

Protocol for reporting an absence and substitute placement

- ❖ **All Teachers including Certified School Nurses (ETA), Para educators (DUEA), and Registered Nurses (Non-Union) are responsible for entering their own absence in Absence Management, prior to any absence. They should attempt to secure a substitute for their absence to the best of their ability.**
- ❖ **Teachers (ETA) have the privilege to assign their own substitute based on the following guidelines:**
  - When assigning a sub, teachers are able to choose from all available and qualified substitutes.
  - **Must contact the substitute directly and obtain a consent commitment prior to any assignments**
  - Human Resources will monitor – GUIDELINE: - 2 times without confirming with the sub that results in a sub no-show – **the individual privilege to assign his/her own sub will be removed.** In this case, HR will investigate and then notify the teacher and building when the privilege is changed.
- ❖ Absence Management will make phone calls to substitutes to offer jobs (based on availability and skill qualifications). The following hours are standard call times when the Absence Management system may call for substitutes:
  - 5:30 AM - 11:59 AM in the morning
  - 3:30 PM - 9:30 PM in the evening
- ❖ Certified School Nurses (ETA) and Registered Nurses (Non-Union) will not have the privilege to assign their own substitute. Jeff Judge and Caitlyn VanDame from Health Services will manage the substitute placement for these absences via the approval process within the system.
- ❖ All DUEA members – Para educators (including home school liaison, Library Para Pro, Sign Language Interpreter) will not have the privilege to assign their own substitute. Whether an absence requires for Para substitute coverage should be determined by the building administrator. Below are the general guidelines:
  - one on one subs only (Special needs), all others after a 5 day absences
  - Case by case basis
- ❖ General Order for Substitute Coverage when a sub was not secured for the period or day.
  - Utilize all available substitutes in the system.
  - Teachers (ETA) with Period Pay.
  - Para Educators who have Substitute License.
  - Administrators in Education Service Center can be deployed.
  - Building Administrators - Last resort if coverage has been exhausted.
- ❖ **\*NEW\* Daily Report will be sent via email**
  - Scheduled at 6 am starting 8/12/2019. Monday – Friday. Campus user will not get a report if there is no absence at their building on any given work day.
- ❖ Online Resources located on the website: [www.u-46.org](http://www.u-46.org) Staff Resources > Absence Management >
  - Training materials, Substitute Teacher Evaluation, employee handbook and resource guide
- ❖ HR will continue to track for last minute cancellation from substitutes
  - Warning will be given to daily sub if HR determined that frequent last minute cancellations continue.
- ❖ Stay away from attending Professional Development on Mondays and Fridays
  - **Enter absence - minimum 48 hours prior to the day of attending PD - if the open position is not filled during a PD the teacher will be asked to return to their classroom in most instances if applicable.**