



# Absence Management

## *Substitute Employees*

Toll-Free number 1-800-942-3767

<https://app.frontlineeducation.com>

Absence Management Help Desk Operator:

6:00 am – 3:00 pm

209-933-7069

[subfinder@stocktonusd.net](mailto:subfinder@stocktonusd.net)

**All substitutes are required to have a valid job number  
in the absence management system before they begin  
their substitute assignment**

### **Log-in information:**

Frontline will be sending you an email invitation with a link to create your personal username and password.

*If you do not have an email, you will use the phone system to review and accept job assignments 1-800-942-3767. If you do not receive an email invitation or do not have an email, call 209-933-7069 for your Phone ID and PIN.*

### **How do you get a job?**

Employees may put their absence into the system as soon as they know they will be out. The moment the employee who is entering an absence saves the absence, the assignment becomes viewable to any substitute who happens to be 'job shopping' and will remain viewable until a substitute accepts the assignment. Job shopping is available 24/7, by phone or online.

If using the phone line, 1-800-942-3767, an electronic voice will ask you for your ID and then it will ask for your PIN. After you enter the ID, hit the # key, likewise, after you enter your PIN, hit the # key.

You may also job shop for assignments online <https://app.frontlineeducation.com>

- *Please note, when using the phone line, each time you change your phone number, the new phone number becomes your Phone ID. You have the ability to log onto Absence Management and change your phone number as often as you wish.*

Job shopping is real-time, so there is a chance that a job may have been taken by someone else if you go back to look for it later.

If for some reason an absence does not fill through prior job shopping, then two days before an absence begins, the system will begin to call out for a substitute.

- The system does not call between Friday evening and Sunday morning. Any absences put in place on Friday will not begin to call out until Sunday evening. Those jobs will be viewable for job shopping through the weekend.

### **Call out times:**

Any time the system calls you in the AM, the job will be for *that* day.

The system will try to get a substitute into an assignment for up to ONE HOUR AFTER the start time of the assignment, so don't worry if the job has already started when you get the call.

*Rule of thumb*, if you are up and ready to head out the door, and can make it in say... 20 minutes or so, then go ahead and accept the job. Contact the site, let them know you just picked up the job and will be there as soon as possible. If you are not in a position to head out the door when the system calls you for a job, just hang up on the call.

The PM call out will always be for future assignments.

### **Prearranged Assignments:**

Certain classifications of employees are able to prearrange their substitutes.

Once the employee has spoken to the substitute they wish to fill in for them, the employee simply hits the Create Absence & Assign Sub button, then types in their preferred substitute's last name.

The employee will see a list of substitutes with that last name, and they select the correct substitute.

*Please keep in mind, if you are prearranged, the system will **not** call to remind you of the assignment. It is very important to remember to report to work on the dates and times agreed.*

You will always be able to log onto your Absence Management profile and see all past, present, and future jobs within the system.

- If the employee is trying to prearrange and cannot find your name, it is possible that your credential or TB has expired, you have another job that day, or you have not selected the employee's site/grade/subject as a preference. Feel free to email [subfinder@stocktonusd.net](mailto:subfinder@stocktonusd.net) and we will be happy to assist.

### **Notifications:**

Notifications are received by phone, email or when you log into your profile.

### **Downloading files:**

Employees also have the ability to download their lesson plans or any documents, which they feel, may be helpful to the substitute.

### **How many days per fiscal year (July-June) can you work?**

Classified substitutes may work up to 165 days per fiscal year. Any amount of time worked during a day counts as a full day in your day count.

Noon duties may only work up to 3 ½ hours per day.

All classified substitutes are only **allowed to work at one site per day** and only in the classification(s) in which they have been board approved. If subs want to add classifications, they must complete the required form and be Board approved for the additional classification(s).

- Regardless of the amount of hours per day a classified substitute works, one hour or eight hours, it will be counted as one day.

Certificated substitutes are limited by their credentials.

- A 30-day sub may only work in any one classroom, regardless if it is an absent teacher or a vacancy, for up to 30 days per fiscal year. ~Regardless if the days are spread out through the year or consecutive~.

***Please note, when a 30-day substitute works in any Special Education classroom, they are only allowed 20 days in that classroom.***

- A 60-day sub may work up to 60 days in any one classroom per fiscal year.
- A fully credentialed substitute may work as many days as needed in any classroom.
- A single subject credential substitute may work within that single subject as long as needed, however if that substitute works in a different subject or grade, they will be viewed as a 30 day substitute.

For questions regarding your credential please contact May Vang 209-933-7000 ext. 2103.

- Please notify May Vang when you have renewed your credential.

### **Substitute Sick Days:**

All of our substitutes, classified and certificated, are eligible for up to 24 hours per fiscal year of paid sick leave.

**It is important to note, this paid sick day can only be used for an assignment you already have scheduled in Absence Management.**

You will not be able to cancel yourself out of an assignment due to illness over the phone line.

If you do not have access to a computer/internet, you will have to contact the secretary of the site you are scheduled at and ask to have your name removed from the assignment.

- ***You must state that you wish you to use Sub Sick when you do so.***
- ***You will also need to write the canceled job number on the timesheet, with sub sick under work performed.***

**You** may take yourself out of any future job, up to one hour before the start time. If it is less than an hour before start time, you will have to contact the site you are scheduled for and ask for assistance.

If you are in a multiple-day assignment, and you need to miss one or more dates due to illness, you will likewise need to contact the site as this is not something you can do on your own.

### **Sub Sick Day Balance:**

All substitutes can check their SUB SICK balances by logging onto our Employee Online which you can find on our SUSD website. <https://www.stocktonusd.net> click the **Staff tab** then click **Employee online link**.

(Please do not contact the Absence Management desk—I do not have that information)

### **Pay Rates:**

Our Classified substitutes are paid hourly, on the A step of the position they are board approved for and working in.

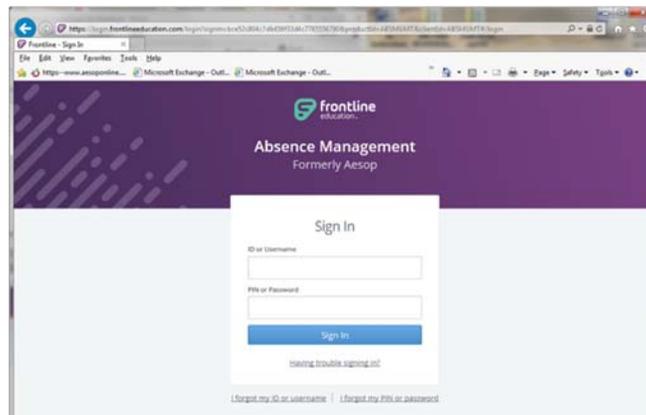
Our Certificated substitutes are paid by FULL or HALF DAY. If you work in a long-term assignment (19 consecutive days or more) your pay will adjust accordingly.

### **Rating a site:**

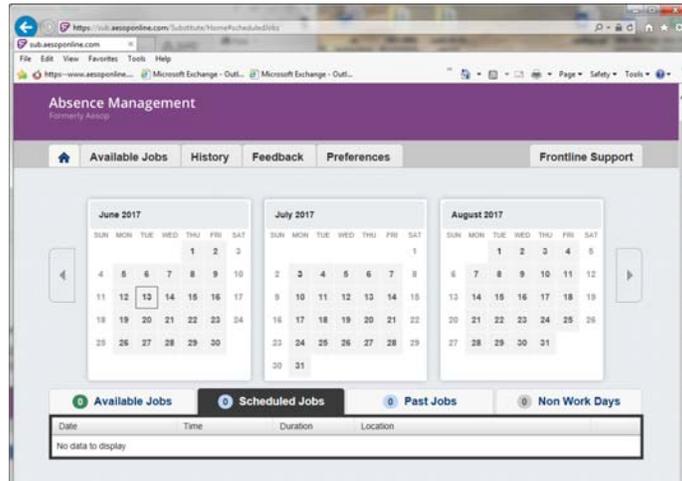
Absence Management allows you to rate the sites where you work. The rating is a five star system, with five stars being the best, and one star... well, you get the idea.

### **To view your profile log in:**

You must have accepted the Frontline invitation and created a username and password in order to log onto the system online.



Once you log in, you will see an Available Jobs tab. The jobs will also be marked in green within the calendar boxes. You will see a Scheduled Jobs tab. Those jobs will be in blue within the calendar box. Click the Past Jobs tab to see any past assignments. If you wish to mark yourself as a Non-Work Day, so the system will not call you, click the Non-Work Day tab and select your dates/days.



If you select the **Preference Tab** you will be able to:

- View your personal information
- Edit your phone number
- Add an email address (strongly advised)
- Change your PIN
- Select school sites where you wish to work
- Select your call times
- Create a multiple district pin (if you work in other districts)

