



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. **Google Account Requirement:**

- You can use either a personal Google account or a district-provided Google account.
- If you don't have a Google account, you can create one for free at Google Account Creation.
- For assistance with a district-provided account, please contact your Direct Supervisor.

2. **Keenan Time Card Instructional Guide:**

- Please review the instructional guide for filling out the time card on Page 2.

3. **Accessing the Time Card:**

- Sign in with your Google account to access the time card form.
- **Step 12 Click link (Bottom of Page 2).**

4. **Submission Deadline:**

- It is crucial to fill out and submit your time card promptly to avoid delays in receiving your compensation.
- The deadline for submitting the time card is the 8th of every month.
- Late submissions may result in processing delays and may be included in the next month pay period.
- Ensure the form is submitted to the payroll office by the 10th of each month for timely processing.

Please ensure compliance with this new process after completing all mandatory assignments. For any questions or assistance, kindly reach out to your Direct Supervisor.

Thank you for your attention to these important updates.

Sincerely,

Human Resources Department



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 approved (5.75 hours).** If you would like Refer to the Keenan Compliance Training Course Outline for details on total course completion hours, please refer Attached Documents one in English & Spanish below:

Keenan Training must be completed during your regular working days and hours. Follow these instructions to complete the time card accurately:

Instructions for Completing Keenan Time Card:

Step 1: Must Create a Google Account in order to fill-out Time Card.

Step 2: Enter your Employee ID number.

Step 3: Provide your Last Name & First Name.

Step 4: Select the option indicating you're a Substitute from the dropdown box.

Step 5: Choose your Job Title from the dropdown box.

Step 6: Choose your department from the dropdown box.

Step 7: Select your Work Site or Work Location from the dropdown box.

Step 8: Choose your Job Classification (Classified or Certificated) from the dropdown box.

Step 9: Select "Start Time" from the drobox: 8:00am or 8:30am (within regular work day & hours). Select "End Time" from the drobox: 1:45pm or 2:15pm (within regular work day & hours).

Example: If you completed training from 8:00 am to 1:45 pm, your total hours would be 5.75 hours.

Step 10: Select the "Total Hours" column in the dropdown. You will be compensated for 5.75 mandatory training hours as approved by HR. Suggested courses are optional training, not mandatory.

Step 11: Check the box to verify that your submission is true. All submissions will be reviewed by the Human Resources Department before being sent to the payroll department.

- **Step 12:** Click the link to access form: [Substitute Keenan Time Card Link](#)

Important Reminders:

- The cutoff for this form is the 8th of every month.
- Submissions to the payroll office must occur by the 10th of each month for timely processing.
- Ensure you've completed all mandatory coursework before submitting the form.
- If you have any questions or need clarification on any of the steps, feel free to ask!

By following these steps, you ensure accurate and timely processing of your Keenan Time Card for substitute pay. Thank you for your attention to detail and compliance with these instructions.



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 essential legal and regulatory requirements to maintain a safe, inclusive, and legally compliant educational environment for the well-being of both students and staff.

Course 1: Mandated Reporter Training Child Abuse & Neglect:

Course Time: 51 minutes.

California Penal Code Section 11165.7: Identifies school district employees as mandated reporters who must report suspected child abuse or neglect. California Assembly Bill 1432: Requires annual training for all school district employees on child abuse and neglect reporting. Requires Employees to complete within first (6) weeks of every school year. And new Hires must complete (6) weeks of their start date.

Course 2: Bloodborne Pathogens Exposure Training:

Course Time: 23 minutes.

Cal/OSHA Bloodborne Pathogens Standard (CCR Title 8, Section 5193): Mandates training for employees at risk of exposure to bloodborne pathogens. California Assembly Bill 290: Ensures comprehensive training for all potentially exposed school personnel.

Course 3: Integrated Pest Management (IPM) Training:

Course Time: 60 minutes.

Healthy Schools Act of 2000 (AB 2260): Requires schools to implement IPM and provide annual training to staff involved in pest management. California Education Code Section 17608-17614: Details training requirements for school staff regarding pesticide use and staff using disinfecting wipes.

Course 4: Title IX Compliance Overview-Updated Training:

Course Time: 48 minutes.

Title IX of the Education Amendments of 1972: Prohibits sex-based discrimination in federally funded education programs.

California Education Code Section 221.8: Mandates training on Title IX rights and responsibilities for school staff.

Course 5: Sexual Harassment - Sexual Misconduct: Staff-to-Student:

Course Time: 37 minutes.

California Government Code Section 12950.1: Requires sexual harassment training for all employees every two years.

California Senate Bill 1343: Expands training requirements to include non-supervisory employees. This course educates staff on legal responsibilities, policies, and responses to prevent and address sexual harassment and misconduct in educational settings.

Course 6: Workplace Violence Prevention Training:

Course Time: 23 minutes.

Cal/OSHA Workplace Violence Prevention Standard (Title 8 CCR, Section 3342): Requires employers to implement a workplace violence prevention plan and provide training. California Senate Bill 1299: Mandates workplace violence prevention training for specific high-risk sectors, including education.

Course 7: Human Trafficking Awareness Training:

Course Time: 60 minutes.

California Assembly Bill 1227: Mandates human trafficking prevention education and training for school staff. California Penal Code Section 236.1: Provides guidelines for training on recognizing and reporting human trafficking.



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.