



Substitute Employment Guide

School Year 2026-2027

WELCOME TO NORTHFIELD PUBLIC SCHOOLS

Dear Northfield Public Schools Substitute Employee,

Thank you for being an important member of the Northfield Public Schools staff. We are excited to have you support our mission to deliver educational excellence that empowers all learners to engage in our dynamic world.

Reviewing this handbook is one of your responsibilities as a substitute employee at Northfield Public Schools, along with abiding by the board policies available on the Northfield Public Schools website, northfieldschools.org > ABOUT > School Board - Policies.

If we can be of help to you, please feel free to contact us.

Respectfully,

Noella O'Rourke

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Title IX Coordinator/Human Rights Officer
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Northfield Public Schools - Campus Contacts

The building campus users listed below are your main points of contact while subbing in our buildings. All information you need, the sub laptop, instructions, classroom key, etc., will be issued to you through the main office.

Northfield High School

1400 Division St. S., Northfield, MN 55057

507-663-0630

Lori Christophersen, Administrative Assistant to Principal/Frontline Campus User

lchristophersen@northfieldschools.org

507-645-3473

Northfield Area Learning Center

201 Orchard St. S., Northfield, MN 55057

507-645-1201

Jackie Groth, Administrative Support Assistant/Frontline Campus User

jgroth@northfieldschools.org

507-645-1201

Northfield Middle School

2200 Division St. S., Northfield, MN 55057

507-663-0650

Jennifer Henriksen, Administrative Assistant to Principal/Frontline Campus User

jhenriksen@northfieldschools.org

507-663-0651

Spring Creek Elementary

1400 Maple St., Northfield, MN 55057

507-645-3470

Anna Edwards, Administrative Assistant to Principal/Frontline Campus User

aedwards@northfieldschools.org

507-645-3471

Greenvale Park Elementary

500 Lincoln Parkway, Northfield, MN 55057

507-645-3500

Emily Shaft, Office Specialist/Frontline Campus User

eshaft@northfieldschools.org

507-414-8779

Bridgewater Elementary

401 Jefferson Parkway, Northfield, MN 55057

507-664-3300

Myrna Peterson, Administrative Assistant to Principal/Frontline Campus User

mpeterson@northfieldschools.org

507-664-3301

Northfield Community Education Center

700 Lincoln Parkway, Northfield, MN 55057

507-645-1200

Caroline Bussmann, Office Specialist/Frontline Campus User

cbussmann@northfieldschools.org

507-645-1200

Employee Notices

Employees in Minnesota are entitled to earned sick and safe time, a form of paid leave. Employees must accrue at least one hour of earned sick and safe time for every 30 hours they work, up to at least 48 hours in a year. A year for purposes of the employee's earned sick and safe time accrual is: **July 1 - June 30th of each calendar year.**

At the end of each pay period, employers must provide employees with the number of earned sick and safe time hours used by the employee during the pay period and available for future use. The hour balance available will be found on your paystubs within SMARTeR. Earned sick and safe time must be paid at the same base rate employees earn from employment. Employees are not required to seek or find a replacement for their shift to use earned sick and safe time. They may use earned sick and safe time for all or part of a shift, depending on their need.

Earned sick and safe time can be used for:

- an employee's mental or physical illness, treatment or preventive care;
- the mental or physical illness, treatment or preventive care of an employee's family member;
- absence due to domestic abuse, sexual assault or stalking of an employee or their family member;
- closure of an employee's workplace due to weather or public emergency or closure of their family member's school or care facility due to weather or public emergency; and
- when determined by a health authority or health care professional that an employee or their family member is at risk of infecting others with a communicable disease.
- to make arrangements for or attend funeral services or a memorial or address financial or legal matters that arise after the death of a family member.

Notifying employer & documentation:

An employer can require their employees to provide up to seven days of advance notice when possible (for example, when an employee has a medical appointment scheduled in advance) before using sick and safe time. An employer can also require their employees to provide certain documentation regarding the reason for their use of earned sick and safe time if they use it for more than two consecutive scheduled workdays.

If an employee plans to use earned sick and safe time for an appointment, preventive care or another permissible reason they know of in advance, complete the google sheet [\[linked here\]](#) as far in advance as possible, but at least **seven days** in advance. In situations where an employee cannot provide advance notice, the employee should still complete the google form and they should also contact the building's campus user found **on page 3** as soon as they know they will be unable to work.

Retaliation, right to file complaint

It is against the law for an employer to retaliate, or to take negative action, against an employee for using or requesting earned sick and safe time or otherwise exercising their earned sick and safe time rights under the law. If an employee believes they have been retaliated against or improperly denied earned sick and safe time, they can file a complaint with the Minnesota Department of Labor and Industry. They can also file a civil action in court for earned sick and safe time violations.

For more information

Contact the Minnesota Department of Labor and Industry's Labor Standards Division at 651-284-5075 or esst.dli@state.mn.us or visit the department's earned sick and safe time webpage at sickleave.mn.gov.

Substitute Positions and Rates of Pay

Hourly Positions	Hourly Rate
Site Assistants (all programs-non-students)	Step 1 of Com Ed Staff Agreement (\$19.27/hour)
Child Nutrition Subs	CNA I rate of pay (\$23.52/hour)
Educational Assistant Subs	Step 1 of EA pay scale (\$22.30/hour)
Office Subs	Step 1 of Class II pay scale (\$21.85/hour)
Retired Office Subs	Class/Step at the time of separation
Nurse Sub - LPN license Nurse Sub - RN license	Step 1 of ADN/LPN scale of Nurse Agreement (\$35.12/hour) Step 1 of ADN/RN scale of Nurse Agreement (\$38.53/hour)
Custodian Subs	Step 1 of Custodian pay scale (\$22.29/hour)
Retired Custodian Subs	Class/Step at the time of separation

Teaching Positions	Daily Rates
Short-call Substitutes	Up to 1.25 hrs = \$40.00* Up to 4.25 hrs - half day = \$100.00* Over 4.25 hrs - full Day = \$200.00*
Long Term Substitutes	When known in advance that the position will be more than 5 consecutive days, lane/step pay is applied for licensed teachers. Short-call subs are paid the daily rate.

*Substitutes are paid for the number of hours pulled from the absence management system and not by the number of positions they accept each day. Substitute teachers cover student contact hours only. The District reserves the right to correct the substitute report time as needed if the regular teacher has included non-student contact time in the substitute report time.

Schedule of Payments, Direct Deposit, Annual IRS Forms

Pay Dates:

Pay dates are on the 15th and the 30th of each month except when the 15th or the 30th falls on a weekend or on a holiday. In those cases, the pay date will be the workday before the weekend or holiday.

Pay Periods:

There are two pay periods each month.

Pay Period #1 - Approximately the first day of the month through approximately the 15th of the month. Hours worked during the first pay period will be paid on the last pay date of the month.

- Example: Hours worked approximately June 1 - approximately June 15 will be paid on June 30.

Pay Period #2 - Approximately the 16th of the month through approximately the last day of the month. Hours worked during the second pay period will be paid on the first pay date of the following month.

- Example: Hours worked approximately June 16 - approximately June 30 will be paid on July 15.

If hours are not recorded by the applicable payroll deadline or cannot be processed due to timekeeping or payroll processing timelines, those hours will be included in the next regularly scheduled payroll cycle.

The payroll calendar can be found on the District website > Staff page > Finance Forms > Payroll. Below is a link to the Finance Forms, where you can view the payroll calendar that outlines the exact pay periods:

<https://northfieldschools.org/staff/finance-forms/>

Submitting Time Worked:

Teacher, Educational Assistant, Nurse, and Office substitutes: You ***do not*** need to fill out a paper timesheet. You will be paid directly from the jobs that you accept in Frontline Absence Management. You will be paid for the number of hours worked.

Child Nutrition, Custodian, and Community Ed substitutes: You ***do*** need to fill out a paper timesheet for your time worked as a substitute. At the end of your assignment, please submit your completed timesheet to the site lead or the supervisor overseeing your assignment before leaving the worksite.

Direct Deposit:

All employees are required to use direct deposit. Direct deposit forms will be provided with the payroll forms to be completed. Paper checks/paystubs will not be issued. Paystubs can be viewed and printed on the SMARTeR system after each payroll.

W-2 and 1095 Forms:

Employees may elect to receive their W-2 and 1095 tax forms electronically through the SMARTeR system. Employees who do not enroll in electronic delivery will receive paper copies by mail in accordance with applicable deadlines. Electronic forms are typically available sooner than mailed copies, providing faster access to tax documents.

If you have further questions related to payroll, please contact Brooke Bulfer, Payroll Specialist, at 507-663-0628 or brbulfer@northfieldschools.org.

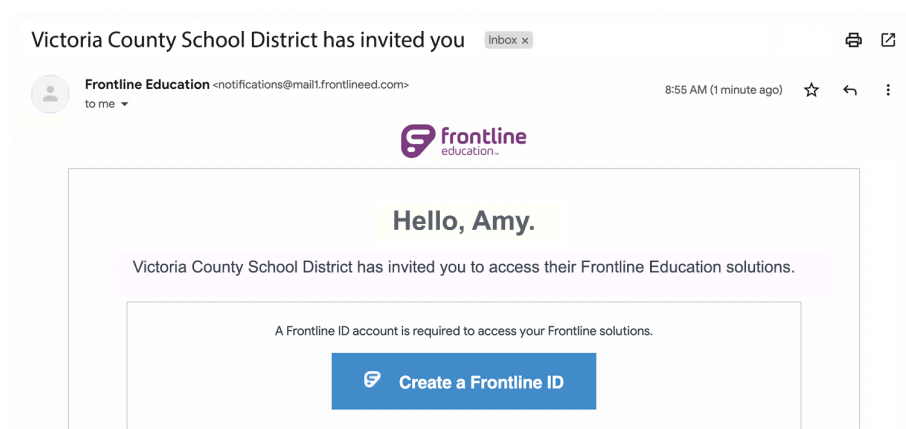
Substitutes for the following groups are contacted directly and will not use the Frontline Absence Management system) - **Child Nutrition, Custodian, Ventures, Early Ventures**

Using Frontline and Accepting a Position

- This applies to accepting sub jobs in the following categories: **Teachers, Educational Assistants, Building Nurses, and Office Employees.**

Frontline Absence Management: Website

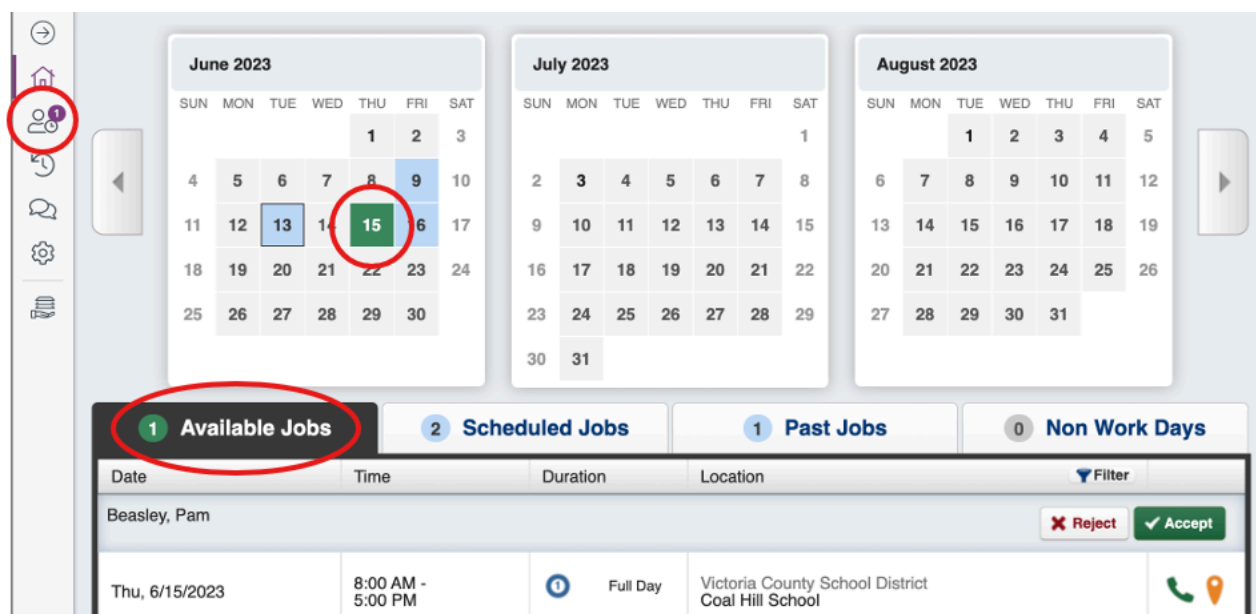
Access and Logging In: You will receive an email invitation from Frontline Education. Please click on this link to create your Frontline ID and password for your Absence Management substitute account. With the creation of your new Frontline ID account, you can access all your Frontline applications through a single sign-in page. Go to app.frontlineeducation.com, enter your new username and password, and click **Sign In**.



Finding and Accepting Available Jobs: There are many ways to view available jobs using the website version of Frontline.

1. Via the “Available Jobs” tab on the left side navigation panel
2. Potential jobs will appear in green on the calendar
3. In list form under the “Available Jobs” tab

To accept a job, click the Accept button on the far right side of the absence (or click Reject to remove a job from the list).

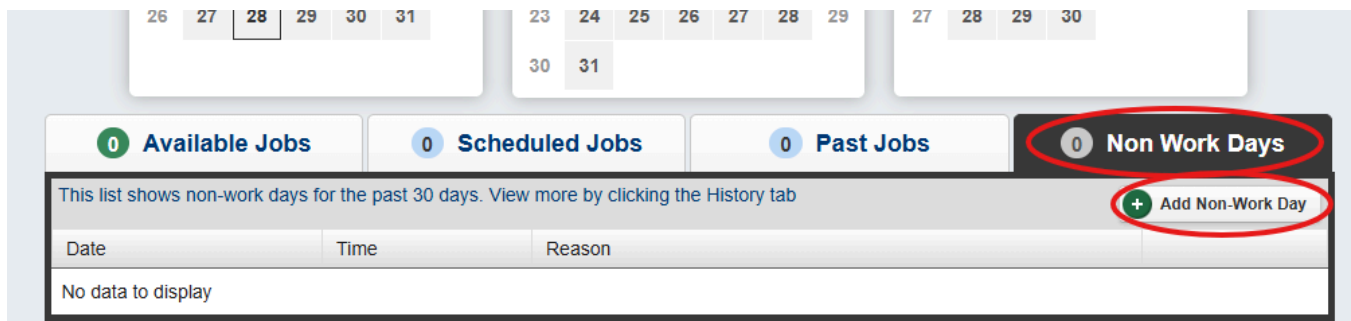


Key Settings and Functions: There are three key settings you should review and configure after setting up your Frontline account; Schools, Call Times, and Non-Work Days. These settings can be found within the website version of Frontline, by clicking the **Preferences** tab found in your left side navigation panel.

Schools: After clicking the **Preferences** tab in the side panel, click **Schools**. This allows you to specify which schools you want to see available jobs for OR which schools you do not want to see jobs for. A new account should default to showing all Northfield Public Schools, however, it is always good to check you have the correct school(s) selected or that you have not accidentally marked a school to hide their jobs.

Call Times: By default, Frontline will call you for jobs during the time period set up by the district, but you can customize or turn off calling altogether. To edit this, click **Call Times** in the side menu. You will see a display of your district's default morning and evening call times. The **Edit** button at the bottom of each day will allow you to turn off calling for that day, keep the district call times, or specify a new call time.

Non-Work Days: Non-Work days indicate when you are not available to work as a substitute, and they inform the system to not offer you jobs on those days. To add a non-work day, use the **Add Non-Work Day** button under the **Non Work Days** tab found on the home page. You can also view your entered non-work days and remove non-work days on the **Non Work Days** tab. When entering a non-work day, you can enter single work days or set up repeating work days.



Accessing Absence Management: Phone Calls

To call Absence Management dial **1-800-942-3767**. You will be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

- Find available jobs – Press 1
- Review or cancel upcoming jobs – Press 2
- Review or cancel a specific job – Press 3
- Review or change your personal information – Press 4

When the system calls you, be sure to say a loud and clear “Hello” after answering. It will call about one job at a time, even if you are eligible for other jobs.

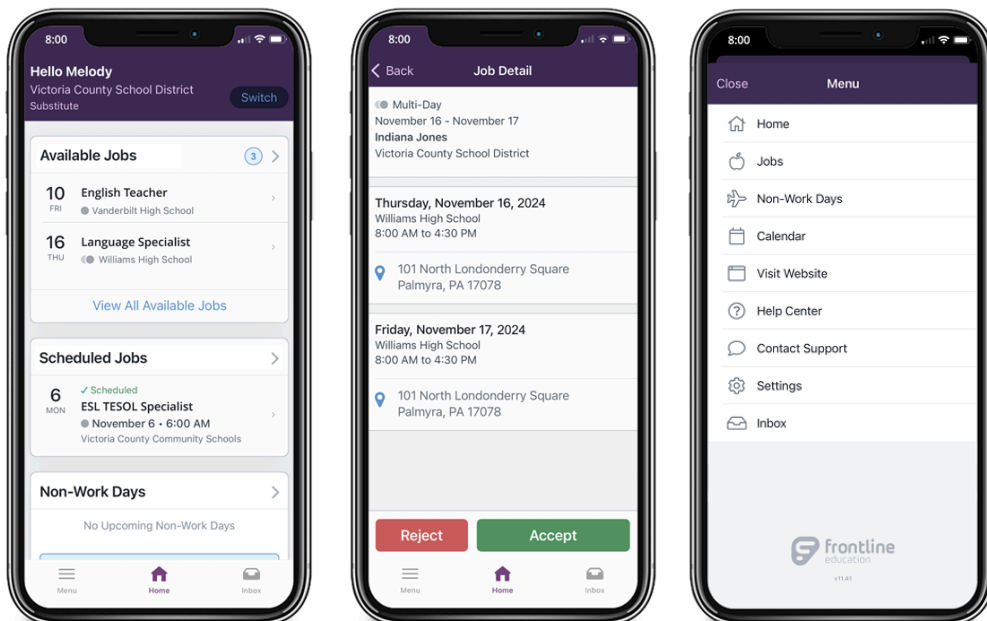
- Listen to available jobs – Press 1
- Prevent Absence Management from calling again today – Press 2
- Prevent Absence Management from ever calling again – Press 9

Accessing Absence Management: Mobile App



You will use the username and password for the Website version of Frontline mentioned above to log in to the mobile app. First, access your device's App Store and download the Frontline Education mobile app. Once the download is complete, log in with your existing Frontline credentials.

On your home page, you will see Available Jobs (clicking them will bring up the job details and the ability to accept or reject), Scheduled Jobs that you have accepted, and any Non-work Days (you can also add non-work days here). These features can also be found using the **Menu** button on the bottom left of your screen. Any received messages can be accessed by pressing the **Inbox** button on the bottom right of your screen.



Cancellations and Professional Development

School Closures

When school is closed due to inclement weather, substitutes assigned to positions that day will be released from the substitute job so that they are free to accept positions elsewhere. This happens whether it is a “snow day” or an “e-Learning day.”

Substitute Cancellation Policy:

If it becomes necessary to cancel an assignment within 24 hours of the scheduled start time, the substitute must first cancel the assignment in Frontline Absence Management immediately. After doing so, please contact the school’s administrative assistant to notify them that the position will be unfilled. Contact information for each school’s administrative assistant can be found in this Substitute Employment Guide (page 3).

Job Cancellation Policy:

If a substitute assignment is canceled by a teacher or office staff member on the day of the absence, the substitute may be eligible for payment. If the District offers the substitute an alternate assignment within the District and of the same job classification, payment will be provided if the substitute accepts the alternate assignment. However, if the substitute declines the alternate assignment within the same job classification, payment will not be issued for the canceled job.

For purposes of this policy, job classification refers to the specific role type, such as Teacher, Educational Assistant, etc.

Professional Development:

Substitutes may attend district-wide and school-based professional development opportunities that are appropriate to their licensure areas. Please contact the event organizer in advance to ensure space and request any needed documentation. Other general questions about CEUs can be directed to the Superintendent’s office.

Beginning and End of Day Checklist (Teachers/Educational Assistants)

Beginning of the Day:

- ☐ Check in with the Campus user in the building you will be working in.
- ☐ Collect Substitute badge, substitute folder, and necessary equipment as determined by the building campus user; i.e., computer, walkie-talkie, classroom key, etc.
- ☐ Sign and indicate arrival time on the Substitute Sign-In report. Ask with whom and where to report; classroom, Special Education meeting room, lunchroom, etc.
- ☐ Review Substitute Folder or uploaded sub notes: Login info, emergency info, student health concerns, student plans, schedules, etc. (Substitute Teachers Only)
- ☐ Substitutes should use time to review lesson plans, seating charts, and locate items needed for the day.

End of the Day:

- ☐ Write a detailed note to the regular classroom teacher (Substitute Teachers only).
- ☐ Straighten the classroom.
- ☐ Return all school property to the building campus user: badge, computer, walkie-talkie, etc.
- ☐ Sign and indicate departure time on the Substitute Sign-In report.

Suggestions for Managing Student Behavior

While all buildings run a little differently, the following information may be helpful to you. Consistency, respect, and a love of teaching children are essential to being a great teacher. Treat other staff members as you would wish to be treated. Treat our students as you would want someone to treat your children. All three elementary buildings have behavior coaches available to assist you. You may also seek assistance from the building administration in any building if needed.

Descriptive Requests

Use positive and descriptive requests (i.e., “Please sit in your chair facing forward and look at me” is better than “please pay attention.”)

Start Request versus Direct Request

Positive requests for a student to start an appropriate behavior are better than negative requests for a student to stop misbehavior (i.e., “Please start your math assignment” versus “please stop arguing with me.”)

Question Format versus Direct Request

The use of questions instead of direct requests reduces compliance (i.e., “Can you please sit down? Is a less effective plan than “you need to sit down.”)

Two Requests

It is better to give the same request only twice than to give it several times.

Eye Contact

It is better to have eye contact when making a request.

Loudness of Request

It is better to make a request in a soft, firm voice rather than a loud voice.

Time

Give the student time to comply after giving a request (5 to 10 seconds). During this short interval, do not converse with the student; rather, look at the student, restate the request, and wait for compliance.

Distance

It is better to make a request from up close (3 feet) rather than from longer distances.

Neutral versus Emotional Requests

It is better to respond to behavior in calm and matter-of-fact way rather than to respond in an emotional way (i.e. yelling, giving ultimatums, etc.)

Reinforce Compliance

It is too easy to request a behavior from a student and then ignore the positive result. IF you want more compliance, genuinely reinforce it.

Suggestions for Substitute Teachers

Substitute Teacher Conduct: Substitute teachers serve as role models and are expected to maintain professional standards at all times. Substitute teachers are expected to maintain a safe, respectful, inclusive, and productive learning environment while following all district policies, school procedures, and applicable state and federal laws. Professional judgement, confidentiality, and appropriate interactions with students are expected at all times. Following the Responsibilities of the Substitute Teacher outline below will ensure a successful experience as a substitute teacher:

Following the Teacher's Lesson Plan

- Review the regular teacher's lesson plans.
- Follow the lesson plans as written! No free day! Instructional time should always be used for meaningful learning activities.
- Identify the seating chart and refer to it often
- Keep accurate attendance records and submit attendance according to the school's established procedures.
- Follow established classroom procedures
- If there is not a lesson plan, contact the building campus user for assistance. Contact information is listed on page 3 of this handbook.
- Leave notes for the regular teacher regarding lessons completed, student progress, behavior concerns, and any important incidents that occurred during the day.

Prevention

- Greet Students at the door
- Introduce yourself
- Arrive at least 15 minutes early, or the time directed by the district to prepare for the school day.
- Write your name on the board
- Help students with assignments as needed
- Monitor students by walking around
- Be positive
- Immediately establish behavior expectations
- Get to know student names as quickly as possible
- Treat all students with dignity, respect, fairness, and consistency.
- Get students working immediately
- Be fair and consistent
- Create realistic goals
- Smile
- Be organized!
- Actively supervise students at all times. Do not leave students unattended unless another authorized staff member is present.
- Follow all safety protocols, including emergency drills, lockdowns, evacuations, and medical protocols.
- Maintain student confidentiality in accordance with district policy and applicable privacy laws.

Cautions

- Do not physically touch students (except for a medical emergency). Do not use physical contact to manage or discipline students. Physical contact should be limited to situations involving health, safety, or emergency circumstances consistent with district policy.
- Do not allow students in the teacher's desk or files.
- Make sure supplies are accounted for and put away
- Remain neutral regarding religious, political, or personal beliefs and do not promote personal viewpoints while serving as a substitute.
- Do not use food, candy, toys, or other personal items as rewards unless specifically authorized by the classroom teacher or school administration. Use positive reinforcement and encouragement instead.

Suggestions for Teaching - *Continued*

Clear Rules and Expectations

- What do I want to see?
- Observable and measurable
- Short and positive statements
- Written and posted
- Clearly communicate classroom expectations at the beginning of each class period.
- Enforce classroom and school rules consistently and fairly.

Positive Consequences

- Be flexible
- Treat students with dignity and respect
- Recognize and reinforce positive student behavior whenever appropriate.
- Use positive behavior supports before implementing corrective interventions whenever possible.

Alternative Plan

- Change the environment
- Use direct requests
- Separate students as needed
- Subtle methods such as proximity, eye contact, and nonverbal cues.
- Avoid power struggles by not engaging in arguments
- Never use sarcasm or ridicule a student
- The use of corporal punishment is never allowed
- Always respect the student's personal space
- Seek assistance from school administration or designated staff when a student's behavior becomes unsafe or significantly disrupts learning.
- Document significant behavioral incidents and communicate them to the regular teacher and school administration before leaving for the day.
- Never remove a student from the classroom unless directed by the school administration or district procedures.
- Remain calm, professional, and solution-focused when responding to challenging behaviors.

Additional Professional Expectations

- Maintain appropriate professional boundaries with students at all times. Do not share personal contact information (including personal phone numbers, email addresses, social media accounts, or messaging applications), accept or initiate personal communications with students outside of school-approved platforms, or engage in conduct that could create or appear to create an inappropriate relationship. If a student attempts to initiate personal contact outside of school or through personal communication methods, politely decline the request and promptly notify the building administrator. Comply with all district technology, confidentiality, and acceptable use policies.
- Wear attire appropriate for a professional educational environment.
- Follow all district policies regarding mandated reporting, student safety, discrimination, harassment, and workplace conduct.
- Immediately notify the office if you need assistance or if an emergency situation arises.

Acknowledgements and Receipt

Northfield Public School Board Policies

Please review school board policies using the link below:

<https://northfieldschools.org/about/school-board/policies/>

Substitute Employment Guide Receipt

- ☐ I acknowledge that I have received access to the **Northfield Public Schools Substitute Employment Guide**. I understand that it is my responsibility to read, understand, and comply with the policies, procedures, and expectations contained in this guide and any other applicable district policies and administrative directives.
- ☐ I understand that Northfield Public Schools reserves the right to revise, modify, interpret, suspend, or discontinue any policy, procedure, or practice described in this guide at any time, with or without prior notice, to the extent permitted by law. I further understand that the District may address circumstances not specifically covered in this guide as they arise.

At-Will Employment

- ☐ My signature acknowledges receipt of the Substitute Employment Guide and confirms my understanding of my responsibility to comply with its contents. Receipt of this guide does not create a contract of employment or guarantee employment for any specific period of time. Employment may be terminated at the will of either Northfield Public Schools or myself.

Substitute Employee's Signature

Substitute Employee's Name (Print)

Date