

Zimbra

chinn@4j.lane.edu

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**[princi\_elem] We now have 5 Full-Time Licensed Rovers**

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**From :** hr subdesk <hr\_subdesk@4j.lane.edu> Thu, Sep 23, 2021 08:41 AM  
**Sender :** princi\_elem <princi\_elem-bounces@4j.lane.edu>  
**Subject :** [princi\_elem] We now have 5 Full-Time Licensed Rovers  
**To :** princi midd <princi\_midd@4j.lane.edu>, princi elem  
<princi\_elem@4j.lane.edu>, princi high  
<princi\_high@4j.lane.edu>  
**Cc :** secret midd <secret\_midd@4j.lane.edu>, secret high  
<secret\_high@4j.lane.edu>, secret elem  
<secret\_elem@4j.lane.edu>, Rob Hess  
<hess\_r@4j.lane.edu>, Karen Hardin  
<hardin@4j.lane.edu>, Andy Dey <dey\_a@4j.lane.edu>

Good Morning Absence Management "Campus Users". The district is in the process of hiring 10 Full-time Licensed Rovers for the purpose of filling unfilled jobs every morning through winter break. **These folks will not be preassigned to absences nor will they fill long term vacancies.** They will be dispatched by the sub desk every morning between 6:30 and 7:30 AM to fill unfilled licensed absences and vacancies.

Once the Rovers are hired, the sub desk will review unfilled absences and vacancies every morning and dispatch them appropriately. **We will update the absence/vacancy to reflect no sub needed and make a note in the admin notes** and email the Rover. Please check the notes if you have questions. These full time Rovers are required to work 8 hours every day. They will not be in Absence Management as a substitute as they will be dispatched by the sub desk every morning to fill unfilled jobs.

In the event there are no unfilled licensed absences/vacancies, the full time Rovers will be dispatched to fill an unfilled EA absence/vacancy that day. They should still work 8 hours that day as they will be paid for 8 hours every day. If the EA assignment is not 8 hours, the full time sub should be put to work in your building doing anything that is beneficial to your school and the students (supervision in the library, helping in an after school program, office support, etc.)

Sonja Casarez  
HR Generalist II  
Substitutes & Coaches  
Eugene School District 4J  
(541)790-7688

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