
[princi_elem] [principals] Classified Subs and Absence Management

From : Brandon Crohare <crohare_b@4j.lane.edu> Tue, Oct 06, 2020 04:53 PM
Sender : princi_elem <princi_elem-bounces@4j.lane.edu>
Subject : [princi_elem] [principals] Classified Subs and Absence Management
To : principals@4j.lane.edu, secretaries@4j.lane.edu
Cc : 'Absence Management' <subdesk@4j.lane.edu>

Good afternoon everyone.

Absence Management will be updated to reflect regular/working days for classified staff starting next week. This means that when an EA (or any other classified staff member that uses Absence Management) enters an absence, they will have the option to specify if a sub is needed or not. If a sub is needed, the EA will be able to assign a sub or let the system find an "available" substitute.

Clerical subs must have received the COVID-19 safety training before they are listed as "available" in Absence Management this year. EA subs must have received the COVID-19 safety training and a full Zoom account before they are listed as "available" in Absence Management.

As you know, Human Resources is asking everyone to really think if they need to call in a classified sub before they make the request. Is the work something that could be done by another person in the building? Is anyone in your building doing non-urgent work to fill their time? If the work cannot be divided up, then a classified sub may be appropriate. Please note that in those situations, the building will need to pay for the cost of the substitute.

Thank you again for all of the help with this process. We have made it through a couple weeks of CDL and will get better at it every day. Have a great evening everyone!

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From: "Brandon Crohare" <crohare_b@4j.lane.edu>
To: principals@4j.lane.edu, secretaries@4j.lane.edu
Cc: "Absence Management" <subdesk@4j.lane.edu>, "Rob Hess" <hess_r@4j.lane.edu>
Sent: Monday, September 28, 2020 7:30:20 AM
Subject: [secret_high] [secretaries] Guest Teachers and Absence Management

Good morning.

As we continue to learn and adapt to the needs of what teaching looks like during CDL, Absence Management continues to adapt as well.

Absence Management has been updated to reflect regular/working days for licensed staff. (This is how the system normally functions.) This also means that when a teacher enters an absence they will have the option to specify if a sub is needed or not. If a sub is needed the teacher will be able to assign the substitute they have been coordinating with. They can also let the system find an "available" substitute who has received the COVID-19 safety training and who has a full Zoom account. (Those are the only substitutes that are "available" in the system right now. Attached is a guide regarding running a report to see who is "available" at any given time.)

We are not sure exactly when a sub is needed and when they are not needed. As we learn from experience during CDL we will have a better understanding of when a guest teacher could be helpful and when having them report to the building would not be beneficial. For now, make sure to work with your level director regarding guidance with this topic.

If a teacher enters an absence, does not mark it as no sub needed, a sub grabs the assignment and shows up to your building in the morning, we recommend having them sit in on a virtual classroom with a teacher. If the guest teacher reports to your building and the job is not cancelled in Absence Management more than an hour before the report time, the Guest Teacher is guaranteed 4 hours of work and pay. In that instance, if you did not have other work for them, it would be extremely beneficial to the substitute if they could sit it on a virtual classroom to better learn what the new CDL day is like.

Thank you all for your help with this process. I hope you had a restful weekend and are ready to start the second week of CDL. Have a great week everyone!

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