



## **KELLY EDUCATIONAL STAFFING QUICK REFERENCE GUIDE**

### **Current Hazelwood School District Substitute Teachers, Building Aides and Teacher Assistants**

Current substitute teachers, building aides and teacher assistants were invited to transition their employment over to Kelly Services. If a substitute employee has not attend a “transition” meeting or make alternate arrangements with the branch to transition their employment, they will not be able to work as a substitute beginning 08/06/2018. If you have questions about who has transitioned or who hasn’t, please contact the local branch at (314) 317-5420.

### **New Frontline System**

All Teachers, Teacher Aides and Building Aides will access the **new** Frontline system beginning 7/30/18 for absences that begin on or after 8/6/18. Please note that your login will no longer work in the old Frontline system.

### **The Kelly Educational Staffing’s “Hands-Off Policy”**

Kelly Services has a hands-off policy for all of their substitute employees. A KES substitute employee must not be asked to be in a situation that requires 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 Hazelwood School District employee either for the duration of that duty or for the entire assignment so that they are not performing these activities.

### **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 Frontline system. Their hours are Monday through Friday, from 4:00am – 7:00pm, CST. This is the team to call for:

- To edit the date or start/end times of an absence already in Frontline
- To cancel a past absence
- To edit a past absence when the substitute has entered timesheet data
- For last minute, same day absences (less than 1 hour before the absence start time)
- To request a specific substitute
- To move an assigned substitute to a different 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.

### **Save and Assign vs Specific Substitute Requests**

The Frontline system will have a “Save and Assign” feature that allows Hazelwood School District employees to attach a specific substitute to an absence at the time of absence creation. This feature is ONLY to be used for prearranged absences where the substitute has verbally agreed to take the position. This button is not a “request” button.

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.

Please note that a specific substitute must have completed the hiring process with Kelly Educational Staffing in order to be attached to an assignment.



**Absence Reasons**

Employees will have the ability to record their own absence in Frontline for the following absence reasons: Bereavement, Educational Conf., Illness in Family, Jury Duty, Personal Illness, Personal Leave, Religious Observ and Vacation. All other absence reasons will need to be entered by a Campus.

**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 **(314) 317-5420**.