For your information.....

- **Start and end times of assignments**- due to the Vermont State Minimum Wage Requirements, we have worked closely with the districts/schools to determine the workable hours for substitutes. It is important for you as teachers, to stick with the default times in the Aesop system. They have been set by the schools. **This applies to half day assignments, only!** If you ask a sub to arrive early or the sub has to stay later, regardless of 5 minutes or 30 minutes, you are instituting a full day of pay for the school. Special circumstances can apply, but need to be approved by the school. We HAVE to pay the subs for the hours worked. Half day assignments are less than 4 hrs.

- **Note field**- please know that the note field in Aesop is a communication tool for you and the subs, not to Kelly or to the school. It is typically used to tell the subs where they can find lesson plans, info regarding the class, if the sub needs to be gender specific due to a locker detail, etc. Please use caution when writing in here, as ALL the subs can view it. It is not appropriate to post that you do NOT want a particular sub assigned. If you have preferred or not preferred subs, call either the scheduling team or the branch.

- **Requesting specific subs**- the **BEST** way to request a sub for your assignment is to call the scheduling team at **866-535-5998 (option 1)**. They can record your absence, look to see that your preferred sub is available, and contact them to fill the assignment. If you request a sub by putting their name in the note field, unless you have spoken directly to the sub, they may never see it. Other subs have been instructed not to accept assignments with a name attached to it. (**Many days go unfilled because this has happened, and the sub has taken an assignment for another teacher**).

- **If you need to record an absence past the 6:00am time** call the scheduling team at **866-535-5998**.

- The scheduling team is available from 5:00 am – 8:00 pm Monday through Friday. A message may be left otherwise.

*Please feel free to contact Tina Blongy at your Kelly Branch at (802)658- 6410 if you have any questions or concerns!*