District #37 Guest Employee Newsletter
2019-2020 School Year

EMSD37
East Moline School District 37
Guest employees are a valuable piece of the District 37 community. They assure that the instructional day will proceed as usual even when someone is absent. It is a challenging assignment for even the most seasoned veterans. The administration, faculty and staff are here to help you provide a great day of instruction for our students. We appreciate your willingness to work with our students and ask that you take time to familiarize yourself with the information in this newsletter prior to your first day with us.

District #37 anticipates that assignments for guest workers will not exceed limitations outlined in the Illinois School Code. Substitute and temporary positions are not eligible for benefits (including participation in the Illinois Municipal Retirement Fund) unless explicitly stated otherwise, or required by law. Service in multiple substitute positions will be considered in the aggregate. District #37 reserves the right to limit an individual’s working hours at any time in its sole discretion.

District #37 uses the Frontline Absence Management system for placement of our Guest Teachers, Paraprofessionals (Instructional Aides), Non-instructional Aides (including Playground Aides), and Secretaries. New guest employees will receive detailed information on how to access Frontline online or via telephone. Frontline users always have help available within the Frontline system, or via the internet at: www.frontlineeducation.com.

We hope you find Frontline Absence Management a great tool for managing your assignments for the school year.

Here are a few important points to remember:

- If you work in multiple districts, Frontline will prompt you to create a single log-in. Doing this will enable you to view assignments for all Aesop districts without the need to log in for each district.
- Use of personal cell phones and other personal electronic devices is prohibited during student instructional time, but is permitted during lunch breaks.
- During the school day, it is not acceptable to “job shop” in Frontline. Please do not use instructional time and/or working time to plan your future work assignments.
- When accepting assignments either on the web or by phone, please be sure to obtain a job number. This is your proof of job acceptance.
- In certain circumstances, the building administrator may request that you assist in another classroom or in another subject area. District 37 has a philosophy of doing whatever is needed to provide outstanding instruction to our students. Your understanding and cooperation in these situations is appreciated.
- We understand that occasionally a guest teacher, aide or nurse must cancel an assignment due to unforeseen circumstances or illness. The Frontline system will consider that an emergency situation which makes you unavailable that day, and will not call you or otherwise make assignments available to you in any school district using Frontline for that time period.
- When you arrive at school, please report to the main office to sign in each day. This is true even if you have worked in District 37 for many years. Not only do we enjoy seeing you each day, but your signature on the Sign-In Sheet ensures that you receive proper pay for the day. If changes do need to be made to your assignment, please be sure to request a sign-in sheet if one was not offered to you.
- Please do not leave the office area without a Guest Employee security badge. Our staff and students will become concerned if they see an adult in the building without a badge. District #37 takes pride in providing a safe learning environment for students.
- Fellow teachers and building principals are valuable resources, especially during a challenging day. Please don’t hesitate to ask for assistance whenever the need arises.
- Each staff member in District 37 serves as a role model for our students. We hope this is noticeable to you each time you walk through the front door of any of our schools. Please be mindful of this important role you fill as you go about your work day.
• Please arrive to school early enough to prepare for your assignment. The assignment starting time listed in Frontline refers to the time that you should be ready for duty. Likewise, please do not end your assignment before the ending time listed, or until your students have left for the day. If your assignment includes a first or last period planning time, you must still arrive and leave at the correct times. (Please refer to “Work Hours”.)

To assure continued work as a guest employee, we ask that you review and follow the guidelines above.

Pay Periods and Pay Rates

Days worked from the 1st through the 15th of the month will be paid on the 30th of the month. Days worked the 16th through 31st of the month will be paid on the 15th of the following month. If the 15th or 30th of the month falls on a weekend or holiday, payroll is credited the business day prior to the weekend or holiday. Some exceptions do apply, especially during Winter Break and Spring Break. Please call the district office with any questions you may have about pay dates.

Payroll is made only by direct deposit at the banking institution of your choice. Please make sure you have a current direct deposit form on file. A voided check or deposit slip is required to set up your direct deposit. Please do not be alarmed if your first check is an actual paper check. This is common practice, depending on where you bank. Your next check will be directly deposited.

The daily rate for guest teachers is $110. For long-term assignments arranged by administration, the following schedule applies. After ten consecutive days in the same assignment, the rate of pay is $115.00 per day up through the twentieth day. For twenty-one to sixty consecutive days in the same assignment, the rate of pay is $125.00, and for sixty-one consecutive days and over, $145.00 per day with two days earned sick leave. After sixty-one days, one day of sick leave is added for each additional 20 days in the same assignment.

The Guest Aide pay rate is $10.75 per hour. Guest Teachers and Guest Nurses will be paid at the Guest Aide rate when substituting in an instructional aide or health aide position. Hours and compensation for Guest Teachers and Guest Nurses will be computed based on half-day assignments, or full-day assignments.

Other hourly rates are as follows:

- Secretaries - $10.25 per hour
- Custodians - $11.25 per hour
- Bus Drivers - $13.75 per hour
- Bus Monitors - $9.25 per hour
- Food Service - $9.25 per hour
- Non-Instructional aides (including playground/cafeteria) - $9.25 per hour

Work Hours

Work hours are as follows:

Elementary Teaching Assignments: 8:00 a.m. to 3:15 p.m. (half-day begins/ends at 11:30)
Middle School Teaching Assignments: 7:15 a.m. to 2:40 p.m. (half-day begins/ends at 11:00)
Elementary Instructional Aide Assignments: 7:45 a.m. to 3:15 p.m. (half-day begins/ends at 11:15)
Middle School Instructional Aide Assignments: 7:15 a.m. to 2:45 p.m. (half-day begins/ends at 10:45) Building Secretaries: Generally 7:30 – 4:00 although individual assignments may vary. Please refer to times listed on the assignment in Aesop. All other work hours will be communicated by the department supervisor.
Inclement Weather

The superintendents of the Illinois Quad Cities area school districts have cooperatively developed a procedure, which will be followed when conditions are not safe for most students to attend school. The Aesop system will notify everyone who is scheduled to work on a day when school will not be in session because of bad weather. Local radio and TV stations are notified of school delays and closings as well.

403B Retirement Plan

As a Guest Employee in East Moline School District #37, you are eligible to participate in the district’s optional 403(b) Retirement Plan. Please contact Chris Mueller, HR Director at 792-2887 ext. 8 if you are interested in participating or would like additional information.

Our Schools and Student Attendance Hours
Elementary Grades K-4 - 8:30 - 3:00
Middle School - 7:55 - 2:30

Bowlesburg Elementary (Grades K-4)
2221 10 Street, Silvis IL 61282
Phone: 792-2947
Principal: Jeff Fairweather
Secretary: Andrea Oney

Hillcrest Elementary (Grades K-4)
451 22 Avenue, East Moline IL 61244
Phone: 755-7621
Principal: Stephanie Christensen
Secretary: Cristina Magadan

Ridgewood Elementary (Grades K - 4)
814 30th Avenue, East Moline IL
Phone: 755-1585
Principal: Alex Mayszak
Secretary: Elia Nunez-Raya

Wells Elementary (Grades Pre-K - 4)
490 42 Avenue, East Moline IL
Phone: 796-1251
Principal: Kenneth Spranger
Secretaries: Sherri Hamilton, Hilary Anselmi
Glenview Middle School
(Grades 5-8)
3100 Seventh Street
East Moline,
Illinois 61244
Phone: 755-1919
Principal: Tracy Anderson Associate
Principals: Michael Ryan, Chris Lopez
Grade 5 Principal: Jeff Evans Secretaries:
Gladys Keim, Ann Bebensee, Talia Gryp, Patricia Klinge
East Moline Education Center
3555 19th Street
East Moline, IL 61244
Administrator: Chad Rowlands
Secretary: Tammy Crosby

Transportation Center
3451 Morton Drive
East Moline, Illinois 61244
Phone: 309-752-2572
Director: Evelyn Gay
Secretary: Natalie Cortez

Aesop Support Team – Administrative Office
3451 Morton Drive
East Moline, Illinois 61244
792-2887
Joann Snelling - ext. 1
Shelly Murphy - ext. 8
Mary Clark – System Admin. - mclark@emsd37.org
# EMSD #37 2019-2020 School Year Calendar

**July**
- Registration: 24
  - GV, HC, and RW
- GV, B8, and WE: 25

**August**
- Inservice Days: 12 & 13
- 1st Day of School: 14

**September**
- Labor Day: 2
- ½ Day Afternoon Early Release SIP: 27

**October**
- End of 1st Qtr. - 42 days: 11
- Fall Intercession: 14 - 18

**November**
- pm P/T conferences: 7
- Parent/Teacher Conf: 8
- Non-Attendance Day: 11
- Veterans' Day (no school): 12
- Inservice Day: 27 - 29
- Thanksgiving: 30

**December**
- End of 2nd Qtr. - 39 days: 20
- December 23 - January 5: Winter Break

**January**
- School resumes: 6
- ½ Day Afternoon Early Release SIP: 13
- Memorial Day: 25
- Last Day of School: 28
- Independence Day: 4

**February**
- Inservice Day: 14
- Presidents' Day: 17

**March**
- End of 3rd Qtr. - 46 days: 16 - 20
- Spring Break: 22 - 28

**April**
- ½ Day Afternoon Early Release SIP: 9
- No Student Attendance: 10

**May**
- ½ Day Afternoon Early Release SIP: 22
- Memorial Day: 25
- Last Day of School: 28

**June**
- Emergency Days: 1-4

__Legend__
- P/T Conf: Blue
- 5 Emergency Days: Red
- 4 In-service Days: Green
- 174 Student days: White
- Non-attendance: Light Gray
- ½ Day SIP Days: Pink
- Total 185 Days: Yellow
- End of Quarter: Light Gray