



CAMPUS USER

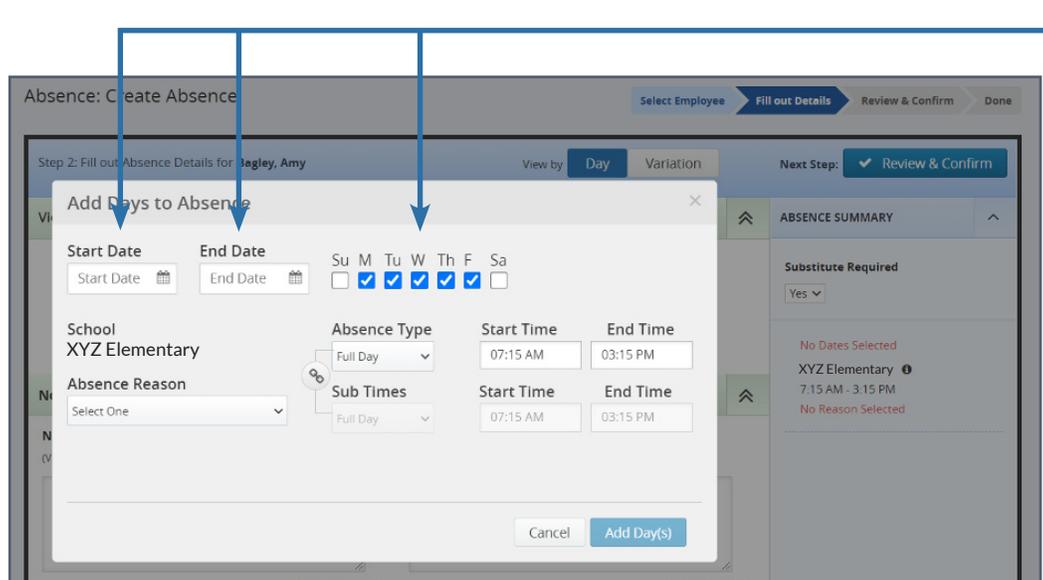
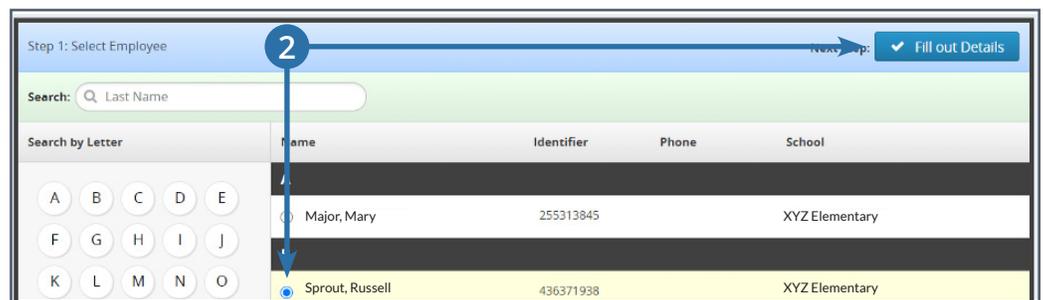
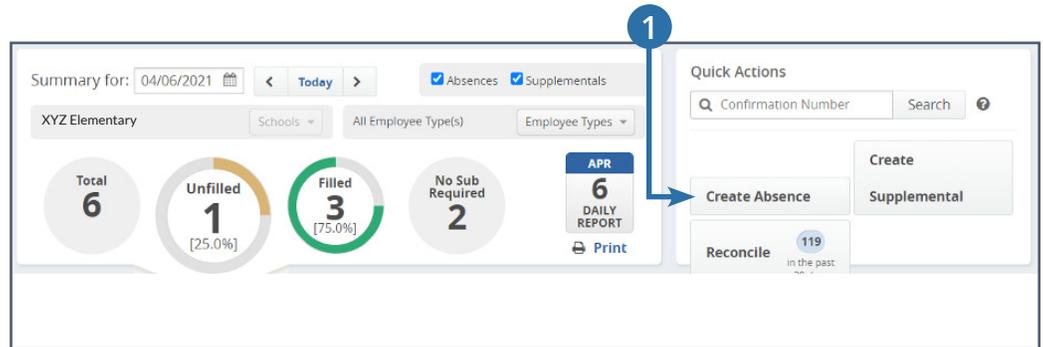
TIP SHEETS

CREATING AN ABSENCE



To access your Absence Management account, visit AesopOnline.com and sign in using the User ID and PIN provided to you. Follow the steps below to enter an absence.

1. In the upper right **Quick Actions** section of your homepage, click **Create Absence**.
2. Select the employee's name from the list, then click the **Fill out Details** button.
3. On the pop-up window, select the **Start Date** and **End Date** for the absence. Check off the days of the week for the assignment.



CREATING AN ABSENCE



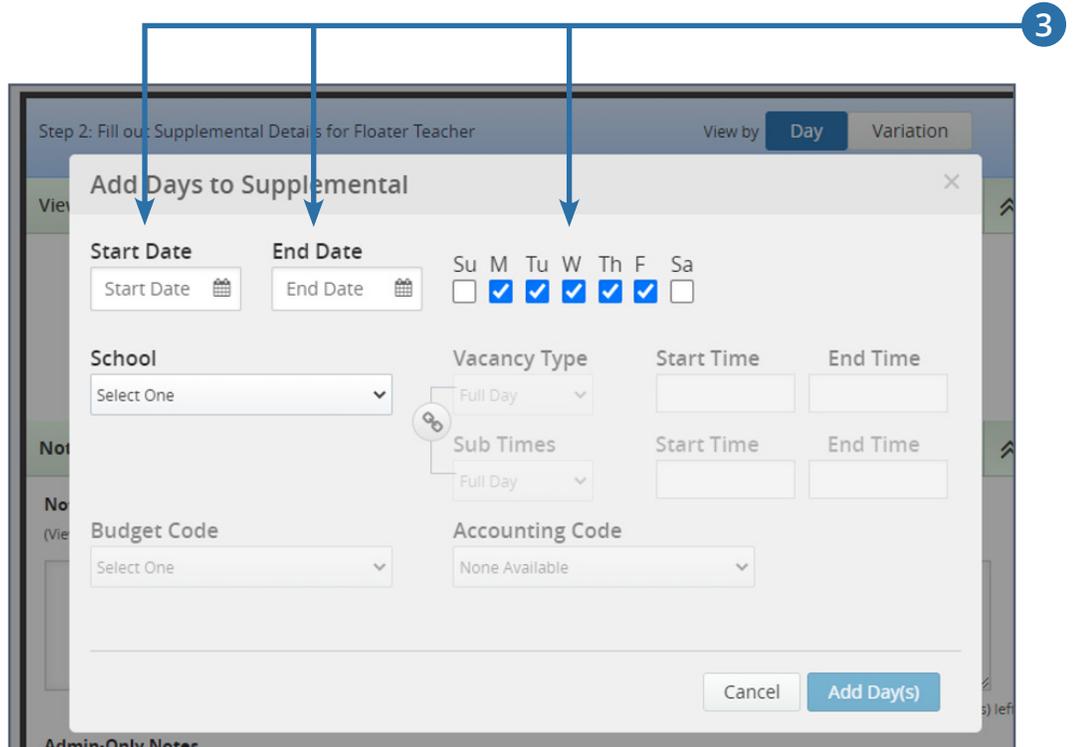
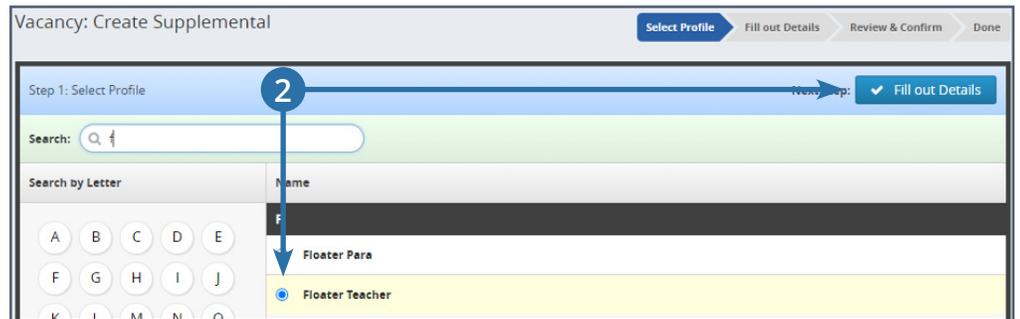
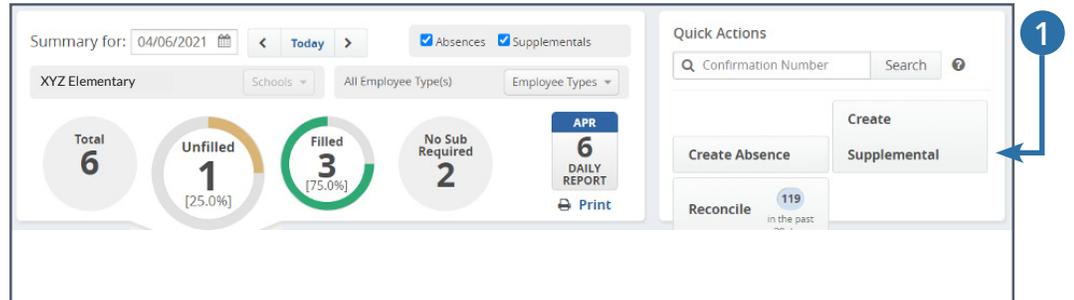
4. Select an **Absence Reason** from the drop down menu and the time frame for the assignment. Click the **Add Day(s)** button once you are finished.
5. Choose whether or not the absence requires a substitute.
6. Enter any notes for yourself or for the substitute in the boxes under **Notes & Attachments**.
7. Upload any pertinent files for the substitute.
8. Once all above steps are complete, click **Review & Confirm**.
9. A confirmation window will appear. Click **Create Absence** and you will receive a confirmation number.

CREATING A SUPPLEMENTAL



To access your Absence Management account, visit AesopOnline.com and sign in using the User ID and PIN provided to you. Follow the steps below to create a supplemental assignment.

1. In the upper right **Quick Actions** section of your homepage, click **Create Supplemental**.
2. Select the supplemental type from the list, then click the **Fill out Details** button.
3. On the pop-up window, select the **Start Date** and **End Date** for the absence. Check off the days of the week for the assignment.



CREATING A SUPPLEMENTAL



4. Select a **School** from the drop down menu, supplemental reason, and the time frame for the assignment. Click the **Add Day(s)** button once you are finished.
5. Enter any notes for yourself or for the substitute in the boxes under **Notes & Attachments**.
6. Upload any pertinent files for the substitute.
7. Once all above steps are complete, click **Review & Confirm**.
8. A confirmation window will appear. Click **Create Absence** and you will receive a confirmation number.

CANCELING AN ABSENCE



To access your Absence Management account, visit AesopOnline.com and sign in using the User ID and PIN provided to you. Follow the steps below to cancel an absence that has been scheduled for a future date.

1. In the upper right **Quick Actions** section of your homepage, enter the confirmation number for the absence you want to cancel and click Search.
2. If you do not know the confirmation number, you can enter the start date of the absence in the upper left corner of your homepage, and then click the confirmation number next to the absence you want to cancel.
3. The absence details will open. Click the red **Delete** button in the upper right corner.
4. In the confirmation window, click **Delete**.

Summary for: 04/06/2021 Today Absences Supplementals

All Schools Schools All Employee Type(s) Employee Types

Total 39 Unfilled 1 [3.2%] Filled 30 [96.8%] No Sub Required 8

APR 6 DAILY REPORT Print

Quick Actions: Confirmation Number Search Create Absence Supplemental Reconcile

Conf #	Name	School	Reason	Shift	Substitute	Created
432080899	2.Vacancy, Parapro - ESS	Roan School	Professional Leave		Doe, John	12/18/2020 2:34 PM
436669284	K Para, Vacancy Paraprofessional	Blue Ridge Elementary	Professional Leave		Baker, Todd	1/28/2021 6:32 PM

Absence Absence Log Available Subs Call History Mobile History

Edit Absence Split Absence Reconcile View by Day Variation Delete

Viewing by day

03/26/21 Friday U

Park Creek School
Maternity

Budget Code 21-7237 Accounting Code Teacher Pay Code Skill Level 03

Absence Times 7:15AM - 3:15PM (Full Day)
Sub Times 7:15AM - 3:15PM (Full Day)

Status: Filled by Jane Doe

Unassign Reassign Sub

Create another Absence for this Employee

APPROVING AN ABSENCE



To access your Absence Management account, visit AesopOnline.com and sign in using the User ID and PIN provided to you. Once you are logged in, under "Quick Actions", click the "Approval" box along the right side of your homepage.

1. Click here to see the absences that require approval.
2. Use the filters to change the date range and/or status of approval.
3. Check the above box to approve or deny absences in a group or click each box individually.
4. Approve or deny each absence by clicking either **Approve** or **Deny**.

Summary for: 04/06/2021 Today Absences Supplementals
XYZ Elementary Schools All Employee Type(s) Employee Types
Total 1 Unfilled 0 [0%] Filled 0 [0%] No Sub Required 1
APR 6 DAILY REPORT
Quick Actions: Confirmation Number Search
Create Absence Create Supplemental
Approve 5 in the next 43 days Reconcile 9 in the past 30 days

Absence: Approvals
Start Date: 03/30/2021 End Date: 05/21/2021 Status: Unapproved Partially Approved Approved Denied
Search

<input type="checkbox"/>	Conf. #	Name	Date	Filled	Reason	Duration	Approvals	Actions
<input type="checkbox"/>	445540230	Doe, Jane Secretary	4/1/2021	N/A	Annual	1 day		Approve Deny
<input type="checkbox"/>	445540427	Doe, Jane Secretary	4/2/2021	N/A	Annual	1 day		Approve Deny
<input type="checkbox"/>	445838091	Wayne, Bruce Teacher K4	4/20/2021	✓	School Business	1 day		Approve Deny
<input type="checkbox"/>	445578911	Sprout, Russell Teacher Assistant KS	4/22/2021	✓	Annual	0.5 day		Approve Deny
<input type="checkbox"/>	446033248	Major, Mary Teacher Grade 3	5/7/2021	✓	Annual	1 day		Approve Deny

PREFERRED LIST (SCHOOL)



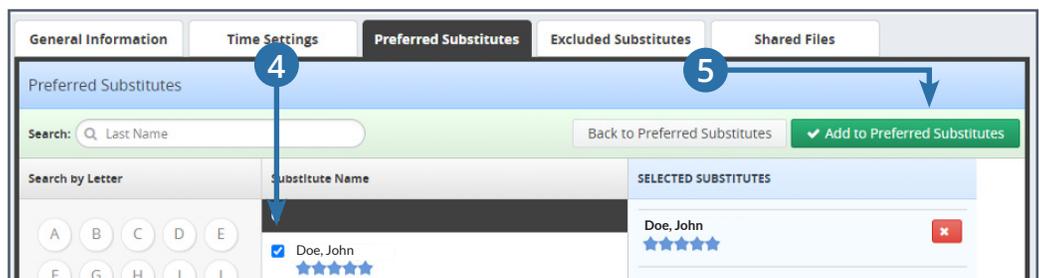
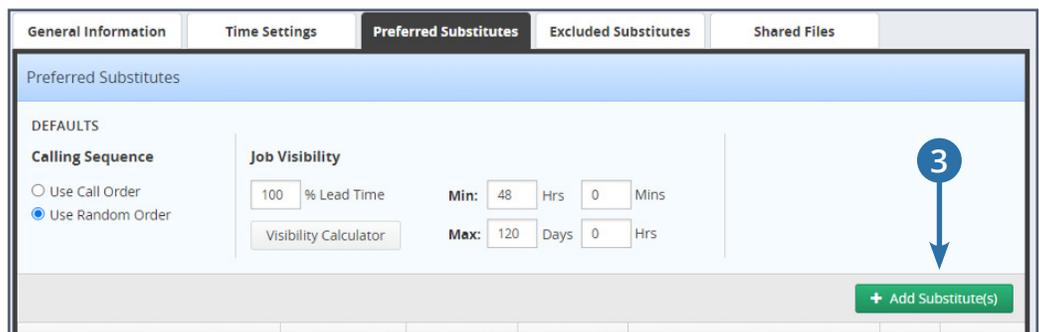
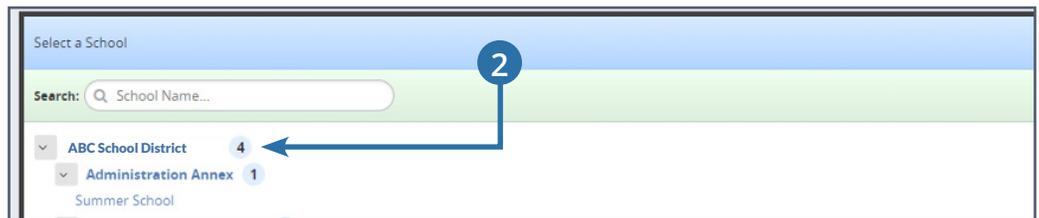
Through Absence Management, you can create a list of preferred substitutes who will be able to view assignments posted to your specific school prior to the general population of substitutes, as long as they meet the following qualifications:

- Substitute must be available for the entire length of the assignment.
- Substitute must not have a “non-work day” scheduled.
- Substitute must meet all state certification guidelines.

The amount of time assignments are held for your preferred substitutes depends on the amount of time allotted between absence submission and assignment start. Also keep in mind that substitutes may be on several preference lists. Therefore, the earlier an assignment is created, the likelier one of your preferred substitutes will fill the assignment.

Note: All substitutes on your preferred list will be able to view positions at your school simultaneously.

1. In the left sidebar of your homepage, click Settings and then click **Preferred Substitutes** from the menu.
2. Find and select your school.
3. Click the **Add Substitute(s)** button.
4. Find and select the substitute(s) you want to add to your school's preferred list.
5. Click Add to **Preferred Substitutes**.



LONG-TERM POSITION REQUEST



The Long-Term Request Form on the ESS Resources Portal facilitates the placement of substitutes into open positions which span more than a designated length of time, which varies by state and district.

Long-term assignments usually call for a more specialized substitute, as many have requirements that differ from typical daily absences. You can use the Long-Term Request Form to communicate these special requirements to our team of recruiting professionals. Each assignment created through the form receives a unique tracking ID and our recruiters work collaboratively with your District to ensure that the highest caliber substitute is secured for the role.

To access the form, please log in to the Resources Portal of our website and click the **Long-Term Requests** link under the **Tools** section. The form opens to a master listing of all long-term assignments that have been created in your District (or you may only see the assignments you've created, depending on your level of access. Please contact your ESS representative if you need to see all assignments for your District.)

1. Click the **Create Long-Term Request** button to open the form.

The screenshot displays the ESS Long-Term Requests portal. At the top, there is a navigation bar with the ESS logo and tagline 'Every day counts.' on the left, and links for 'Absence Management', 'Resources', 'Apply', 'Job Seekers', 'School Districts', 'About', 'Blog', 'Contact', and 'Logout' on the right. Below the navigation bar, the page title is 'Long-Term Requests' and the user is greeted as 'Welcome, District Admin'. A prominent blue button labeled 'Create Long Term Request' is highlighted with a blue arrow and the number '1'. Below the button, there is a 'Show 10 entries' dropdown and a search box. The main content is a table with the following data:

LT-ID	District	School	District Employee	Substitute Name	Status	Subject	Created By	Modified By	Options
21-10000	Sample School District	High School	Jane Smith		Unfilled		Pete Jones 2020-12-21 10:44	Pete Jones 2020-12-21 18:01	View/Edit
21-665	Sample School District	Middle School	John Doe	Russell Sprout	Filled	Mentoring	Jane Lane 2020-07-27 11:20	Emma Cornwell 2020-10-01 16:21	View/Edit
21-5249	Sample School District	High School	Mary Major		Cancelled		Ted Silverstein 2020-11-16 09:19	Emma Cornwell 2020-11-16 13:21	View/Edit

LONG-TERM POSITION REQUEST



2. Click the **question mark** next to **District** to view how your District defines a long-term assignment.
3. Select the **School, District Employee, Position Type, and Grade Level** from the dropdown menus.
 - a. If the district employee is not on the list, please assign them manually. If the position is currently vacant, please choose **Vacancy**.
 - b. Choose the highest applicable grade level.
 - c. Providing primary and secondary position types is optional.
4. Choose daily start and end times for the position and select the dates the assignment will start and end. Please note that the duration of the assignment must be greater than your district's long-term duration policy. (Refer to Step 2.)
5. If you'd like to recommend a specific substitute, enter their contact information in the **Recommended** section. You can add up to three recommendations by selecting the **New Candidate** button.

The screenshot shows a web form titled "New Long-Term Request . District - Sample School District". The form is divided into several sections:

- Position Information:** This section contains dropdown menus for "District" (with a question mark icon), "School", "District Employee", "Position Type", "Grade Level", "Position Primary", and "Position Secondary".
- Time and Dates:** Fields for "Start Time", "End Time", "Start Date", and "End Date", each with a calendar icon.
- Recommended Candidate 1:** A section for entering contact information for a specific candidate, including "First Name", "Last Name", "Email Address", and "Phone".
- New Candidate:** A button to add a new candidate.
- Absence Reasons:** Three rows, each with a "Select Reason" dropdown and a "Date" field with a calendar icon.
- Resumes:** A section titled "Send qualified resumes for this assignment to:" with "Full Name" and "Email" input fields.
- Comments:** A text area labeled "Add Notes...".
- Files Uploads:** A "Choose Files" button and the text "No file chosen".

At the bottom of the form are "Cancel" and "CREATE LONG-TERM REQUEST" buttons. Numbered callouts (2-5) point to the District dropdown, the dropdown menus, the time/date fields, the Recommended Candidate section, and the New Candidate button, respectively.

LONG-TERM POSITION REQUEST



- In the **Absence Reason** section, you must choose at least one absence reason with a date that matches the start date of the assignment. You can also enter up to two additional absence reasons and dates.
- You have the option to choose who receives candidates' resumes for the position.
- Comments** with any additional details are encouraged and can be added in at any time, even after you've submitted the form.
- Use **File Uploads** to upload any relevant documents that may assist in the fulfillment of this request, such as job descriptions, candidate resumes, etc. This is optional.
- Click the **Create Long-Term Request** button to submit your request.
- Please contact your ESS representative if you need any assistance with this process.

New Long-Term Request . District - Sample School District

Position Information

District: Sample School District

School:

District Employee:

Position Type:

Grade Level:

Position Primary:

Position Secondary:

Start Time: End Time:

Start Date: End Date:

Recommended Candidate 1

First Name: Last Name:

Email Address: Phone:

New Candidate

Absence Reason 1: Date:

Absence Reason 2: Date:

Absence Reason 3: Date:

Send qualified resumes for this assignment to:

Full Name: Email:

Comments:

Files Uploads: No file chosen

6

7

8

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10

INTRODUCTION



ESS takes care to place the most qualified and professional individuals in your schools. If any lapses in professionalism occur, we rely on our partnering schools to submit an incident report so we can quickly address performance issues in a collaborative way that is beneficial to both our districts and our employees.

Reporting incidents with ESS is a streamlined process that allows us to track performance patterns and improve our quality of service. When you submit an incident report, our Human Resources Team is immediately notified. Your regional Human Resources Manager will reach out to you if any further details are needed, and then directly address the issue with the employee in question.

We've found that many concerns can be resolved through a simple phone call or through targeted retraining. While the option to dismiss an ESS employee from a school is available, this action should be reserved for serious or repeat offenses. When appropriate, taking a growth-based approach with an emphasis on coaching is the most effective option.

Below is a guideline of possible incidents based on severity. Each repeated instance is evaluated within its own context and events.

LOW-LEVEL INCIDENTS

- No call/no show
- Late reporting to assignment
- Last minute cancellations and callouts
- Failure to follow lesson plans/schedule
- Unprofessional appearance
- Cell phone use
- Leaving assignment early or without following check-out procedures
- Failure to work cooperatively with students or staff
- Using scheduled work time to complete personal tasks such as homework, emailing, texting, accepting phone calls, and reading any material not provided for the assignment
- Classroom management issues (noisy classroom, students off-task, incomplete lessons, failure to contact the office when situations escalate, etc.)

MID-LEVEL INCIDENTS

- Any of the above offenses on the second complaint
- Failure to be present for each class period
- Unprofessional attitude (rudeness to district staff/students)
- Inappropriate comments
- Solicitation of goods or services with staff or students
- Frequent cancellations

HIGH-LEVEL INCIDENTS

- Harassment of any kind
- Unprofessional conduct with students or staff
- Any inappropriate physical contact with students (hitting, grabbing, etc.)
- Refusing to perform assigned work
- Creating a hostile workplace
- Possessing a weapon on district property
- Stealing or destroying district property
- Abusive or threatening language toward district employees or students
- Being under the influence

"CONFLICT OF INTEREST" INCIDENTS

"Conflict of Interest" incidents do not fall into any of the categories above yet may create undesirable or awkward situations for the ESS employee, faculty, or students. For such incidents, please provide us with specific details in the **Incident Description** box.

Examples include:

- Family member in the classroom (child or grandchild)
- Past issues with a school employee that would cause conflict within the school



New Incident Report ×

Incident Details

District: ABC School District

1 ESS Employee:

2 Job:

3 Type of Incident [?]:

4 Consent to Retrain [?]: Yes No

5 Pending Retraining Recommended Action:

6 Incident Description:

7 Files upload: No file chosen

8

- ESS Employee:** Choose the correct name from the dropdown menu of all ESS employees who have worked assignments at your location. Typing their name will narrow down the list of options for easy identification of the person you are filing the report on. If their name is not listed as an option, select **Assign Job Manually** to fill in the identifying information for the ESS employee.
- Job:** Choose the assignment the ESS employee was working when the incident occurred from the dropdown menu. If the assignment is not listed, select **Assign Job Manually** to fill in the details of the assignment.
- Type of Incident:** Choose the best classification of the infraction: **Performance**, **Professionalism**, or **Misconduct**. To assist you in identifying the correct type, hover your cursor over the (?) to see a list of transgressions and their appropriate type.

Performance-related concerns may include:

- Classroom Management Needs Improvement
- Did Not Follow Schedule
- Did Not Follow Lesson Plans
- Unprepared



Professionalism-related concerns may include:

- Late Reporting to Assignment
- No Call/No Show
- Late Assignment Cancellation
- Left Assignment Early
- Inappropriate Comments/Behavior
- Inappropriate Appearance/Hygiene
- Cell Phone Use
- Poor Attitude
- Sleeping
- Conflict of Interest

Misconduct-related concerns may include:

- Inappropriate Physical Contact
- Violation of Law
- Violation of District Property

- 4. Consent to Retrain:** This box is used to inform ESS if you would consent to the employee undergoing additional training to obtain the necessary skills to be reinstated within your school or location. Selecting **No** will replace the below option of **Pending Retraining Recommended Action** with **Recommended Action**. These options will prompt your regional human resources manager to block the employee from the school, classroom, or department and determine the best course of action.
- 5. Pending Retraining Recommended Action:** If you have consented to the employee being retrained and allowed to return, you can choose recommendations to provide a warning, block them from a specific classroom, or block them from the school - pending retraining. Your regional human resources manager will place the block and remove it upon successful retraining.
- 6. Incident Description:** Please provide as many details of the incident as possible. This will ensure that appropriate action is expedited, and performance issues are prevented during future assignments at any location.
- 7. Files Upload:** Click **Choose Files** to submit any supporting documents, photos, or videos to assist us in addressing the incident.
- 8. Create Incident Report:** Click this button to submit your incident report to ESS. You and the district's other designated recipients will receive confirmation of your submission via email.