



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

### **The Kelly Absence & Scheduling Team (KAST)**

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 3:00am – 6:00pm, MDT. This is the team to call:

- To create any absence that is over 5 consecutive days long
- For last minute absences—an employee will **not** be able to put in their own same day absence if it is one hour or less before the Aesop start of school.
- To request a specific substitute for an absence
- To cancel an absence or to modify an existing absence.

The Scheduling Team can be reached at (866) 535-5998. If leaving a message after hours, make sure to indicate your full name, what city, state, and school district you are from, your message and a number where you can be reached at for any questions.

### **Absence Creation "Cut Off" Time**

Employees will have until one hour before the Aesop start time for their school to enter a same day absence directly into the system. After the one hour cut-off time, an employee will have to call the Scheduling Team to have the absence created. This is to ensure that the team is aware of the absence immediately so that they can begin calling out on it if it requires fulfillment.

### **Canceling and Modifying Absences**

Aurora Public Schools (APS) full time employees with the option of securing a Kelly Educational Staffing (KES) substitute, will **NOT** be able to cancel an absence directly or modify it after it has been filled. **ONLY** the scheduling team will have that ability.

School administrators will no longer be able to cancel an absence or modify a filled absence directly. These changes must go through the scheduling team.

APS employees who do not have the option of requesting a substitute will retain the ability to cancel and modify future absences. For assistance, please contact the scheduling team.

### **The Kelly Educational Staffing Employee Restrictions**

Kelly Services has several contractual restrictions with their substitute employees. A KES substitute employee **must not**:

- Diagnose an injury or illness that is actual, perceived, suspected, or claimed.
- Have sole supervision of a playground.
- Have sole supervision for releasing a student(s) onto a school bus or other vehicle.
- Transport students in a motor vehicle.
- Be alone with a student in a private setting (this includes In-house teaching, visiting a student's home for any reason, having custody of a single student beyond the presence of other adults or students, and/or assignments without on-site supervision from district/school personnel). **This includes accompanying students to off-campus vocational jobs, grocery stores, restaurants, etc. where school district personnel is not present.**

If a KES substitute para educator is called upon to assist the supervising District/School teacher with students with special needs, a supervising District/School teacher and/or designee **must** always be present. Any physical touching required by the paraprofessional (feeding, diapering, toileting, positioning and all other position related hands-on duties) should be **only** done under the supervision of district employees and relevant to the duties of the job.



## **Absence Approval Process Changes**

The Kelly Aesop System does not allow absences to be “held” until approval. This is a fundamental change from previous practices. If an absence is created by an employee or an administrator on behalf of the employee, and saved, it automatically goes out to the substitute pool for fulfillment, no matter what the absence reason. The absence approver will then have the ability to approve or reject the absence. If the approver fails to take action, the absence will proceed as scheduled.

Because there is no longer a “hold” on any of the absence reasons, if the employee has prearranged fulfillment with a KES substitute, they will need to select “create and assign” and save the absence with the substitute attached. If they want to request a substitute that they have not yet spoken to, they will contact the scheduling team directly for assistance.

This is different from the previous practice of putting the pre-arranged substitute name in the “notes to administrator” and having the administrator assign the substitute after approval. If an employee puts the name of the prearranged substitute in the “notes to administrator” section and selects “create” instead of “create and assign”, the absence will go out to the substitute pool for fulfillment and the prearranged substitute will not be assigned.

## **Itinerant Teacher Absences**

If you are an “itinerant” teacher who travels to more than one school, please be mindful of how you create your absence. If you work a unique daily schedule different from one full day at one school or half a day at one school and half a day at another school, you will want to create your full absence under your initial school and put the full travel schedule in the notes to substitute. It will also be your responsibility to alert all affected schools of your absence. For assistance with creating your absences, please contact the Kelly Scheduling Team.

## **Access to the Kelly Aesop System**

On Wednesday, July 27<sup>th</sup>, you should receive an email from KES providing your login ID and pin. If you were previously in the Aesop system as a FTE, the ID and pin should be the same as it was for you prior to the KES conversion. To access the Kelly Aesop, please go to [www.kellyeducationalstaffing.com](http://www.kellyeducationalstaffing.com) and select “Aesop Login” from the top of the page (as part of “Employee login” link). This will take you to the KES login page. If you ever forget your login information, you may contact the local KES branch.

## **Substitute Performance Feedback**

KES quality control forms will be available to you through your main office, on the school district website and will also be available from the local KES office. This is to ensure that KES is aware of any feedback, both positive and negative, you may have regarding a substitute’s performance and so that they can communicate accordingly with their employee.

## **Kelly Educational Staffing Recruiting and You!**

We are continuously recruiting and looking for new substitute teacher, paraprofessional and clerical talent. Should you encounter any individuals that you feel would make a good addition to the substitute pool, please refer them to us at **(303) 940-5673**.