

## Substitute System Information

- **Contacts and Phone numbers**

System telephone number	760-747-2402
Help Desk	760-432-2388
Certificated phone number	760-432-2329
Classified phone number	760-432-2121

- **Reporting your absence**

The substitute system is fairly easy to use. You could enter your absence by following the prompts, but if you need assistance there are reference cards available in Human Resources on entry methods for reporting an absence.

It is important to report your absence as early as possible in order to give the system adequate time to find a sub and to prevent shortages on heavy sub days.

Illness and personal necessity will take priority over other reasons to be out.

An absence for other reasons called in less than 24 hours prior to needing a sub may not be covered. If you are a teacher and call in an absence late, its possible you may have to stay in your class instead of attending a workshop or activity.

- **Review or Cancel an absence**

It's always a good idea to check on your absence to confirm you have a sub. If you are a special Ed, Middle School, or bilingual teacher you may want to check a day or two ahead since these jobs are more difficult to fill on short notice. If you need help finding a sub, your office manager or Julie French in Human Resources may be able to assist you.

- **When you Cancel a Job**

It is the employee's responsibility to cancel a job in the system. When canceling a job, you must contact the sub, who was assigned the job. The system **Does Not** contact substitutes to inform them that an absence has been cancelled. If a sub isn't notified about a cancelled job and shows up to work, the teacher may be charged in order to pay the sub.

- **Making Changes in the Sub System**

### **Extending an Assignment**

An assignment must be extended before the end **time** and **date** of the job, otherwise, a new job will have to be created.

### **Name Changes**

First, please pick up a name change packet in human resources and turn it in. All substitutes and employees will need to re-record their name on the sub system. Please see employees quick reference guide on registering in the system for instructions.

### **Removing a Specified Sub**

If you requested a particular substitute in the system, this sub cannot be removed. Cancel the job and create a new one (don't forget to call the sub for the job you canceled).

- **Requesting a Long Term Sub**

A request for Long-Term Substitute Teacher form (SPERS 137) must be submitted and approved by the principal and human resources. Long -term subs must be properly credentialed for your position and are expected to observe policies that apply to credentialed teachers. If you are going to be absent for an extended period of time, please work with your principal to arrange for a sub.