



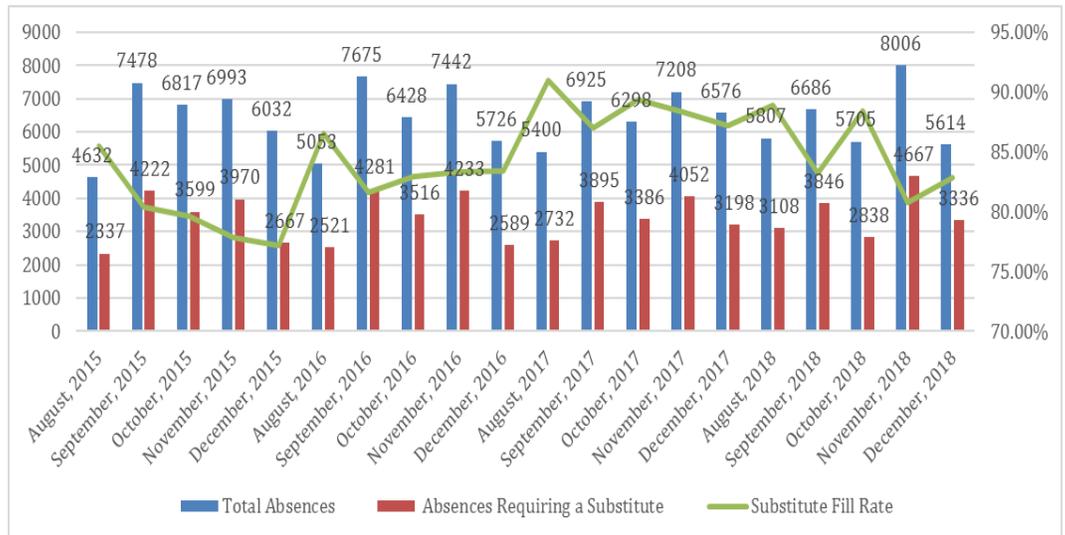
# HR News

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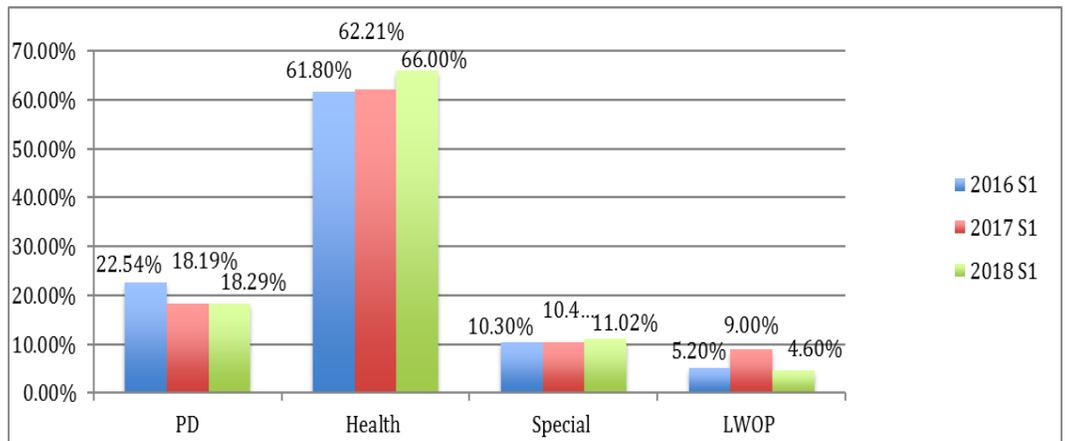
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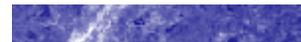
The Division of Human Resources would like to provide you with licensed employee absence data, the APS/Kelly Educational Staffing substitute coverage rate for the fall semester.

During the fall semester of the 2018-19 school year, 84.93% of teacher absences requiring a substitute were filled; down from the 2017 fall semester rate of 88.57%. The chart below illustrates the total staff absences, absences requiring a substitute and lastly, the substitute fill rates for the past three years.



For Licensed staff, health leave accounted for the greatest percentage of staff absences (66%), followed by absences for professional learning purposes (18.29%).





## Absence Reminders

Please be reminded that staff who are not on a 12-month contract and as a result do not accrue vacation, that most requests for extended personal time off will be denied. Board regulation GCC-1-R and Board policy GCCAG both reference potential discipline for unapproved leave and leave without pay, and this article shall serve as a written warning.

The number one priority of all staff members is to support student learning and being present at work is required to do so. Generous time off is provided to staff members during the various school breaks in the fall, winter and spring. As a result, requests for extended absences to pursue personal interests (such as foreign travel, going on a cruise or taking temporary employment, etc.) are not acceptable and may result in discipline.

Further, both policy and the Master Agreement enable a supervisor to require a staff member to provide documentation from a physician for absences reported as health leave. No substitute can replicate what a classroom teacher or trained school employee is able to offer our students.

## Substitutes

Currently, there are 692 active substitutes in our district substitute pool, which should address our “normal” daily need for substitutes. However, as we move into the colder and wetter weather season, we know that increases in staff absences will further tax our substitute pool, as fewer subs are willing/able to work when the weather takes a turn for the worse.

To further our work to increase the number of substitutes covering classes on a daily basis, Kelly Educational Staffing will engage school staff on steps to take that may increase the likelihood of substitutes accepting vacant positions at the school sites. Examples include:

- If you know you will be absent, make arrangements for a substitute as far in advance as possible. If the absence is due to a sudden illness or other unforeseen reason, report the absence in the Frontline system as soon as possible. Absences reported within one and one-half hours of the duty day are less likely to be filled.
- Make an effort to avoid Monday and Friday absences, as these tend to be the days of greatest need for substitutes.
- When you are absent, provide lesson plans that are clear and explicit. Substitute teachers know which staff members develop and provide exceptional lesson plans and are more likely to accept a position for staff members who plan and are prepared.
- Create their “Favorite Five List” of subs that have subbed for them previously, prearrange a sub from their list for upcoming absences such as field trips, personal days, upcoming business leaves, and upcoming known medical leaves.
- Including notes to the substitute in the in the Frontline system. For example:
  - Thank you for subbing for me today.
  - My students are prepared to meet you
  - I have very clear lesson plans on my desk, and thank you for covering for me today
  - My students are great citizens; I know you will enjoy my class
  - My students can be a little active, but I manage the class by...
  - My students are aware that you will be teaching in my absence today. Thank you



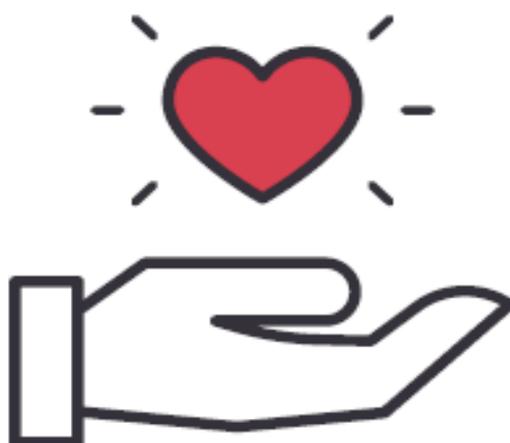
## APS Employee Assistance Program

Aurora Public School's Employee Assistance Program (EAP) program, provided by ComPsych offers up to three (3) no-cost counseling sessions per employee, dependent and household member per issue per year. The local counselors specialize in a variety of issues and their offices are in close proximity to your home or workplace. In addition to face-to-face counseling ComPsych also offers the following:

- Confidential Counseling- no-cost counseling service, staffed by highly trained guidance consultants
- Legal Support- Talk to attorneys by phone and if representation is needed then they will refer you to an attorney in your area. Get a free 30 minute consultation and 25% reduction in customary legal fees
- Financial Information and Resources- Speak with a Certified Public Accountant and Certified Financial Planners regarding a variety of financial issues
- Work Life Solutions - Specialists will provide referrals for customized resources for services such as
  - Child and elder care
  - Relocation
  - College Planning
  - Major purchases
  - Pet care
  - Home repair
- Healthcare Navigation- Provides assistance with healthcare questions, claims and costs

These service are confidential and your employer will not be informed of your participation. Information will only be released with your permission or as required by law for child or elder abuse or in a life

# FEBRUARY IS AMERICAN HEART MONTH



*Take care of your heart by....*

- EATING A HEART HEALTHY DIET (LOW SALT & SUGAR, BUT FULL OF GOOD FATS)
- EXERCISING REGULARLY (150 MINUTES OF HEART PUMPING ACTIVITY A WEEK)
- DRINK IN MODERATION
- MANAGE STRESS (TRY A MINDFULNESS, MEDITATION, OR YOGA CLASS)

Questions?

Email your employee wellness coordinator  
[rmphillips@aurork12.org](mailto:rmphillips@aurork12.org)





# EDUCATOR JOB FAIR



**TEACH  
LEAD  
INSPIRE**

Aurora Public Schools



**Friday, March 1, 2019**

**Professional Learning and Conference Center  
15771 E. 1st Ave, 80011**

**Teachers: 9 a.m.-12 p.m.**

- Discover the benefits of working in APS
- Meet with site administrators from all levels: Preschool-12th grade
- Interested in teaching, but don't have a teaching license? Come learn about the Alternative Teacher Program

**Leaders: 1 p.m.-3 p.m.**

- Learn about various leadership roles:
  - Principal
  - Assistant Principal
  - Instructional leadership
  - Dean of Students
- Meet with current leaders

Please RSVP by Feb. 22, 2019 at [hr.aurorak12.org/teach-2](http://hr.aurorak12.org/teach-2)

**FREE  
ENTRY**