

# SUBSTITUTE AND KELLY SERVICES PROCEDURES

The information in this document is designed to help staff know what to do when it is necessary to obtain a substitute to fill an absence. Knowing who to call or how to report an absence is paramount to the successful fulfillment of open positions and, ultimately, to the success of the District and its students.

## **The Building Principal must be notified:**

1. Any time you need to be absent
2. Each administrator determines whether a telephone call or text message is appropriate.

## **The Scheduling Team must be called: 1-866-535-5998**

1. In most instances you can input an absence however, when you are unable to input an absence through the web link you must call
2. When you need to cancel a sub request
3. When your absence will be in excess of 4 days

## **Kelly Services must be called: 1-573-445-5907**

1. Before releasing a sub who reported, but is not needed –
  - a. Kelly Services will be able to verify whether or not the sub could be utilized to fill another open position for the day
2. When your name, building, grade level or subject changes –
  - a. So Kelly Services can update your data to ensure an appropriate sub is obtained for future absences

## **Linda Armstrong must be Notified by Email or a Telephone Call: 1-573-659-3237**

1. When an employee is out 4 days in a row, the absence must be recorded as a long-term absence.
2. When an employee will be on a long-term leave (4 or more days) –
  - a. So Linda will know to send the Family Medical Leave Act (FMLA) paperwork
  - b. So Linda can determine if any adjustments are necessary to the employee's contract due to a lack of available leave

## **OTHER FREQUENTLY ASKED QUESTIONS:**

### **1. How do I input an assignment when there is no sub needed?**

When inputting an assignment and there is no sub needed (whether it is for a teacher that is out, para/aide that is out or the child is not there, etc.) it needs to be indicated as "no sub required", not filling or filled internally by teacher or principal.

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### **2. How should long-term leave be coded?**

Any leave in excess of 4 days must be coded as long-term (maternity leave, paternity leave, medical leave, etc.).

### **3. Can a sub be prearranged through the web link?**

You can “save and assign” (previously known as prearranging) through the web link or with the Scheduling Team after you have talked to the sub directly providing them the date and time of assignment and obtaining verbal commitment from the sub accepting the assignment.

### **4. I travel between schools. How do I make my sub aware of this and where they should start?**

If you travel between schools this should be indicated in the notes to the sub. The note should specify where the substitute should start if it’s different than indicated on the screen assignment.

If you have questions relating to this document, please contact Human Resources at 573.659.3013.