



KELLY EDUCATIONAL STAFFING QUICK REFERENCE GUIDE

Current RCSD Substitute Employees

Current substitute teachers, paraprofessionals/teacher aides and clerical were invited to transition their employment over to Kelly Services. If a substitute employee has not attended a "transition" meeting or made alternate arrangements with the branch to transition their employment, they will not be able to work as a substitute beginning 1/6/2017. If you have questions about who has transitioned or who hasn't, please contact the local branch at (601) 825-5590 ext. 1099.

Kelly Educational Staffing Hands-Off Policy

Kelly has a hands-off policy for their substitute staff. A substitute employee must not be asked to be in a situation that requires that they assist with feeding, diapering, lifting, restraining, CPR, or any other hands on duties that school employees might perform.

The School District will be implementing a "role swap" procedure for Kelly employees. If a substitute is assigned to work with a student who requires hands-on duties, they will switch places with a full-time JPS employee for that particular duty, such as feeding, toileting routines, etc. Once that duty has been completed, the substitute will be able to return to their role

The Kelly Absence & Scheduling Team

The Scheduling Team is a group of dedicated, live support staff located in Troy, MI. This team is designed to be a back up to the Aesop system. Their hours are Monday through Friday, from 5:00am – 8:00pm, EST. This is the team to call for:

- Last minute absences—an employee will not be able to put in their own same day absence if it is less than an hour before the start of school. They will need to contact the Scheduling Team.
- To request a specific substitute
- To cancel an absence or to modify an existing absence. Note: **ONLY** the scheduling team has the ability to cancel or modify an existing absence.

They are also the ones who will communicate the status of any unfilled absences within your schools the morning of the absences. The Scheduling Team can be reached at (866) 535-5998.

Pre-arranged Absences vs requesting a Specific Substitute

If a RCSD employee has made arrangements with a specific substitute for absence coverage, they will have the option to "save and assign" that substitute to their absence when creating it. Please note, the Save and Assign feature is ONLY for pre-arranged absences. To request a specific substitute for an absence that has not yet been spoken to, please contact the Scheduling Team at (866) 535-5998. The team will create the absence and put it on hold while they attempt to contact the requested substitute.

ARI, ISS and ELL Tutors

ARI, ISS and ELL Tutors will not access the Frontline system. The administrator at your school location will enter your absence into the Frontline system on your behalf and determine if a substitute will be required.

Itinerant Employees

If you are an Itinerant Employee, an employee that travels to more than one school during the day, please supply the substitute with your schedule for the day. To do this, you will type your schedule in the "Notes to Substitute" box when creating your absence in Frontline.

Absence Reason "School Related"

The absence reason of "School Related" will require "notes to the administrator". Anytime that you select this reason from the drop-down menu, the system will prompt you to leave a note before you will be able to save this type of absence.



Substitute Performance Feedback

We want to know how our substitutes are doing! KES will have substitute feedback forms to be filled out and sent (fax or email) to the branch. The substitutes have been given their own form to fill out to give feedback on their experience and have the option of giving it directly to the school office or to KES.

Kelly Educational Staffing Recruiting and You!

We are continuously recruiting and looking for new substitute teacher talent. We will be reaching out to your school to help direct these individuals to our office. Should you encounter any individuals that you feel would make a good addition to the substitute pool, please refer them to us at (601) 825-5590 ext. 1099.

Please contact Kelly Educational Staffing with any questions at (601) 825-5590 ext. 1099