

AESOP/FRONTLINE HELPS

It is your responsibility to enter your absences in the system, regardless of whether a sub is needed. Make note of your password so you can always access the system remotely. No one else has your password.

JOB CALLING TIMES:

Staff are allowed to place a job up to 1 hour prior to the start time (pre-set at 7:15am if a first period start). Calls will be made to try to fill your job up to 1 hour after the start time. (It works, I have had subs arrive shortly into first period.) The system has been re-set to call from 5:30am-11:59am and then begins again from 12pm-9:30pm. So basically it calls all day to try to fill *future* absences.

The parameters have been re-set for jobs to be held longer for your Fave 5 or preferred sub lists, prior to opening to the general public. Depending on how far out your job is, it will be held for 70% of the time for your favorites, then will go out to the site and district preferences lists for the remaining time, in order to fill it.

FAVE 5 or PREFERRED SUB LIST:

Technically the system utilizes one or the other. With Fave 5 you can "heart" up to 5 people and jobs will be offered to them first, if time allows.

Preferred works the same, except you can add numerous subs to your preferred list. If you currently have a Fave 5 AND a preference list, it may not work as you want it to. I suggest utilizing only one method.

EXCLUDING SUBS: If you have a sub that is particularly horrible, I suggest you report it through Aesop so there is a record. Once enough staff have reported, the district can easily take action. Additionally, if you prefer a sub to be excluded from receiving your jobs options, please contact the district receptionist and she can place an exclusion on them.

DELETING JOBS:

You should all have access to cancel/delete jobs as needed. Many of you did not have access before and I'm told that has been fixed. It may not let you delete an hour before the job is to start, as that is too late of notice. You would be required to contact the sub personally.

SUB PHONE NUMBERS:

You currently do not have access to look up sub numbers and emails that aren't scheduled for a job with you. Email Kerri and she can issue you that info. Once they accept a job with you, their number or email will be accessible for you to get in touch with them regarding the job.

PRE-ARRANGED JOBS:

You may still pre-arrange jobs just as before:

- 1) Contact the sub of choice and receive agreement to sub on arranged date.
- 2) Place the job in the system and mark "No sub required".
- 3) Email Kerri who you have arranged for that date and the sub will be assigned.
- 4) Kerri will forward you the notification when the sub is plugged in.

PN/PL/Add'l LV:

These all require advance approvals and there are limits on how many can be allowed for each day.

Submit your completed leave form well in advance of the desired date.

Once approved/denied, Kerri will follow up with an email confirming approval/denial, or suggesting another date

If your forms are submitted after the fact, there will be no email from Kerri and there is a potential you will be docked differently by payroll, depending on our daily allotments. Payroll should be contacting you in this instance.

JOB START/END TIMES:

Your start/end times will be listed as 7:15am-2:30pm. If you only teach a few periods that require a sub (due to monitoring, coaching, district/site chair) you are responsible for changing your start/end times to reflect this. Also don't forget to adjust your start or end times as needed for Professional Wednesdays or rally days.

Two periods or less are considered ½ day pay, 3 periods or more are considered a full day pay. Additional pay is offered for 6th period assignments.