



Substitute Handbook

2013-2014



An overview of District policy, procedure and other information

July 31, 2013

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*AURORA PUBLIC SCHOOL DISTRICT
Division of Human Resources, ESC-4
1085 Peoria Street
Aurora, CO 80011
www.aurorak12.org*

Dear Substitute Staff Member:

Thank you for your interest in serving as a substitute teacher for the Aurora Public School District. We hope that your experiences will be rewarding and you'll be encouraged to go over and above the call of duty whenever necessary to achieve APS's mission and vision for every student.

We appreciate your service in our schools, and thank you in advance for helping make each day educationally productive for our students.

Sincerely,

*Eula Campbell
Assistant, Human Resources
Substitute Office
Phone: 303-344-8060 ext. 28029
Fax: 303-326-1943
Email: emcampbell@aps.k12.co.*

Aurora Public School District

Division of Human Resources/1085 Peoria Street/Denver, CO 80011/303-344-8060

MISSION STATEMENT

Teach every student within a safe environment the knowledge, skills and values necessary to enter college or careers and become contributing members of society who flourish in a diverse, dynamic world.



VISION STATEMENT

Graduate every student with the choice to attend college without remediation.

Prepared by the Division of Human Resources

The Aurora Public Schools commits that it will provide equal opportunities for employment and participation in the educational programs and activities of the District. These opportunities will be provided to all people regardless of race, age, color, creed, national origin, handicap or gender.

Aurora Public Schools District

LEADERSHIP TEAM

Board of Education

JulieMarie A. Shepherd, President
Cathy Wildman, Vice President
Jane F. Barber, Secretary
Dan Jorgensen, Treasurer
Jeanette S. Carmany, Director
Matthew L. Cook, Director
Mary W. Lewis, Director

Administrative Staff

Rico Munn, Superintendent of Schools
William Stuart, Deputy Superintendent
Adrienne Bradshaw, Chief Financial Officer
Vacancy, Chief Academic Officer
Dr. Lisa Escarcega, Chief Accountability and Research Officer
Vacancy, Chief Equity and Engagement Officer
Damon Smith, Chief Personnel Officer
Anthony Sturges, Chief Operations Officer

Human Resources Staff

Damon Smith, Chief Personnel Officer
Jack Kronser, Director, Human Resources
Kristen Munn, Director, Human Resources
Myla Shepherd, Director, Human Resources
Katrina Smith, Coordinator, Human Resources

For school locations, addresses and phone numbers, and other district information, please access the district website at www.aurorak12.org

APS SUBSTITUTE POLICIES AND PROCEDURES

GENERAL INFORMATION

NAME, ADDRESS, PHONE NUMBER AND EMAIL ADDRESS

- Name changes must be made in person, (with the appropriate legal documentation) at ESC -4, Division of Human Resources; room number 109.
- A written request must be submitted to the sub office to change an address, phone number or email address.

I.D. BADGE

- Substitutes are required to wear their District ID Badge, (clearly display picture and name) whenever they are on district property.
- ID Badges are processed year round in the Employee Services Office; room number 108 between 7:30am - 4:15pm at 1085 Peoria Street, ESC-4. Please bring your old ID Badge to receive your new ID Badge. All Lost ID Badges are \$10.00 to replace.

EXPIRED SUBSTITUTE LICENSE

- If your Substitute Authorization/Teaching License has expired, you will be made inactive in the Aesop system until your new License has been submitted to the sub office.
- You may submit the online paid receipt to the sub office if you have not received your actual renewed License. **But no extension will be granted until the Colorado Department of Education online Licensure Status displays an Active Status.**

PURGE REQUEST

- Substitutes may request to be removed from the APS Substitute Pool at any time during the school year by submitting a written request to the sub office via email.
- Please include the reason why you would like to be removed from the sub pool.

AUTOMATIC TERMINATION

- If twenty (20) sub assignments are not obtained within the current school year, regardless of reason, substitutes will be removed from the APS Substitute Pool at the end of the current school year.
- Substitutes will receive a letter via regular mail of termination.

RE-ACTIVATION

- Substitutes who have been automatically terminated may reapply for a substitute position with APS. Rehiring will be based on previous sub cancellations, exclusions, and at the discretion of the Substitute Office. Rehired substitutes will not assume previous sub status.
- Returning substitutes who have been purged upon their request, (within the same school year) may be reactivated within the same school year, and assume their previous sub status.
- If more than a year has lapsed since substituting for APS, the returning substitute must apply as a new applicant.

INACTIVE SUBSTITUTE POLICY CHANGE (Effective July 31, 2013)

- Substitutes are required to work twenty (20) sub assignments each school year in order to remain in the APS Substitute Pool.

- ❑ If the twenty sub assignments are not obtained, regardless of reason, substitutes will be removed from the APS Substitute Pool at the end of the current school year.
- ❑ The substitute will receive a letter notifying them of termination via USPS mail.
- ❑ The substitute may reapply for a substitute position with APS. Rehiring will be based on previous sub cancellations, exclusions, and at the discretion of the Substitute Office. Rehired substitutes may not assume previous sub status.
- ❑ These new policies will not apply to substitutes hired in March through the end of the current school year due to the limited number of school days remaining.

SUBSTITUTE'S DUTY DAY

Reporting to Work

- ❑ Substitutes are expected to arrive dressed in a professional manner or will be asked to leave without pay. Substitutes are required to arrive at the assigned site early enough to make adequate preparation for the day's activities.
- ❑ Substitutes must report to the main office first to **sign in** and receive instructions of the daily schedule, directions to rooms, review the lesson plans, location of materials, special activities, etc. If you are not given these items, check with the office or departmental personnel for assistance.

Reporting to Work Late

- ❑ Substitutes may not arrive later than the specified duty day without the site administrator's permission; unless the assignment is offered after the start time of the job. Substitutes who arrive later than the specified duty day without permission can be cancelled from the sub job that day and will not receive compensation from the site.
- ❑ Substitutes that are in a consecutive assignment who arrive later than the specified duty day without permission can be cancelled from that duty day and the remaining consecutive days, and will not receive compensation from the site.
- ❑ **Substitutes that accept a sub assignment after the scheduled reporting time must arrive at the site (1) hour from the time he/she accepts the assignment.** Substitutes that arrive later than (1) hour from the time he/she accepts the assignment can be cancelled from the sub assignment that day and will not receive compensation from the site. **The substitute must call the school before reporting to the sub assignment at the school. If the sub reports to the school, (but did not call) and is no longer needed, the substitute will not be compensated.**

The Duty Day

- ❑ A substitute's duty day corresponds with that of the person for whom he/she is substituting. The duty hours may vary; AESOP will specify the hours for each assignment.
- ❑ Substitutes are required to arrive at the specified time unless the assignment is offered after the start time of the job.
- ❑ If a substitute is not in a long term assignment, they do not have a planning period and can be asked to sub/work in whatever area is needed during this planning period time.
- ❑ Substitutes have a professional obligation to use extreme caution in expressing personal reactions and opinions about their classroom/office and school/site observations.
- ❑ Observations relative to students, teachers, parents, school programs, or other personnel should be discussed with the administrator in a professional manner if necessary.
- ❑ Please do not leave the site/school during a fire drill.

End of Duty Day

- Please leave the room/office and its contents in order.
- A short summary of the activities completed should be prepared for the regular teacher and placed in the lesson plan book.
- Please sign out at the main office.
- Please return keys and materials, **(Do not keep keys for a multiple day assignment)**.
- Please note that in some cases, it may be necessary for substitutes to collect money from students. An accurate record of any funds collected is essential, as well as a report for the regular teacher. All collected money must be turned in to the site's main office at the close of the day. Never leave money in the classroom unattended.

EMERGENCY LEAVES

- Please inform the site administrator immediately of your emergency.
- If you become ill during a duty day, please inform the school nurse immediately.
- If an emergency leave occurs before the actual school start time, the sub will not be compensated for a half duty day.
- The site will contact the Substitute Office only if a replacement sub is needed.
- It is the substitute's responsibility to add the non-work day in Aesop, stating the reason for the emergency leave.**
- All emergency leaves are recorded for uniformity.

EFFECTIVE CLASSROOM MANAGEMENT TECHNIQUES

Substitutes should present a confident, organized, and professional appearance. Substitutes are the adult role model, who must provide an example for students to follow. Below are very important guidelines to remember, as well as follow:

- Please be professional.
- Anticipate conflict with students.
- Think about how to avoid problems before they occur.
- Treat each student as an individual.
- Never ridicule or embarrass a student.
- Do not make threats toward students or staff.
- Follow the established lesson plan.
- Never initiate physical contact with a student. **Do not touch a student!**

MULTIPLE-SITE ASSIGNMENTS

There is no reimbursement for mileage, and assignments should be accepted based on the substitute's ability to travel. Specialist teacher assignments such as Art, PE, Music, Media, Foreign Language, and Special Education may require the substitute to travel between sites.

INSERVICE & SPECIAL WORKDAYS

In-service and special work days are not paid days for substitutes unless the substitute is in a long-term assignment and has confirmed with the site administrator that he/she is to report on these days. Substitutes in a long term consecutive assignment or regular sub assignments do not acquire the parent conference exchange days.

SUBSTITUTE CANCELLATIONS

Same Duty Day Cancellation

The school is left without a teacher in the classroom when a substitute teacher cancels a previously accepted assignment on the day of the accepted assignment. This is very disruptive to the learning environment and the school is left with little or no opportunity to fill the classroom position.

- A. Substitutes that cancel an assignment on the same duty day must follow these steps:
 1. Cancel the assignment in AESOP if possible.
 2. Please call the site. If you need to leave a message at the site, please include the confirmation number and the name of the employee that you are assigned to sub for. If no one is available when you call the school, please leave your message on the school's absentee voice mail. The school secretary will remove your name from that duty day assignment and the system will begin calling out to other subs in an attempt to fill the sub job.
 3. Please email or call the sub office stating the information below:
 - The reason for the cancellation
 - The confirmation number
- B. If excessive cancellations occur, regardless of the reason, substitutes can be removed from the substitute pool permanently.
- C. When the site cancels an assignment on the same duty day; the site will try to contact you. If no contact is made; once you are at the school, the site will attempt to find you another assignment that day.
- D. If the site doesn't find you another assignment that day; **you must call the sub office for assistance in finding you another sub assignment that day before you leave the site. If you fail to call the sub office before leaving the site, you will not receive pay for that day.**
- E. If the site or sub office finds you another sub assignment and you decline the alternate assignment, regardless of the reason, you will not receive pay for that day.
- F. If an alternate assignment is not available, substitutes will receive one-half day's pay. Please note that this process is for daily assignments only.

Sub Jobs Cancelled by the Site

- The sites may need to cancel a sub job for various reasons; therefore it is a good idea to double-check that your job has not been cancelled before you show up to the site.
- When a job is cancelled, the system will automatically send a confirmation to the sub. And the site will try and contact the sub of the cancellation.
- The site must try to give a 3 hour notice to the sub that is assigned to a sub job that will to be cancelled.
- If the sub arrives at the site after the sub job has been cancelled for that same duty day, please see the guidelines for same duty day cancellations.

EVALUATIONS AND EXCLUSIONS

Performance Evaluations

- Such as expected of contracted employees, substitutes are held to the same standards of professionalism as representatives of the Aurora Public Schools during and after work hours.

- ❑ Substitutes who engage in conduct, (whether on or off the job) which adversely affects the substitute's ability to do his/her job or which reflects adversely on the district may be dismissed from the substitute pool.
- ❑ Substitutes may be evaluated by the regular classroom employee as well as the site administrator. Upon receipt by the Substitute Office, poor evaluations will be assessed on an individual basis, and substitutes may be called in to review performance concerns.
- ❑ If performance is significantly poor, the site supervisors may request that the substitute not be sent to their site again. Additionally, a substitute can be removed immediately based on the severity of an incident.

Administrative Requests to Exclude

- Performance Issues
- Personnel Investigation
- Lack of Professionalism
- Excessive Late Arrival
- Excessive Cancellations of Assigned Sub Jobs (regardless of reasons)
- Excessive Emergency Leaves (regardless of reasons)

Reasons for Dismissal (Including but not limited to the following)

- ❑ If an incident is severe or for cumulative incidents.
- ❑ If three (3) sites direct the Substitute Office to exclude a substitute.
- ❑ If an administrator directs the Substitute Office to remove a substitute (regardless of reason)
- ❑ If substitute engages in conduct, whether on or off the job, which adversely affects the substitute's ability to do his/her job or which reflects adversely on the district.

SUPER SUB STATUS (Licensed Substitutes)

- A. Super Sub Status is reached after 60 days of substituting for APS during a school year.
- B. Pay increases on the 61st day to \$130 per day until the end of the current school year.
- C. **It is the substitute's responsibility to notify the Substitute Office when he/she has reached 60 days of substituting in a school year.**
- D. Super Sub status cannot be achieved by a substitute who has been excluded from a site for any reason.
- E. After becoming a Super Sub for a second and third consecutive year, a one-time bonus of \$600 will be paid.
- F. If a Substitute obtains Super Sub status for three consecutive years, he/she will begin their fourth year at a rate of \$130.00 a day (\$65.00 half day). This pay scale will remain in effect for the following years, as long as 60 days are worked each school year.
- G. If 60 days are not worked during a school year, the substitute pay will return to the normal daily rate of \$90.00 per day the following school year, **and the count for the consecutive years will start at "0"**. And due to the increase in pay over the course of the school year, the \$600 super sub bonus will not apply to those who reach this consecutive service rate.

LONG TERM SUBSTITUTE ASSIGNMENT (Licensed Substitutes)

Before you accept a long term sub assignment, it is important for you to know, understand, and agree to the following terms and conditions of working as a long-term substitute in Aurora Public Schools:

- Your assignment is not an appointment to a continuing contract position.
- By accepting the assignment you do not become a contracted employee and you are not covered by the collective bargaining agreement between the Aurora Public Schools and the Aurora Education Association.
- The period of time that you work as a long-term substitute will not be counted toward advancement on the teachers' salary schedule.
- If the above referenced long-term substitute assignment extends beyond 89 days, and because the school district is not in a position to offer you a regular teaching contract, your service will be interrupted prior to the expiration of the 89 days in order that neither you nor APS inadvertently incurs a contractual obligation.
- **By accepting this long-term assignment you are agreeing to remain in the position for the entire period of time.** If for some reason you are unwilling or unable to complete the assignment your pay will revert back to the normal \$90 per day for days 1 - 10 of the long-term assignment. An adjustment will be made on your next APS paycheck to reflect the rate for the actual number of days worked at the assignment.
- Illness or injury of one or two days will not constitute a reason to lose long-term pay.
- Absences which average more than one day per month of service will be evaluated on an individual basis to determine if long-term pay will be rescinded.
- Long-term assignments are defined based on the assumption that substitutes in these positions take on the responsibilities of the regular classroom teacher. Such responsibilities will include instructional planning, record keeping, grading, etc.
- Due to the extra responsibilities, substitutes in a long-term consecutive assignment are paid \$90 or \$130 per day (depending on Super Sub status) for the first 10 days, and \$135 per day on the 11th day until the end of the same consecutive long term assignment.
- **The same consecutive long term assignment should have the same job number from the beginning of the assignment until the end.**
- When it is known in advance that a substitute will be employed for a period of 45 or more consecutive days in the same assignment, the rate of pay for the consecutive long term assignment shall be \$135 per full day worked, beginning the first day.
- It is the site's responsibility to enter the long term assignment in AESOP and give the substitute the confirmation number for the consecutive long term assignment.
- **It is the substitute's responsibility to notify the sub office when they are in the same assignment that has exceeded 10 days.** Please indicate the date the long term assignment began, and the date the long term assignment ended or will end.
- If a long term sub will be absent on any given day during the long term assignment, the sub must contact the school so that a replacement sub can be acquired for that day.

SUB ASSIGNMENTS NOT CONSIDERED LONG TERM

- ❑ A long term assignment does not include (3) consecutive days to a week break in the same consecutive assignment. (Seasonal school breaks does not apply).
- ❑ A long term assignment does not include an absence, (with or without a replacement sub) where the assigned substitute in the long term assignment subs for someone else; whether at the same site of the long term assignment or any other site.

- ❑ When the long term assignment **has more than one confirmation number**, (accept for non-work days).
- ❑ If the sub works in the same sub assignment each week under a new confirmation number each week, **this is not considered a long term assignment; and you will not be paid at the long term sub rate.**

LICENSED SUBSTITUTE PAY RATES

To be eligible for a full day's pay, substitutes must fulfill the normal duty day of the teacher for whom they are substituting and perform the teaching-related duties required by the site during the duty day. Substitutes receive pay for hours worked (see pay rate chart below) and in some cases will be expected to cover other classes during planning periods of the absent employee without any extra duty pay.

(Effective July 1, 2013)

Rate	Full Day = Any time over 3.75 hours	Half Day = 3.75 hours or less
Code 1 Daily Rate or first 10 days rate when in a long term sub assignment that's less than 45 days.	\$90	\$45
Code 3 (Super Subs who have subbed 60 or more days in a single school year and APS Retirees)	\$130	\$65
Long-Term Assignment	\$135	\$67.50

CLASSIFIED SUBSTITUTE PAY RATES

Classified substitutes are paid on an hourly basis for the time they work, exclusive of lunch and any allowed breaks in the daily schedule. Regular classified subs (not retirees) earn Step-A hourly rate of the position for which they are subbing. A Retired Classified Employee who sub, earn step E hourly rate of the position for which they are subbing. To be eligible for a full day's pay, substitutes must fulfill the normal duty day of the employee for whom they are substituting.

(Effective July 1, 2013)

All rates are subject to change without further notice from APS	PAY RANGE	HOURLY RATE STEP A	RETIRED CLASSIFIED SUBS HOURLY RATE - STEP E
Para educator, Before and After Assistant	13	10.16	12.33
Para educator, Classroom, Media Assistant, and Preschool	16	10.86	13.20
Para educator, Cross Categorical and Health/Office	20	12.02	14.65
Para educator, Emotionally Disabled, and Clerk General Ed Support	23	12.92	15.71
Para educator, Infant Lab/Kids Tech,	24	13.20	16.14
Para educator, Severe Nds/Life Skills	25	13.54	16.48
Educational Assistant, Classroom	27	14.18	17.32
Campus Monitor and Clerk, Department	28	14.65	17.74
Secretary, Department	31	15.71	19.06
Secretary, Principal	36	17.74	21.61
Hearing Interpreter	38	18.67	22.61
Facilitator, Preschool	40	19.60	23.80

EMERGENCY SCHOOL CLOSURES

Substitutes are not paid for days when the school is closed due to emergencies. School closures due to emergencies include but are not limited to, inclement weather, power outages, water line breakage, school lock-down, etc.

If the APS district closes schools or delays start times, announcements will be made:

- on local television and radio stations
- on the [APS website](#)
- on [Facebook](#) and [Twitter](#)
- on the APS Emergency Line (303-326-1080)
- and sent to parent phones using Connect-Ed.

How Weather Conditions are Assessed

APS staff members assess conditions beginning just after midnight to determine the impact on operations. Should we need to close schools or delay the start of the school day, the Superintendent and staff will make the decision as early as possible.

Once a decision is made, information about the decision is shared as soon as possible with all media, posted on the [APS website](#), [Facebook](#) and [Twitter](#), recorded on the APS Emergency Line at 303-326-1080, and sent to parent phones using Connect-Ed.

Delayed Start Times

Should APS staff make the decision to delay school, the school day would begin one hour later than normal. Staff members and assigned substitutes are expected to arrive at school as close to their regular start time as is safely possible as some students will arrive on time.

WORKER'S COMP & REPORTING CHILD ABUSE

Substitutes are to follow procedures for these topics covered on the Aurora Public School District website.

Worker's Comp

- Please see the school nurse; Risk Management procedures include seeing a school nurse to triage the injury before seeking outside medical care. If you are unable to see the nurse, please call Risk Management at ext. 28412.
- A "First Report of Injury Form" should be completed by the employee and the Supervisor/Principal after an on-the-job injury and faxed to Risk Management within 48 hours.
- The employee must be seen by one of the two Designated Medical Providers for Aurora Public Schools. The list of designated medical providers is available from the school nurse, site secretary, the Risk Management Office and the Risk Management internal website.
- It is unlawful to provide, false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance, civil damages and employment disciplinary action.

Reporting Child Abuse

- I understand that as a public school employee, I have an obligation to report (or see that a report is made by the school) whenever I have reason to suspect that a child may have been a victim of abuse or neglect.
- Such reports are to be made immediately to either social services or the police department.
- I understand that I need only to have a suspicion that abuse or neglect has occurred, not actual proof.
- I further understand that failure to report or see that a report is made may subject me to both (1) criminal conviction with a penalty of up to six months in prison or \$750.00 fine, or both; and (2) civil liability for all damages caused by the failure to report.
- For additional information or questions, call 303 365-7813 ext; 28513 Child Abuse Prevention Program at ESC 3.

MISCELLANEOUS GUIDELINES

- Observations relative to students, teachers, parents, school programs, or other personnel should be discussed with the administrator in a professional manner.
- If you are subbing in two (2) half day sub jobs on the same duty day, you must be able to get to the second half day sub job on time or you may be removed from the sub job. **You will not be compensated for the second half day sub job under any circumstances.**
- Please do not pick up sub assignments that you cannot perform 100% during your duty day. For example, please use discretion when accepting special education and physical education assignments as these may require more physical activity.
- Leaving early during a fire drill is not acceptable, and can initiate being excluded from that particular school.
- Please use the school's attendance line when cancelling a same duty day absence if no one is available to take your call at the site/school.
- If you retire from PERA, please send your information to the Benefits Office; not the Sub Office.
- It is the substitute's responsibility to follow the policies and procedures contained in the Substitute Handbook.
- It is the substitute's responsibility to submit a current copy of their Substitute Authorization/Teacher's License to the sub office to prevent being deactivated in the AESOP System.
- Substitutes should create "non-work days" in their Aesop profile when unavailable to sub.

PREGNANCY

- In accordance with procedures for full-time personnel, substitutes who become pregnant should notify the Substitute Office by the third month of pregnancy.
- Normally, the employment of the pregnant substitute would temporarily end at the sixth month of pregnancy unless a physician's statement is submitted indicating the substitute is physically able to continue working.
- The physician's statement shall indicate when the substitute's employment shall end, from a medical standpoint, if the employment is to continue beyond the sixth month of pregnancy

SUBSTITUTE EXPECTATIONS

Licensed and Classified Substitutes

- To become familiar with the policies and practices in the 2013-14 Substitute Handbook which govern the substitutes in the Aurora Public School District.
- Arrive early enough to make adequate preparation for the day's activities.
- Call the site before reporting to a same duty day job.
- Report to the sub job dressed in a professional manner.
- Sign in and out at the site or school for which you sub.
- Follow lesson plans and other directions.
- In the unusual circumstance that lesson plans are not available, contact the administrator or other teachers for input on instruction.
- Spend all instructional time working with the students.

- Work wherever is needed during the actual teacher's planning period when not in a long term sub assignment.
- Personal work during class time is not permitted.
- Leave a complete report of the day's accomplishments for the regular teacher, including attendance, new enrollees or withdrawals, material covered, and any other pertinent information.
- Bring emergency activity ideas in case the lesson plans are not available.
- Do not dismiss students early or keep them after school without administrator approval.
- Do not release students to leave school with anyone unless cleared in the school office.
- Do not use profane, vulgar, racially demeaning or discriminatory language.
- Corporal punishment is prohibited as a form of discipline.
- Report any student injuries to the school office immediately.
- If students become ill, send them to the school office immediately with another student's assistance.
- Do not leave students unsupervised at any time.
- Do not violate confidentiality of student records at any time.

AESOP

SUBSTITUTES ACCESS TO THE AESOP WEB/PHONE SYSTEM

- Please log into the Aesop system to review your Aesop Substitute Profile at www.aesopeducation.com.
- Your login ID will be your ten digit phone number. You will receive your pin number the next day after the sub orientation by calling the office at 303-344-8060 ext. 28033 or 28029.
- You can access your profile via the phone by dialing 1-800-942-3767.
- Please log into the Aesop website to access the Substitute Web Guide, by clicking on the "HELP" option, for help in navigating the online system.
- Once you have been given a pin number, you will be able to get your Employee ID Badge, (Monday – Friday from 7:30 – 4:15) in room #108.
- You may start immediately using the computer or phone to search for open jobs and assign yourself to jobs, once you have been given a pin number.

Next Day and Future Absences

AESOP calls substitutes between 5:00 a.m. and 10:30 p.m. for next day absences as well as absences for the next 60 days.

Same Day Absences

- AESOP begins calling substitutes at 5:00 a.m.
- Calls may be received after the stated start time.
- If you wish to accept the assignment late, accept and then call the site to verify the need for a substitute still exists and to state your expected arrival time.
- If there is no longer a need, the secretary will remove your name from the sub job, or call the Substitute Office to remove your name from the sub job.



Print Freedom

The APS Payroll Department offers a service that allows you to obtain your Pay Statement and W2 Form more easily and securely.

Following are the benefits of using this service:

- **Access** your Pay Statement and W2 Form in .pdf format online from a secure, password-protected website.
- **View and Print** your Statement and W2 Form at your convenience from any Internet-connected computer.
- **Save and Reprint** your Statement as needed in the future. (This is useful for home loans and refinancing.)
- **Update** your address online and print an updated Statement when you move.

The system also allows employees to elect to continue receiving paper W-2 forms.

We appreciate the opportunity to provide you with this innovative and secure method of viewing and printing your wage information. If you have any questions please feel free to contact the payroll department at 303- 365-5814.

Here is how you access your online Direct Deposit Pay Statement:

1. Once on the internet, go to the web address: <https://www.atsprintfreedom.com/>
2. Enter your Access ID, User Name and Password.
 - o **Access ID:** APSK12
 - o **Username:** Your Employee Number (located on the back of your ID card)
 - o **Password:** XXXX (last 4 digits of SSN)
3. Change your password. You will be prompted to change your password when you login for the first time. Select "MyPayStub" to print your Direct Deposit Pay Statement.
4. Enter the last 4 digits of your SSN to open your Direct Deposit Pay Statement

Once you have completed this process, you can "Bookmark" or "Add to your Favorites" the new address, <https://www.atsprintfreedom.com/>.