



Substitute Keenan Time Card Letter for West Contra Costa Unified School District

Dear Substitute Employees,

Effective immediately, all Substitute Employees must use a Google account to complete the Keenan Substitute time card. This change is designed to streamline our processes and ensure timely compensation for your Keenan training.

Key Points:

- 1.



Keenan Time Card Instructional Guide for Substitute Employees

Keenan Statement:

Keenan Time Cards are designated exclusively for individuals employed in substitute positions within the district. Full-time or part-time employees substituting in a secondary role are not eligible for this stipend for Keenan substitute pay.

Substitute submission is a one-time process: after completing all mandatory courses, please-fill out the time card for compensation. **Substitute employees are compensated only for the total calculated mandatory course hours previously reviewed and approved by the Human Resources Department for the 24-25 FY, hours**



Professional Development Course Outline

Employee Mandatory Training

Courses Overview

The West Contra Costa Unified School District (WCCUSD) mandates that all employees complete compulsory training courses. These training courses are designed to ensure that all staff members are aware of



Professional Development Course Outline

WCCUSD Specific Policy Courses:

WCCUSD Employee Use of Technology Policy - Course Time: 3 minutes

WCCUSD Nondiscrimination, Harassment and Bullying - Course Time: 10 minutes

WCCUSD Immigration Enforcement Policy - Course Time: 5 minutes

WCCUSD Management of District Assets/Accounts Policy - Course Time: 2 minutes

WCCUSD Sexual and Gender-Based Harassment Policy and Acknowledgement - Course Time: 10 minutes

WCCUSD Statement of Mandated Reporter - Course Time: 5 minutes

WCCUSD K-12 Suicide Prevention Policy – Course Time: 3 minutes

WCCUSD Naloxone Prevention Training Policy – Course Time: 5 minutes

Mandatory Total Training Duration: 345 minutes (5.75 hours)

Suggested Optional Courses:

Course 1: Youth Suicide: Awareness, Prevention and Postvention:

Course Time: 60 minutes.

California Assembly Bill 1767: Extends the requirement for suicide prevention policies to grades K-6 in addition to grades 7-12. While specific personnel are not explicitly required to undergo training, comprehensive and accessible training is implied for all school staff who interact with students.

Course 2: Homelessness Awareness Training:

Course Time: 28 minutes.

McKinney-Vento Homeless Assistance Act: Ensures educational rights and protections for homeless children and youth, requiring awareness training for school staff. California Education Code Section 48850-48859: Requires school districts to provide training on the educational rights of homeless students.

Each course is designed to ensure that the West Contra Costa Unified School District employees and upper management meet the legal requirements and are equipped with the necessary knowledge and skills to perform their duties effectively and safely.