

Welcome Packet for New Substitutes



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Welcome!

On behalf of the Child Care Substitutes of Oregon (CCSO) team, we'd like to welcome you aboard!

Thank you for choosing CCSO as part of your career as an early learning educator. We are excited to have you on our team and look forward to working with you and supporting you along your journey!

We have developed this welcome packet with you in mind. Our goal is to provide you with a roadmap of what to expect throughout the onboarding process as well as a list of the required trainings you will need to complete before your first shift.

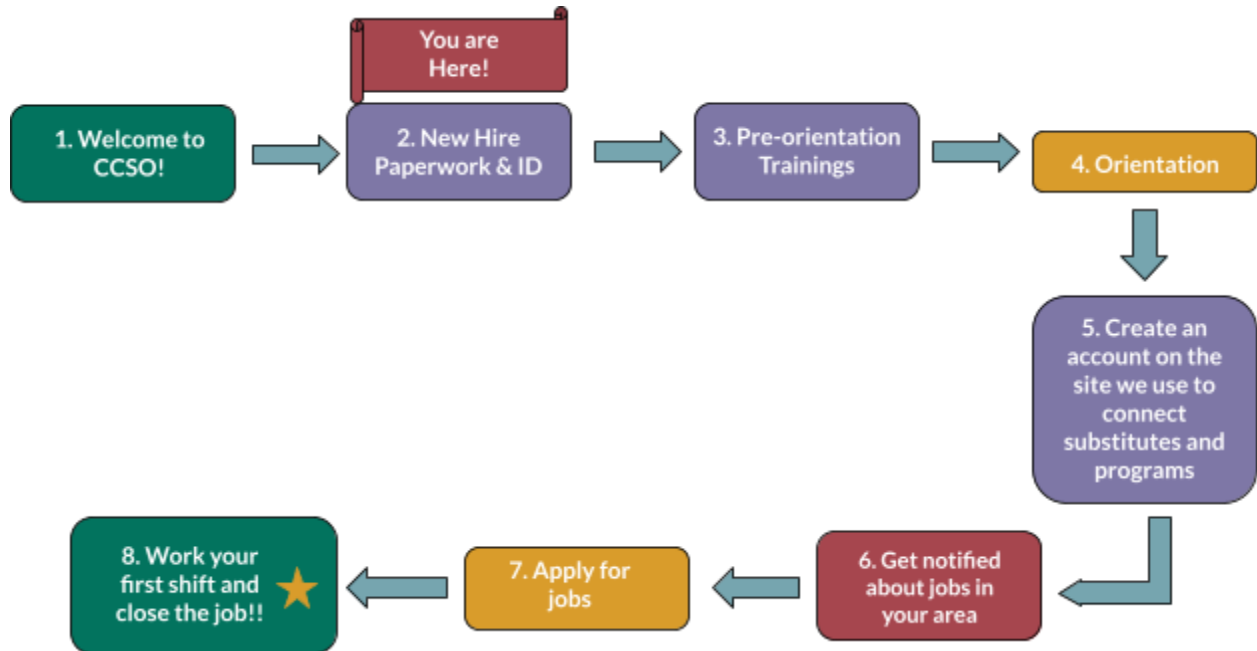
If you have any questions, please feel free to contact us at ccsohr@wou.edu or 503-751-4045.

Mission & Vision

CCSO's Mission: By hiring diverse substitutes, Child Care Substitutes of Oregon sustains high-quality child care throughout the state of Oregon by supporting substitutes and child care programs in their personal and professional lives.

CCSO's Vision: Child Care Substitutes of Oregon recognizes the value of early childhood education. This is why CCSO believes in allowing substitutes and providers time-off to care for themselves and their loved ones. Excellent child care starts with the professional, which is why a substitute's and provider's personal development is CCSO's highest priority.

Substitute Roadmap



1. Congratulations and welcome to CCSO!
2. If you are not already enrolled in the Central Background Registry (CBR), please begin the process immediately, as it can take several weeks to get approved. [Apply for your CBR here!](#)
3. Review, complete, and submit: [CCSO New Hire Paperwork Packet](#) within **15 days**.
*Completing your I-9 requires getting your documents verified by an approved party.
4. Send us a photo/headshot of yourself for your WOU ID card.
5. Complete pre-orientation safety set trainings listed on page 11.
*If you're experienced in early learning (EL), you may have already completed all or most of these.
6. Register for and complete Orientation.
7. Search for & apply to job postings near you.

Central Background Registry (CBR) Process

To be eligible to work with children in the state of Oregon, all early learning educators and substitutes must pass a federal background check. This is done through the Central Background Registry (CBR).

To start the process, please visit: <https://secure.emp.state.or.us/ccd/> and fill out your information. **Use RA#4109 for the facility/I.D. #.**

If you have worked with children in the state of Oregon, and you have already completed this background check, please provide our CCSO Onboarding and Payroll team with your R# if you have not already done so. This number can be found on your original letter, or in your ORO account.

Remember, you will only be able to work in child care programs after you are enrolled in the CBR. If you are not eligible for enrollment in the CBR, you will not be able to be a substitute with Child Care Substitutes of Oregon and you will be terminated. For more information, see the [Office of Child Care guidance on CBR](#).

WOU Onboarding

New Hire Packet:

With your welcome email, you received your new hire paperwork packet. You can also find it digitally [HERE](#). It is best to print each document out and fill it out by hand.

Your new hire packet contains the following items:

1. Employee Information Form
2. Federal W-4
3. Oregon W-4
4. Form I-9 **(PLEASE FOLLOW INSTRUCTIONS BELOW CAREFULLY)**
5. Payment Plan
6. Direct Deposit & Online Earnings Statement Authorization (optional)

Each form requires a signature, so please do not forget to sign them!

Helpful information for your Employee Information Form:

Your start date is located in your welcome email.

Please complete section 3 of Employment Information/Job Location. Please see the example below.

Section 3: Employment Information/Job Location		
Start Date	Department	Position
[Hire Date]	CCSO/The Research Institute	Substitute
Location Job Duties will be Performed:	<input type="checkbox"/> Monmouth, Oregon	<input checked="" type="checkbox"/> Other: [Your Region]
Type of Appointment:	<input checked="" type="checkbox"/> Unclassified Professional	<input type="checkbox"/> Classified Staff <input type="checkbox"/> Graduate Assistant
	<input type="checkbox"/> Unclassified Faculty	<input type="checkbox"/> Temporary Employee

Completing your Form I-9:

Please choose one of the two options below for I-9 completion.

1. Bring your original documentation from either List A or one from List B and one from List C, and your completed section one to Western Oregon University to have section two reviewed and completed by WOU HR.
2. Bring your original documentation from either List A or one from List B and one from List C, and your completed section one to an Authorized Representative/Reciprocal Processor nearest to you to have **section two COMPLETED BY THE REPRESENTATIVE/PROCESSOR in full**, including their signature on the I-9 itself.

*It is highly recommended that you make an appointment prior to bringing your documentation and I-9 in for review and completion.

If you plan to bring your Form I-9 to WOU to be completed, skip to the next section.

Completing your Form I-9 (Remotely):

Western Oregon University requires that any Form I-9 completed offsite must be completed by an approved authorized representative/reciprocal processor. **Notaries are no longer an approved party.**

With your welcome email, you received a list of approved individuals as well as instructions for completing your Form I-9. CCSO/WOU is unable to verify your documentation or complete section two virtually.

Please fill out the upper portion, and your chosen representative will review your original documentation and complete Section Two by filling in the document information under List A or Lists B AND C. The processor is required to sign on the Form I-9 as an authorized representative for Western Oregon University.

Finally, please mail in the original copy of your Form I-9 along with copies of your original identification documents after it has been processed by an authorized representative/reciprocal processor.

Forms filled out incorrectly will need to be completed again.

Paperwork Submission Options:

Fastest (In person): If you are local to Monmouth (or in any of the surrounding areas), the fastest way to complete your new hire paperwork is to bring your documents in person with your original identification for your I-9 to Human Resources in the Lieuallen Administration Building on the third floor. The office is open Monday through Friday, 8am-5pm.

Fast (uploading): You can upload your completed documents to our [CCSO New Hire Document Portal](#). This portal is secure and will keep all of your confidential information safe.

**You are still required to mail in the original copy of your Form I-9 along with copies of your original identification documents after it has been processed by an authorized representative/reciprocal processor.*

Not so fast (snail mail): You are always welcome to mail your entire completed new hire packet, however, it may take up to 4 weeks to be processed completely. Please mail them to the address below.

**ATTN: Human Resources Office
Western Oregon University
345 Monmouth Ave N.
Monmouth, OR 97361**

Access your WOU Email

Once your WOU email has been created, you will receive an email with steps on how to login in, activate it and set up DUO in the WOU portal . It will also include step by step on what trainings you need to complete before moving forward in the process.

Here are some helpful tips:

- When you log in to your WOU email for the first time, please remember to login using @mail.wou.edu.
- You can access your WOU portal by clicking [here](#). Going forward, you can access your WOU email by clicking on the Google Email button shown below.



Going forward, please make sure to check your WOU email regularly as the majority of communications from CCSO will be sent there.

Enrolling in DUO

WOU uses DUO to increase the security of your email account and enrollment is a requirement for all Western employees.

To log-in to your email or portal to view other information such as employment information, pay stubs, accrued sick leave balance, etc. you must have 2 things:

- Something you know (your password)
- Something you have (a passcode, a phone, or mobile app)

How to enroll in DUO

Please follow the instructions in the [DUO Step-by-Step Guide, Troubleshooting, and additional information](#) to successfully enroll in DUO. You can also view this [short video](#).

If you need additional help, you can contact UCS at ucshelpdesk@wou.edu or by phone/text at 503-838-8925.

After you enroll, install the app, and connect it to your WOU account, the next time you log in to Portal, you'll get a push notification (a notification that automatically pops-up on your phone).

Click on the notification or open the DUO app and either Approve (green check-if you are the one logging in) or Deny (red X - if you are not trying to log-in).

Then you're connected and can open the WOU site or email account you want to access!

Pre-Orientation Training

Required Safety Set Training Checklist

- ☐ Infant Child CPR/First-Aid (must have in person component)
- ☐ Food Handler's Certification
- ☐ Recognizing and Reporting Child Abuse and Neglect
- ☐ Safe Sleep for Infants
- ☐ Introduction to Childhood Health and Safety
- ☐ Prevention is Better than Treatment
- ☐ Foundations for Learning

- ☐ CCSO Live Substitute Orientation

Before First Shift

There are several required trainings substitutes must complete before they are eligible to apply for shifts. CCSO will pay you for the hours it takes to complete these trainings. For trainings that require prepayment, such as a CPR/First Aid course, CCSO is able to register and pre-pay for your training.

Once hired, substitutes are required to keep their trainings up to date such as Pediatric CPR/First Aid, Food Handlers, active enrollment in the Criminal Background Registry (CBR) and must provide a copy of their most up to date certificates to CCSO staff.

CPR/First Aid

In the state of Oregon, anyone working with children needs to be Pediatric CPR/First Aid certified. The training you take must include the word "infant" or "pediatric" and per CCLD rule 414-205-0055 (1) (B): CPR training must have practical hands-on instruction. CPR courses that involve an on-line component with hands-on instruction may be accepted. Strictly on-line CPR training is not acceptable.

CCSO can help you register and pre-pay for your CPR/First Aid training, if taken **after** your official hire date and **before** you start working in programs. If you need to register for a CPR/First Aid training please email ccsohr@wou.edu to start the process.

Please note:

*CCSO is unable to reimburse you for the cost of a CPR/First Aid training if you choose to pay for it in advance.

*Once you have started working in programs, it is your responsibility to pay for any re-certifications, such as when your CPR/First-Aid certification or Food Handlers expires.

After you have completed your CPR/First Aid training and receive your certificate/card,

please email it to us at ccsohr@wou.edu.

Food Handler's Certification

Substitutes will also need to obtain their Oregon Food Handler's card. To complete this training and get your card, please visit: <https://oregonccrr.org/food-handler-certification/>

If you use the above resource, there is no fee for this certification.

Substitutes are required to complete the following online trainings through the [Oregon Center for Career Development](#):

- ☐ Recognizing and Reporting Child Abuse and Neglect
- ☐ Safe Sleep for Infants
- ☐ Introduction to Childhood Health and Safety
- ☐ Prevention is Better than Treatment
- ☐ Foundations for Learning

CCSO Orientation

You will receive an email with the upcoming orientation opportunities, once you select the date that works best for you, you will receive a calendar invitation. This substitute orientation is delivered through Zoom and you will be compensated for your time.

Getting Paid for Training

You will be paid the hourly training rate for the following trainings based on the estimated time to complete them:

- ☐ CPR (2 hours)
- ☐ First-Aid (2 hours)
- ☐ Food Handler's Certification (2 hours)
- ☐ Recognizing and Reporting Child Abuse and Neglect (2 hours)
- ☐ Safe Sleep for Infants (1 hour)
- ☐ Introduction to Childhood Health and Safety (2 hours)
- ☐ Prevention is Better than Treatment (1 hour)
- ☐ Foundations for Learning (2 hours)
- ☐ CCSO Substitute Orientation (2 hours)

If you need an accommodation and will require more time to complete these trainings than estimated, contact the ccsohr@wou.edu.

Submitting Your Training Records

After completing each of the above training modules, you'll get a certificate. Download a PDF version for your records, and email each certificate to ccsohr@wou.edu. A copy of

your ORO Professional Development Summary can also be accepted in place of individual training certificates.

These training records will be part of your profile on the platform we use to connect substitutes and programs, so that licensing staff can view them if needed.

Position Types & Pay Scale

CCSO substitutes are classified into two position types: **Support Substitute** (conditional CBR & Aide levels) and **Lead Substitute** (Teacher-qualified). These positions have different qualifications, and you'll be able to pick the jobs that align with your experience level and position type.

CCSO substitutes have different hourly rates based on experience, ability to work in a bilingual or non-English monolingual setting, and whether the shift is infant/toddler or during extended hours. As you can see in the table below, these shift conditions can stack, so if you are working a shift with language requirements (+5%) and it is also an infant/toddler shift (+5%), you will make 10% more than the base rate for your position type.

	Differential Percent	Support Substitute	Lead Substitute
Base (per hr)		\$20.00	\$22.00
Bilingual Requested	5%	\$21.00	\$23.10
Infant/Toddler Position	5%	\$21.00	\$23.10
Extended Hour Shift Shift starts between 5 pm - 5 am OR any time on Sat/Sun	5%	\$21.00	\$23.10
Geographic Location See below list* of locations that qualify for this differential	5%	\$21.00	\$23.10
If any two above apply	10%	\$22.00	\$24.20
If any three apply	15%	\$23.00	\$25.30
If all four apply	20%	\$24.00	\$26.40

*Counties that qualify for the Geographic Location Differential include Clatsop, Tillamook, Columbia, Linn, Benton, Lincoln, Coos, Curry, Jackson, Josephine, Baker, Grant, Harney, Morrow, Wallowa, Umatilla, and Union.

Ongoing Professional Development Trainings

It is a requirement for Child Care Substitutes of Oregon Substitutes to participate yearly in at least 15 hours of training or education related to child care every fiscal year (July-June).

Here are some resources you can access to complete your 15-hour PD requirement. We strongly encourage you to access the [ORO Training Calendar](#) and register for any upcoming training they may be offering. Keep in mind that ORO offers free training as well as training that costs a small fee. CCSO will not be paying nor reimbursing any PD registration fees at this time.

Once you complete any PD training in the community, please make sure you email us your ORO PD statement or your ORO-approved training Certificate to mendozachoav@wou.edu.

Professional Development Training Compensation

CCSO will pay up to two hours of training for each external training, with a maximum of 15-hours total for each fiscal year.

During onboarding you will receive access to the Employee Handbook, and discuss your ongoing professional development requirements.

Welcome to the CCSO team; we're so glad you're here!