the conduct and job performance of subs.

## **Equal Opportunity Employer**

It is the policy of SES to provide equal employment opportunity to all individuals, regardless of race, creed, color, religion, gender, national origin, ancestry, age, disability, marital status, pregnancy or any protected characteristic. Applicants and substitutes shall not be subject to sexual, racial, religious, ethnic, or any other unlawful form of harassment or discrimination.

## **Goals**

It will be the aim of SES to always listen to concerns of both its staff and the schools it is supplying with personnel. If attending to a concern improves the service SES provides, it will be immediately addressed.

SES will always work to hire “highly qualified” personnel and have performance reviews during their eligibility as substitutes. These reviews will include making sure qualifications are current and work at the schools has been satisfactory.

SES will assure both staff and school systems that the principal of confidentiality is instrumental in its business dealings.

## **Non-Harassment Policy**

Harassment is inappropriate conduct that is repeated enough, or serious enough, to negatively affect the educational, physical or emotional well-being of staff or students. This would include harassment based on legally protected characteristics, such as gender, race, national origin, religion, height, weight, marital status, or disability. This policy, however, is not limited to legal categories and includes any and all harassment that would negatively impact student or staff. This includes stalking, bullying, name-calling, taunting, teasing, intimidation, hazing, and other disruptive behaviors.

Retaliation against any person for complaining about harassment or participating in a harassment investigation is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally making false harassment reports is also prohibited. Consequently, retaliation and intentionally making false reports will result in disciplinary action.

## ***Sexual Harassment***

SES is committed to providing its substitutes with an environment free of any form of sexual harassment. SES policy expressly forbids any conduct, which has the purpose or effect of interfering with individual work performance or creating an intimidating, hostile, or offensive work environment. With regard to sexual harassment, this specifically includes:

- 1. Any conduct which threatens or insinuates, explicitly or implicitly, that applicant or personnel submission to or rejection of sexual advances, requests for sexual favors, or the like, will be used as a basis for any employment decision or will otherwise, in any way, adversely affect the employment or employment opportunities of any individual.
- 2. Abusive or degrading language and physical conduct and physical contact of an offensive sexual nature, including unwanted sexual advances, requests, suggestions, threats, or demands for sexual favors, related verbal abuse of a sexual nature, graphic comments about body features, sexually degrading comments or jokes, unnecessary touching, or the display of sexually suggestive objects or materials.

Sexual Harassment may include, but is not limited to:

- Verbal harassment or abuse
- Pressure or use of power for sexual activity
- Repeated remarks with sexual or demeaning implications
- Unwelcome touching
- Sexual jokes, posters, cartoons, etc.
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning grades, safety, job, or performance of public duties

*Note: Any SES substitute, who engages in sexual or other inappropriate physical contact with a student is guilty of criminal “child abuse” as defined by state and federal regulations and will be subject to discipline in accordance with the law.*

Other prohibited conduct includes that which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive environment on the basis of gender, religion, race, color, national origin, ancestry, age, disability, height, weight, marital status, and/or any other legally protected characteristic.

If you believe you are being harassed, including sexual harassment, you must contact SES's Administration office and speak with the President or Vice President immediately. You may be asked to make your report in writing to facilitate investigation. The report should include, but may not be limited to, the name of the alleged offender; the date, time and location of each alleged incident; a description of the alleged harassment, witnesses or other substantiation; and as much detail as possible. You as the complainant should provide as much documentation or evidence of the reported incident as possible to assist with the investigation.

An immediate, thorough, objective, and complete investigation of the alleged incident(s) will take place within a timely manner. Upon completion of the investigation, a determination will be made and the results will be communicated to all parties involved.

If SES determines that a substitute has been subject to harassment in violation of this policy, it will take prompt and effective action. Steps will also be taken to prevent any further harassment.

## **Compensation and Pay Periods**

Your compensation for an assignment will vary depending on the school district(s) to which you are assigned to work. Each participating school district has a compensation schedule specific to the work site location and the type of work being performed. We pay compensation to our substitutes based upon the specific compensation schedule set forth by the contracting district. Payroll is run on a weekly basis. Your payroll statement will detail and itemize your compensation for the pay period. Payment will be made by direct deposit.

As a substitute, you are an independent contractor rather than a direct employee of Superior Employment Services, which has implications on the way you organize, track, report, file, and pay your taxes. Please visit the IRS website for details.

## **Substitutes Requirements and Procedures**

- Completed application forms will include the required telephone, address, and email.
- An interview with SES officials will also be required. During the interview and on the application form, report any criminal history.
- Recommendations from previous employers and a signed release for any disclosure of any improper conduct from former employers will be needed. SES reserves the right to investigate prior employment history and personal references.
- Proper forms of identification – Options: Driver's license and original social security card; Student I.D. and legal working papers or original social security card; Driver's license and legal working papers; passport or passport card and legal working papers or original social security card.

- Current TB test reporting a negative tuberculin skin test or chest x-ray showing no evidence of active tuberculosis required. (In compliance with Act 290 of Public Acts of 1966 as passed by the Michigan legislature.)
- Appropriate documentation for position you will be temporarily filling. (More details in separate heading for paraprofessional and substitute)
- Appropriate online or SES training for job description including OSHA (job safety)
- Background checks – The Department of Education in Michigan requires prospective substitutes to have a Criminal History background check and a Livescan finger printing. Fingerprinting done after January 1, 2006, where the substitute has been continuously employed in an educational institution, will be accepted. The cost of the test is the responsibility of the applicant and the results must be sent to SES.
- Report any arraignments on felony or misdemeanors pending – This is also a Michigan law and the Revised School Code requirement. Arraignments on any felony and most misdemeanors will delay your assignment with SES. A form must be filled out and submitted to SES to remain on file until the charges are dismissed. At that time it will be up to SES if they continue the hiring process. (See page 8)
- Signature on the last page of this manual indicating that it has been read and understood.
  1. Not accepting a job within a 45 day period will be considered a voluntary termination. Exceptions are personal or family medical problems, working on a long term assignment, or students with a change in work availability. All of these exceptions must be reported. Termination means if you want further work you must reapply.

## **Additional Substitute Requirements**

Substitute teachers must meet the Michigan Department of Education regulations. Although showing proof of a valid teaching certificate is preferred, a person may be qualified as a substitute if they possess a Substitute Permit. This permit allows a person who does not hold a valid Michigan teaching certificate to be eligible for being a substitute teacher on a day to day basis when the regular teacher is absent. Sixty (60) semester hours or more of credit from an accredited college must be completed to qualify for a permit. The applicant is responsible for obtaining the permit, which includes the payment of \$45.00 permit fee that goes to the State of Michigan. This permit must be renewed every year. Transcripts of college credit of 60 or more hours minimum GPA of 2.0 are required.

Individuals who work in food services, cafeteria or playground supervisors, non-instructional computer assistance and similar positions are not impacted by the legislation (*Michigan.gov*)

## **Contractor Relationships**

You are a Substitute with SES and not an employee of any customer or client school to which SES assigns you to, or a dual Substitutes of SES and any customer/clients school, regardless of any customer statement, conduct, or belief. You will not be eligible to participate in or to receive benefits from any SES clients/ customer's benefits plans or policies. You waive and reject all rights to receive, apply for, or participate in any customer's benefits plans or policies. Notwithstanding the

foregoing, you understand and agree that when assigned to a school/ customer you are subject to that customer's code of conduct and applicable policies and procedures as agreed upon by SES.

## **Contractor Disclosure and Release Policy**

This policy is intended to protect SES' existing and potential customer and substitute relationships, protect its Confidential Information, and protect itself against improper or unfair competition. The SES sub acknowledges that unless otherwise agreed in writing by SES in an agreement specifically releasing SES sub from the restrictions imposed herein, he/she will not (directly or indirectly) while working as a contractor with SES prior to completing a minimum of ninety school days within two consecutive school semesters and for one and half academic year from the date of their last dispatch by SES or separation from SES: (a) accept directly or indirectly any assignments/placements, work or employment with any SES client schools/ affiliates in any capacity for which you have applied or have been assigned with or dispatched to, or engage in that capacity at a location owned or operated by, any SES client schools/ management company/ affiliates or customers to which they were assigned while an SES Substitute.

(b) seek or apply directly or indirectly for a full or part time employment with any SES client schools; (c) solicit or attempt to solicit any SES Substitute or customer/client school; The Sub acknowledges and agrees to these restrictions that are reasonable and necessary to protect SES's operations, legitimate competitive interests, and Confidential Information. The Sub also acknowledges the highly competitive nature of SES's business and the irreparable harm that a violation of these restrictions would cause.

## **Outside Employment**

Substitutes may hold other employment provided it does not interfere with or inhibit their performance or represent a conflict of interest with SES or the Assigned School. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, or leaving early.

## **SES Expectations and Policies**

### **Ethics**

A substitute teacher is expected to observe the code of ethics required by the regular staff. Records and information to which the substitute might have access is to be handled with discretion. Professionalism is expected. Do not make unfavorable and unprofessional comparisons about schools, classes, students, your SES employer, or educational personnel. If you have a method or discovery that might prove beneficial, note it to the person responsible.

### **Arrival and Departure Times**

Substitutes should report 30 minutes ahead of time to allow time for reporting to the main office, receiving direction to working location, and reading the detailed instructions left for you to follow. A detailed report of the day and accomplished duties should be left and reported back to the office before leaving the building. Be sure to return any keys that were issued.



## **Disability Accommodation**

SES complies with the all federal and state disability law requirements, which prohibit discriminatory employment practices against individuals with disabilities. We will make a good faith effort to provide reasonable accommodation to an otherwise qualified candidate who applies for a position or a supplied worker who is able to perform the essential functions of his or her job, as long as the accommodation does not result in an undue hardship.

This policy governs all aspects of employment, including such things as selection and job assignment. If you seek a reasonable accommodation please provide written notice of the need to the SES administration office once you learn of it so that we may best evaluate the request.

## **Use of Computer Systems**

The computer, e-mail and Internet systems provided by either SES or the Assigned School are intended to be used for work purposes only. Use for informal or personal purposes is permissible only within reasonable limits. Substitutes may not at any time access areas of the Internet that are not considered suitable for viewing by your peers or SES management. Use of the systems is not confidential. Computers and the accompanying software may be periodically monitored to ensure appropriate use. Substitutes should have no expectation of privacy in their use of the Assigned School's or SES's computer systems, including substitutes mail and use of the internet.

Email messages may be read by someone other than the addressees to whom you send them. Please take care to ensure that messages are courteous, professional, and businesslike. Each Substitute Teacher is responsible for adhering to this policy as well as any specific security guidelines and procedures issued periodically by the Company and the Assigned School. Anyone who violates this policy will be disciplined accordingly, up to and including removal from the system and/or termination.

## **Social Security Number Privacy**

Independent Contractors must provide their social security number as a condition of employment to allow SES to meet payroll, state and federal tax, and other legal requirements. SES takes all steps necessary to maintain the confidentiality and security of substitutes' social security numbers. Only authorized personnel may access records and documents which contain substitute social security number and identification information.

Substitutes are prohibited from accessing, viewing or using other employees' social security information. No worker is permitted to access or use social security numbers without the express permission of executive management.

When necessary, documents containing substitutes social security numbers will be properly destroyed through shredding or other means before disposal.

Any SES worker or individual that accesses social security data without authorization or for illegal purposes shall be disciplined up to and including termination. If illegal intent is determined, the matter will be referred to authorities for possible criminal prosecution.

## **Social Media**

SES understands that Social Media is a prevalent method of communication for all people, including the use of Facebook, Twitter, and other sites. Workers in an education setting must be careful in the use of Social Media. SES Substitutes are not to use Social Media tools to communicate with students, their parents and families, or other Assigned School employees unless such communication is expressly authorized by the Assigned School under its policies. Substitutes need to ensure that they use this media wisely and with common sense so that they do not damage the reputation and legal standing of themselves, SES, or SES's Assigned Schools. Therefore each Substitute Teacher must adhere to the following guidelines when using social media on a personal basis:

- Do not disclose any information that is confidential or proprietary to SES, the Assigned School. Do not disclose any information about students or their parents and families.
- Do not make defamatory, harassing, illegal or indecent statements about SES and Assigned School employees, and students, parents, and their families.
- Ensure that your social media activities do not interfere with your work commitments.

If a Substitute Teacher social media activities are seen as compromising SES, its Assigned Schools, or students, parents, or families or is in violation of the policies in this Handbook, SES will request that the substitute teacher discontinue such commentary and the SES Sub may be subject to other disciplinary action, up to and including termination.

## **Universal Precautions**

Substitutes should practice precautions to prevent the transmission of blood borne diseases in the workplace. Gloves and other protective equipment will be available as needed. If you have blood to blood contact with another person's blood or other bodily fluid containing blood during the course of the workday, please file a post-exposure form with the school office by the end of the day.

## **Reporting Cases of Child Abuse/Neglect**

All substitutes are obligated to report to the principal by the end of the day any suspected cases of child abuse/neglect. This is either through visual observation or through comments you hear from the student or fellow students. It will be the principal's job to call care protective services.

## **Corporal punishment in any form is not acceptable**

Substitutes, paraprofessionals, custodians, or anyone working with students are not allowed to use this method. Be firm, fair, and consistent when dealing with students.

**Do not use inappropriate language:** Lead by example using only appropriate language and positive comments.

**Avoid gender or other forms of stereotyping:** Call on both girls and boys equally, use non-biased, inclusive language. Challenge any bias towards student gender, culture, or race whenever it occurs or whatever form in which it occurs. Avoid Commenting on a student's personal appearance/characteristics, identities, abilities, or known disability

**Appropriate professional clothing:** It is not necessary to wear a suit, but you should look neat, clean, and professional. Nothing low-cut, tight, or overly short has a place in the educational setting. The polished, professional look reflects well on SES and also will be instrumental in your continued employment.

**Make sure you know the fire drill, tornado, and lockdown procedures:** This is for the safety of the students as well as yourself. If you cannot find them posted in the room, ask someone before the students arrive.

**Positive attitude:** Give this toward regular staff and students in the school. Do not make negative remarks about school personnel, students, and your SES employer and fellow employees. A positive attitude promotes a healthy environment.

**Maintain confidentiality:** At all times maintain confidentiality about students and staff both within the building and upon leaving. In addition, keep SES's and the Assigned School's communications, documents, letters, reports, files, etc. confidential. This is of paramount importance. Unauthorized disclosure of confidential information of SES or the Assigned School will not be tolerated.

**Always show up for an assignment:** If you are unable to keep an assignment given in advance, let SES know immediately so they can supply someone else. Three "no-shows" or late arrivals will result in termination.

**Use of tobacco, drugs, and alcohol are prohibited:** This means that all three are prohibited in the workplace and SES Sub must not be under the influence of alcohol or drugs when reporting to work. This includes prescription or over-the-counter drugs which impede your performance. These legal and illegal drugs should not be accessible, given, or sold to students or other school personnel.

Because SES is committed to providing a safe, efficient, and productive work environment, employees and job applicants may be asked to submit to testing (e.g. blood, urine, hair) to determine the illicit use of drugs and/or alcohol. The company will attempt to protect the confidentiality of all test results.

In cases where a positive drug or alcohol test is confirmed, the employee, supplied worker and Substitute Teacher is subject to immediate termination. A refusal to submit to a drug or alcohol test when requested will be treated as a positive result.

**Firearms and other weapons are prohibited:** This is not only a SES expectation but a state and federal law.

**All supplies and equipment should be put back in a neat, orderly way:** This helps the returning personnel to find it readily. If keys are issued be sure to lock up the room and return the keys to the front office. None of the school supplies or equipment should be removed from the premises.

**Physical contact should be limited and appropriate:** If contact is required to remove someone from physical harm, it should be handled carefully and quickly. Note this includes personnel and students. With younger children never initiate a hug. They are often spontaneous but do not return or encourage such contact. Additionally, avoid having sole custody of a student in a private setting

**Request a form and fill out immediately any arraignments you have:** By Michigan law and the Revised School Code you must notify SES within three business days of any arraignment on a felony or misdemeanor. If you are working in a public or private school, the failure to report this

will result in another misdemeanor or felony charge. If you provide verifiable written communication of your non-conviction of the crime, the file will be removed and you will be put back on the SES Sub list subject to SES discretion. (More details on page 8)

**Honesty always required:** If you are dishonest on your employment application or about a related work incident in a report, this is considered a reason for termination.

**Do not take pictures at assigned workplace:** Parents have to give written permission for their children to be photographed so only if the school officials give you written permission to do it is the only exception.

**Social networking sites while on job are not allowed:** Use of the school computer for this or personal usage is not allowed. Never have any communication with students on these computer sites.

**No use of cell phones while teaching or working:** This includes texting as well as receiving or placing calls.

**Never leave a classroom of students unattended:** If a child needs to be removed from the classroom, call the office for an escort. This includes being with class at any location where you are the adult in charge.

**Unauthorized Movies:** Do not bring or show unauthorized movies (including but not limited to internet clips) or photographs to the students

**Do not transport students in a vehicle without authorization from the school.**

**Never provide medication to a student or attempt to contact or be contacted by a student outside of assignment.**

**Insubordination never appropriate:** Disrespect or disobedience of SES authority or the school or company personnel is also grounds for termination. This includes not following the rules and policies of SES and the school/company where you are placed. Note that sleeping on the job or walking off the job are clear signs of disrespect of the school's authority and infractions worthy of termination.

**These kinds of behaviors are never acceptable at any school and can be grounds for removal from the SES Sub list. They can also result in school or parents pursuing legal actions.**

**Policies of Assigned School:** In addition to complying with our policies you are also expected to comply with the policies of the School to which you are assigned.

**Reporting Injuries and Worker's Compensation:** If you are injured while working, you will immediately report the incident to your Assigned School Supervisor and SES, regardless of how minor the injury may be. SES carries workers' compensation insurance coverage, as required by law, to protect you if you are injured on the job.

**Records, Supplies and Equipment:** The Assigned School's records, supplies and equipment are to be kept on school premises at all times. In addition, SES or the Assigned School's postage, faxes and copiers are not to be used for personal purposes. Exceptions to this policy may be for good cause and require approval of the supervisor in charge. All Substitutes are expected to insure that the

property and other assets of Assigned School are safeguarded from loss and damage. Each employee is personally responsible for the condition of school property and equipment that is in his or her custody and control. A physical inventory of all items of property and equipment will be made annually or as required by the school administrator. Keys are not to be duplicated without administrative authorization.

**Inspections:** As a Substitute Teacher of SES, you are required to participate in all Company or Assigned School inspections of any kind. Inspections may include, but are not limited to: vehicles, purses, briefcases, lunch containers, documents, lockers, etc.

**Security or ID Badge:** If required by the Assigned School, you will be issued a Security/ID Badge. If a badge is lost or misplaced, the Assigned School or SES office should be contacted immediately.

**Comply with all Assigned Client workplace rules and safety regulations and be above suspicion, suggestion or reproach in all professional and personal activities.**

## **Classroom Management Tips**

**Positive Expectations:** Convey in a firm, friendly tone that you believe in each student and that you believe in their ability to learn. By showing that you believe in and respect the students in your manner and language, they will be more likely to abide by the classroom rules and do the expected work. Students challenge substitutes and it takes patience to convey to them your firm belief that they can follow the rules and learn. It will make their day and yours more rewarding.

**Be Fair, Firm, and Consistent:** Whatever behavior you expect from one is for all and the entire period/day. This is not to say that there might be some special needs individuals that are handled slightly differently within the regular teacher's recommendations.

**Never use sarcasm or other embarrassing methods of discipline:** These forms of discipline are unproductive and produce more problems. Use of this practice can do real harm even after you have left.

**Call attention to a student's good behavior:** By praising a good behavior rather than calling attention to the bad behavior the class will quickly see what gets your wanted response. Rather than pointing out a student's bad behavior walk over while giving instruction to a close proximity to the student. Given an opportunity talk to this student privately on how he/she could help you assist others as well as the student himself/herself.

**Adhere to the policy that Corporal Punishment is *NEVER* administered:** None of the buildings use it and it is against the law.

**Noisy Classroom Suggestions:** Do not talk over student or students, rather *pause* mid- sentence and wait till classroom notices and is quiet. Then state what you expect while you are explaining the assignment and that if there are any questions you will call on a hand raised to address these concerns. Remind them that you can only hear and understand one voice at a time. If the class is noisy during an assignment, remind them what you expect and how more effective work requires a quiet environment. Tell them if they need help to raise their hand and you will come to their desk to help them individually so you will not disturb others.

**Effective Low-Key Responses:** Some very effective low-key responses to the first student disruption are to increase the proximity to the student, pause, signal in a non-verbal way to the student, turn toward student and wait, ignore behavior when appropriate, or quietly deal with the problem directly. Always finish with “Thank you” when student stops misbehavior as directed.

**When Misbehavior Escalates:** After all the low-key responses that don’t bring undue attention to the disruptive student are used and ineffective, stop teaching and turn to the student. Give the student a choice of either displaying the self correction behavior or the consequence of not. If the student chooses to stop the disruption say “thank you.” If the student does not then let the student know the choice made is the consequence you stated.

**When Immediate Action Needed:** When a student is physically harming another, himself, or you, then the appropriate action is to demand removal from the classroom either by first trying a verbal demand or alerting office for help. Whenever a student leaves the classroom the office must be notified. Any of these behaviors must be reported.

**Group Rewards Not Punishments:** Rewards such as an extra recess for elementary or a last few minutes of choice time in higher grades is a group reward that can be offered if work is done and classroom behavior was good. Group punishment (*ex.* extra assignments to the entire class) is not fair to the students who must suffer for the few that are breaking the rules.

## Report Offense

Under Michigan legislation all school employees, applicants, and persons working under contract, who are charged with a crime listed under **380.1535a** (and any crime of similar nature in this state or another state) need to report criminal charge to employer (Superior Employment Services) and the Michigan Department of Education within three business days after the arraignment.

Under **Sec. 1535a** if you hold a teaching certificate that is valid in this state and have been convicted of a crime, described in this section, then within 10 working days after receiving notice of the conviction, you shall be notified in writing that your teaching certificate may be suspended because of the conviction.

If you do not report that you have been charged, you violate **MCL 380.1230d(1)**, and you are guilty of a misdemeanor or felony, depending on the crime which you were charged.

Under **Sec. 1535d(2)** if you make a plea of guilt or no contest to or are subject of a finding of guilt by a judge or jury of any crime after having been initially charged then you must immediately disclose to the court, on a form prescribed by the state court administrative office, that you are employed. You shall immediately provide a copy of the form to the prosecuting attorney in charge of the case, and to SES.

Under **Sec. 1535d(5)** if you submit a report that you have been charged with a crime, as required under law, and you are then not convicted of any crime after the completion of judicial proceedings resulting from that charge, then you may request SES to delete the report from your records. The request must have documentation verifying that you were not convicted of any crime after the completion of judicial proceedings resulting from that charge.

### Listing of Offenses under 380.1535a

*This list was created to inform employees but may be incomplete. There may be additional misdemeanors that need to be reported. For more details on 380.1535a legislation and other legislation impacting school employees, go to [www.legislature.mi.gov](http://www.legislature.mi.gov).*

1. Any felony
2. Any of the following misdemeanors:
  - a. Criminal sexual conduct in the fourth degree or an attempt to commit criminal sexual conduct in the fourth degree.
  - b. Child abuse in the third or fourth degree or an attempt to commit child abuse in the third or fourth degree.
  - c. A misdemeanor involving cruelty, torture, or indecent exposure involving a child.
  - d. A misdemeanor involving indecent exposure
  - e. Violation of MCL 333.7410; MCL 333.7401: To distribute or to attempt to distribute marijuana to students or to have possession within 1,000 feet of school property; manufacturing, creating, delivering, or possessing with intent to manufacture marijuana
  - f. MCL 436.1701; MCL 750.141a : Alcoholic liquor sold or furnished to a minor; alcohol in possession of minors at social gatherings
  - g. MCL 750.115: Any person who breaks and enters or enters without breaking, without first obtaining permission to enter from the owner or occupant, agent, or person having immediate control thereof.
  - h. MCL 750.81; MCL 750.81a: Assault or assault and battery; Assault, infliction of serious or aggravated injury.
  - i. MCL 750.145a: Accosting, enticing or soliciting child for immoral purpose.
  - j. MCL 750.145d: Using a computer to commit or soliciting another person to commit a crime.

k. MCL 750.359: Larceny from vacant dwelling.

3. Any violation of a substantially similar law of this state, of another state, of a political subdivision of this state or another state, or of the United States.
4. Any violation of failure to report charge to Michigan Department of Education and employer.



# SUPERIOR

## Employment Services

### RECEIPT OF SUBSTITUTE HANDBOOK

**(This page is to be signed and returned to SES management)**

After reading this page and agreeing to the statements made on it, please sign, date, and return to the SES. It will be placed in your personnel file.

1. I acknowledge that I have received and read a copy of the SES Substitute Handbook.
2. I agree to comply with the policies and expectations in the handbook.
3. I understand that some policies might be changed from time to time and some professional expectations may not be listed but are still required. Policy changes shall be distributed in written form once updated.
4. I understand as an SES substitute, I am an independent contractor rather than a direct employee of SES, which has implications on the way I am expected to organize, track, report, file, and pay my taxes. I hereby agree to visiting the IRS website for detail and complying with the tax requirements as they pertain to my situation.
5. I understand that this handbook is not designed to create *contractual* obligations with respect to any subjects it covers and that the Substitute Handbook does not create a contract guaranteeing that I will be employed for any specific time or placed or dispatched to any school at any point in time.
6. I understand that while working with Superior Employment Services (SES), I may not directly or indirectly seek full or part-time work, accepting assignments/placement or employment in any capacity with any customer or client school or domicile site that SES dispatches me to directly or indirectly prior to completing a minimum of ninety school days within two consecutive school semesters, and for a period of 1 & 1/2 academic years after my separation from SES.
7. I hereby attest to understanding the content of this handbook and have had all my questions addressed by SES.

Name of Substitute (print): \_\_\_\_\_

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

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

SES initials: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

# SUPERIOR

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## Employment Services

### RECEIPT OF SUBSTITUTE TEACHER HANDBOOK

(Substitute Copy)

After reading this page and agreeing to the statements made on it, please sign, date, and return to the SES. It will be placed in your personnel file.

1. I acknowledge that I have received and read a copy of the SES Substitute Handbook.
2. I agree to comply with the policies and expectations in the handbook.
3. I understand that some policies might be changed from time to time and some professional expectations may not be listed but are still required. Policy changes shall be distributed in written form once updated.
4. I understand as an SES substitute, I am an independent contractor rather than a direct employee of SES, which has implications on the way I am expected to organize, track, report, file, and pay my taxes. I hereby agree to visiting the IRS website for detail and complying with the tax requirements as they pertain to my situation.
5. I understand that this handbook is not designed to create *contractual* obligations with respect to any subjects it covers and that the Substitute Handbook does not create a contract guaranteeing that I will be employed for any specific time or placed or dispatched to any school at any point in time.
6. I understand that while working with Superior Employment Services (SES), I may not directly or indirectly seek full or part-time work, accepting assignments/placement or employment in any capacity with any customer or client school or domicile site that SES dispatches me to directly or indirectly prior to completing a minimum of ninety school days within two consecutive school semesters, and for a period of 1 & 1/2 academic years after my separation from SES.
7. I hereby attest to understanding the content of this handbook and have had all my questions addressed by SES.

Name of Substitute (print): \_\_\_\_\_

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

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

SES initials: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_