

Substitute Guidelines - Classified

POSITION	CONSECUTIVE DAYS				ANY DAY After all sick leave is used
	1 st Day	2 nd Day	3 rd Day	4 th Day	
Clerical Staff	Substitute	Substitute	Substitute	Substitute	Substitute each day of absence
Aides	No Sub	No Sub	No Sub	Substitute	Substitute each day of absence
Custodians	No Sub	No Sub	No Sub	Substitute	Substitute each day of absence
Grounds	No Sub	No Sub	No Sub	Substitute	Substitute each day of absence
Maintenance	No Sub	No Sub	No Sub	Substitute	Substitute each day of absence
Childcare	Hrs or sub	Hrs or sub	Hrs or sub	Substitute	Substitute each day of absence
Afterschool	Hrs or sub	Hrs or sub	Hrs or sub	Substitute	Substitute each day of absence

Adjustments in existing staff are made by the site administrator to cover absent positions. Additional hours added to existing employee's schedules to cover absences is not allowed. Childcare and Afterschool programs are an exception if the staffing is needed to maintain required ratios. Exceptions to the above chart may be made on a case-by-case basis by the Assistant Superintendent – Administrative Services or the Superintendent. Contact the Personnel Department if you have a special circumstance or need.

The Absence Management (Aesop) system is to be used for filling all substitute positions. The Personnel Department will be responsible for calling all custodial substitutes. **Site administrators, leads, etc. may not call substitute employees in to work.**

ALL CLASSIFIED STAFF MUST USE THE ABSENCE MANAGEMENT (AESOP) SYSTEM WHEN THEY ARE ABSENT FROM WORK FOR ANY REASON OR LEAVING WORK SICK. THE CONTRACTUAL TIME DEADLINES FOR NOTIFICATION APPLY.