

Winn Parish School Board
SUBSTITUTE
Employee Packet

Attached are employment documents that must be completed in order to substitute in the Winn Parish School System. Please sign all forms where indicated.

We must have a copy of your ***Social Security card*** and ***Driver's License or state-issued Identification Card***. Substitute teachers with a bachelor's degree or higher need to provide proof of degree.

All persons employed by the school system must have a criminal background check. We must collect a \$55.00 fee to submit to the state for this service. **If paying with cash, please have the exact amount, as we cannot make change.** You must have an appointment scheduled by our office to get your fingerprints done. Once this is scheduled, you will go to the Winn Parish Sheriff's Office to be fingerprinted.

Your name will be submitted to schools as an available substitute as soon as all paperwork is complete, fingerprints are approved, and the \$55.00 fee is paid. You must work at least one day during the school year to keep your name on the active substitute list for the following school year. If your name is taken off the active substitute list, you must complete new paperwork, resubmit fingerprints, and pay an additional \$55.00 fee.

Substitutes are paid on the 16th of each month for work done in the previous month. For example, and work done during the month of September will be paid October 16. Checks will be mailed on the 15th of the month to the address on file. ***If your address changes, please call the payroll department or turn in an address change form.***

Substitutes are paid as follows:

Substitute teacher with a bachelor's degree or higher	\$60.00 per day
Substitute teacher without a degree	\$50.75 per day
Substitute bus driver	\$55.00 per day
All other positions	\$7.25 per hour

CHECKLIST

Copy of Driver's License	_____
Copy of Social Security card	_____
Proof of degree (if applicable)	_____
W-4 Federal Withholding Allowance Certificate	_____
L-4 Louisiana Withholding Exemption Certificate	_____
Direct Deposit Form	_____
Fingerprint scan and \$55.00 fee	_____
Authorization to Disclose Criminal History Information	_____
I-9 Employment Eligibility Verification (Section 1)	_____
Authorization and Release	_____
Sexual Misconduct Disclosure Statement	_____
Employee conduct Statement	_____
Confidentiality Statement	_____
Retiree Return to Work Notice	_____
403(b) Eligibility Notice (Keep)	_____
LA OWCA Questionnaire	_____