

SUBSTITUTE HANDBOOK - CLASSIFIED

Substitutes are valued members of the Cutler-Orosi Joint Unified School District staff. We hope your experience with Cutler-Orosi Joint Unified School District is fulfilling to you and educationally profitable for our students.

Substitute Office Hours and Numbers

Personnel Department Hours: 7:30 a.m. to 4:30 p.m.
Personnel Department Phone: 528-4763

General Assignment Information

Cutler-Orosi Joint Unified School District uses an automated computerized system called Absence Management (Aesop). Guidelines presented in this handbook will give you answers to questions about your assignment, school, address, school phone numbers, names of principals, start and end times, etc. If you have questions that are not answered in this handbook, please call the Personnel Department at 528-4763.

As a substitute, you will work on an on-call, as needed basis. There is no guarantee how many hours per week you will work, nor is there a guarantee that you will be hired as an employee. You are assigned to fill the position of a regular employee who is absent from service. Classified substitutes are subject to specific assignments, transfers or termination of assignment at the discretion of the District.

You must only accept assignments through the Absence Management (Aesop) system. The only exception is where a "pre-arrangement" with an employee has been made, but these jobs must also be recorded into Absence Management (Aesop).

The Absence Management (Aesop) system calls to fill job openings during the following hours:

	<u>Today's Job</u>	<u>Future Jobs</u>
Weekdays	5:30 a.m. to 1:30 p.m.	2:00 p.m. to 09:30 p.m.
Weekends and Holidays	None	2:00 p.m. to 09:30 p.m.

If you are going to be away from your home during these times, please call into Absence Management (Aesop) and make yourself "unavailable". By doing so, you will not be counted as refusing a position if it is called out to you.

When you are contacted by Absence Management (Aesop) it is best to have your PIN, a pencil and a pad of paper by the phone in order to take down all necessary information. *Once you have accepted an assignment, we expect you to arrive at the school at the start time stated by Absence Management (Aesop). Absence Management (Aesop) does not leave messages. You must accept an assignment personally. If you accept an assignment and fail to show up or call in to cancel the assignment, your name may be removed from the substitute list.

Helpful hints: When you attend orientation, you are given a listing of schools, addresses and locations. Keep these items close by your phone so that when you are contacted you will know the location and the best route to get there.

Absence Management (Aesop) Information

Substitutes cannot receive assignments until they have been registered into the Absence Management (Aesop) system.

Please remember to listen for the start and end times of your assignment.

Please note that there are **no open assignments in Absence Management (Aesop)**. All assignments will have a beginning and ending date.

If you can only work for one day, **do not** accept an assignment that is for more than one day.

If you cannot speak Spanish or any other required language, **do not** accept a bilingual assignment.

If you need to cancel a job, you **must** call the Absence Management (Aesop) number as soon as possible.

When you have accepted a job, no further jobs will be offered to you during that same period, even if you are the requested substitute.

If you are assigned as a "long-term substitute," check with the school on how to request a replacement if you are going to be absent.

You may "shop" for assignments and accept jobs up to 30 days in advance. When you are shopping for a job, the Absence Management (Aesop) will first inform you of those jobs for which you are the specified substitute.

When you are "shopping" for a job and you bypass one in order to hear another, you may not go back to accept one that you have already heard. After hearing all available jobs, if you prefer the first one you heard, you will need to exit the system and start the process again to accept the job when you hear the desired assignment. **Remember**, the system will continue offering these assignments to other substitutes and someone else who is "shopping" could accept the assignment before you hear it again.

If you have "**pre-arrangements**" with an employee, be sure to ask the employee for a job number, and then **confirm your assignment with Absence Management (Aesop)**.

If you file for Unemployment Insurance, remember that record is kept of all calls made to you and this record is given to the Employee Development Department. A record is also kept of availability and reasons for assignment refusal. Keep a record of your employment in case there is a dispute.

If you change your status (limitation of days available, phone change or subjects taught) please call the Personnel Department. **Address changes need to be made in writing and sent to the Personnel Department.**

Notify the Personnel Department if you withdraw your funds from STRS or if you are already a member and did not indicate that on your application. If you fail to do this, back payment may be due to STRS.

The Personnel Department realizes that occasionally you may need to cancel an assignment. This will not be held against you, but you may be removed from Absence Management (Aesop) if you cancel jobs frequently.

Absence Management (Aesop) and How It Works

The Absence Management (Aesop) system uses a computer with data/voice capabilities to assign substitute employees. The Absence Management (Aesop) is accessed through the telephone system. Information is entered into Absence Management (Aesop) by using a touchtone telephone keypad and voice message.

The system allows employees to call the computer at any time (up to 30 days in advance, or on the morning of the absence) to enter an absence. The employee's Personal Identification Number tells the computer at what school/department and the location the substitute employee is needed. The computer takes over from there.

Once the computer has the information from the employee, it dials phone numbers of substitutes. When you answer the phone, you will hear a computer message informing you of the job opening. Once the

computer has delivered the message (which can include a personal message from the Employee), you punch a number that tells the computer if you will accept the job. It is a matter of listening and pressing a few buttons.

With the system, principals and department heads can submit a preferred list of substitute employees that becomes part of the computer system.

The Absence Management (Aesop) works as follows:

1. An employee calls the Absence Management (Aesop) via the public telephone system.
2. The employee reports an absence and is given a job number.
3. The Absence Management (Aesop) searches its listing and finds an appropriate substitute for the job.
4. At the morning or evening call-out period, Absence Management (Aesop) places a call to the substitute.
5. The substitute enters a Personal Identification Number by using the keypad on a touchtone phone. You are the only person who will ever use this PIN. A narrator reads the detailed absence information.
6. The substitute accepts or declines the job. If accepted, obtain the job number to use when reporting for the assignment. If a future job is accepted, it may be cancelled by either the employee or the school before the assignment begins.
7. Please verify job number prior to the start date of the job.

This technology of assigning substitutes is timely and efficient. Please review the instruction on how to use the system and if you need further clarification, please call the Personnel Department.

If you have a rotary, cordless or pulse-only phone, you will need to convert to a push-button telephone with a "pulse/tone". The switch should be in the "pulse" position. When the system answers, switch back to the "tone" position and complete your transaction. After completion, switch back to "pulse".

The Absence Management (Aesop) Handbook for Substitutes, included in your substitute packet, contains detailed information on how to use the system.

THE SYSTEM CALLS SUBSTITUTES DURING THESE TIMES

	<u>Today's Job</u>	<u>Future Jobs</u>
Weekdays	5:30 a.m. to 1:30 p.m	2:00 p.m. to 09:30 p.m.
Weekends and Holidays	None	2:00 p.m. to 09:30 p.m.

Assignment Information

General Information

Substitutes are called by various supervisors, as needed, by their departments. As a substitute, you will work on an on-call, as-needed basis. There is no guarantee how many hours per week you will work, nor any guarantee that you will be hired as an employee. You are assigned to fill the position of the regular employee who is absent from service. Classified substitutes are subject to specific assignments, transfers, or termination of assignments at the discretion of the District.

Work Hours

Classified substitutes work the hours and/or shift that the regular employee works but may vary in specific assignment. You will be notified of your work hours and assignment when you are called.

Evaluations

Classified substitutes who receive one serious negative evaluation can be removed from our list of available substitutes. Any substitute who receives three negative evaluations **will be** automatically removed from our list of available subs. A copy of each evaluation received will be sent to you. We encourage you to promptly respond to the evaluation in writing.

Lunches

If you are working during the regular school day, lunches are available at the school sites. They are \$3.50 per lunch. Beverages and extra items are also available at various additional costs. If you are working afternoons or evenings, you will have to bring your own lunch/dinner.

Attire

Please dress appropriately for your assignments. Semi-professional attire is appropriate for office wear. When working in a classroom, make sure your attire is flexible for both outdoor and indoor activity.

Confidentiality

In many assignments, you will be working with confidential information. You are expected to keep such information strictly confidential.

Instructional Aide Assignment Information

Assignments may vary from one day, to several months, depending on the type of assignment and reason the employee is out. Hours may vary from 3 to 8 hours per day. If you are substituting for someone who is on a leave of absence, you may be requested to substitute the entire time the person is out.

When you arrive at your assignment, ask the secretary to put you in touch with the Lead or Supervisor. Ask where you should report to, restroom location and if there are any special instructions.

Clerical Assignment Information

Clerical assignments will involve general clerical duties unless you are otherwise notified. When you arrive at the assignment, ask the secretary what duties you will be responsible for. Ask how the phone should be answered, and if calls should be transferred to the classroom.

Helpful Hints

When you attend orientation, you are given a listing of schools, addresses and locations. You are also given a map of the schools.

Always sign the timesheet accurately and legibly. Information on the timesheet must match records in the Personnel Department or a delay in payment may occur.

Other Tips

- Know the school rules.
- Be organized.
- Have a positive enthusiastic attitude.
- Be innovative and flexible. Be prepared to get involved with the students and staff.
- Be more than a "baby-sitter."
- Ask the teacher what they need you to do.
- Keep busy. Once a given task is completed, ask what needs to be done next.
- Use positive rather than negative requests and suggestions and always talk to disruptive students quietly to avoid disturbing others.
- Expect respect and cooperation while showing students and staff the same consideration.
- Stay calm and have patience.

Payroll Information

The rate for substitute's information can be found on cojused.org website, personnel, salary schedules and contracts.

Instructions for Substitute's Timecard

To ensure that the time sheet is properly prepared, substitutes are asked to follow these instructions:

1. All substitutes are required to clock in and out.
2. The pay period for each time sheet will be from the 1st to the 31st of the month, and will be paid the 15th of the following month, i.e., start of pay period January 1st, last day of same pay period is January 31st. Checks will be mailed by February 15th.

Payment Schedule - The pay period ends on the last day of each month. Payday is the 15th of each month. Checks are mailed to your home address on the last working day of each month. If your address changed, you must fill out a change of address card and send it to the Personnel Department as soon as possible. We strongly recommend that you keep a personal calendar of your hours and locations in the event that hours are not reported or are reported in error. You will be responsible for contacting Payroll to correct any discrepancies.

Banking Services – Direct deposit is available to substitutes through the Personnel Department. The phone number is 528-4763.

Retirees – All California retired classified personnel drawing payments will be limited to gross earnings from work as a classified substitute.

Applying for a District Position

Substitute employees are given the opportunity to apply and be considered for District positions if they meet minimum qualifications. District employees will be given first consideration; however, if a District candidate is not selected, substitute employees may be interviewed. Advertisements for open positions are posted on bulletin boards in all schools. To apply, call the number shown on the ad and follow the instructions once your call is received.