



# NCSSA Substitute Teacher Information Renewal Form 2018-2019

**Personal Information:**     No Change     Information has changed     No longer interested in working as an NCSSA substitute

Name \_\_\_\_\_ Last 6 digits of Social Security # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone or Cell Phone (preferred) \_\_\_\_\_ Email \_\_\_\_\_

**Preferred Districts** - Please check all NCSSA Member schools in which you would like to work as a substitute teacher.  
Subject to approval by NCSSA participating districts.

**Columbiana County**

- Columbiana County ESC \_\_\_\_\_
- Columbiana Exempted Village \_\_\_\_\_
- East Liverpool City Schools \_\_\_\_\_
- East Palestine City Schools \_\_\_\_\_
- Lisbon Exempted Village \_\_\_\_\_

**Payroll Direct Deposit Information:**

No Direct Deposit change     Direct Deposit Change – (Attach voided check and complete information below)

\_\_\_\_\_ New Bank Name \_\_\_\_\_ New Bank Address \_\_\_\_\_

\_\_\_\_\_ New Routing Number \_\_\_\_\_ New Account Number \_\_\_\_\_

**NCSSA Employee Handbook and Job Description:**

- I have read and acknowledge contents of the handbook on the NCSSA website ([www.northcoastssa.org](http://www.northcoastssa.org)).
- I have read and acknowledge contents of the job description.

The Patient Protection and Affordable Care Act (“PPACA”) requires the ESCNEO to allow substitute teachers (and their dependents) to enroll in the ESCNEO’s health insurance plan if the substitute teacher averages at least 30 hours of service per week or 130 hours of service in a calendar month over the entire school year. However, a substitute teacher’s enrollment in the health insurance plan would result in additional costs being assessed to the organization’s client school districts. To prevent these additional costs that may result from the PPACA regulations, it may be necessary for the organization to limit substitute scheduling at certain points throughout the year. **Initials** \_\_\_\_\_

Pursuant to R.C 3319.10, substitutes are employed on a casual or day-to-day basis and are not entitled to notice of non-reemployment under R.C. 3319.11. In accordance with R.C. 3319.10, notice of non-reemployment will be provided only to “long-term substitutes” who serve an entire school year in only two different assignments while under contract with the NCSSA. The North Coast Shared Services Alliance will not provide any other substitutes with notice of nonrenewal. I understand my employment as a substitute is on a casual or day-to-day basis and will expire at the close of the 2018-19 school year unless I am offered and execute another “Substitute Information Renewal form by June 30, 2019.

Signature \_\_\_\_\_ Date \_\_\_\_\_