Q&A for Employees

Contents

E. Leave Approvals

1. Is pre-approval of the leave required before a substitute can be secured for the absence?

2. Are employees required to give explanations for "O" or "P" personal days, etc.?

3. If my leave request is approved, does that mean I have enough of the leave type available to cover the absence?

F. Managing Substitutes

1. What if I don't need a sub the day of an absence?

2. Can I assign a substitute to an absence?

3. What should I do if I have a bad experience with a substitute?

4. I usually need a substitute, but there are times I do not. How do I make sure a substitute is not contacted to sub for me if one is not needed?

5. When entering an absence, should I select *Save & Assign* if I would like to have a particular person sub for me on that day?

G. Preferred Substitutes

1. Am I able to enter my substitute preferences?

2. What are the required and preferred skills for subs?

3. What happens if I don't set up my preferred subs?

4. I'm trying to set up my preferred substitutes, but I don't see him/her listed. What do I do?

5. I've entered an absence, but one of my preferred subs is unable to see it. Why is this?

6. Can I exclude certain subs from seeing my absences?

H. Attaching Lesson Plans

1. Can I attach my sub plans to my absence in Aesop?

2. Can sub plans be added to an absence at a later date, or do they have to be added at the time the absence is created?

3. How and when are people notified when an absence has been accepted by a sub? What if it is less than a day before an absence?

A. Introduction

QA1: What is Aesop?

Aesop is an automated paperless sub calling and leave tracking system that will replace the manually calling of subs from a substitute list and manually tracking leaves at the school level. *[Top]*

QA2: Why are we using Aesop?

Aesop can call multiple substitutes at one time, as well as send out e-mail notifications to qualified subs. Aesop also allows you to have real-time access to your absence records. *[Top]*

QA3: Which employees will be required to use Aesop?

All employees shall be required to use Aesop to submit leave requests, whether or not a substitute is needed. Please be sure to follow any additional protocols established by your supervisor regarding absences in addition to these requirements. *[Top]*

QA4: How do I access Aesop?

All specified employees should have received a welcome letter directly from the Aesop system. Included in that letter is a link to Aesop, as well as your ID (your 10-digit phone number) and PIN. If you didn't receive this welcome letter and believe you should have, please e-mail Mayra Navarrete at mnavarrete@cypsd.org. The Aesop link can also be accessed from the icon on the District internet homepage. *[Top]*

B. Reporting Absences

QB1: Do I need to go on-line to record an absence?

Employees can record their absences one of two ways: either by contacting Aesop over the phone or by accessing Aesop online. *[Top]*

QB2: Is there a deadline in which I need to submit an absence?

Yes. For unplanned absences, you must submit absences by 6:00 AM on the day of the absence. The purpose of the deadline is to allow Aesop enough time to find a sub and to allow the sub enough time to get ready and be at school by the start of the absence. If you miss this deadline, or the system is not available for any reason, please call 714-220-6914 and leave your name, <u>work</u> location, work hours, reason for absence, and any duty. For planned absences, (other than pre-approved vacation) please submit the absence at least two weeks in advance (if possible) to increase the chances of finding a qualified substitute. Your absence will be available to your preferred or "favorite" substitutes first if the absence is posted more than two days prior to the start of the absence, otherwise, the absence will be available to all approved substitutes. *[Top]*

QB3: If I become sick after this deadline (e.g., during my shift), what do I need to do?

If you miss the cut-off deadline (e.g., you become sick during your shift), please call 714-220-6914 and leave your name, work location, work hours, and reason for leaving. Please be sure to notify your supervisor of your need for leave. *[Top]*

QB4: How do I enter a partial day absence?

Classified employees have the option of selecting full-day, half-day (AM), half-day (PM), or "Custom". If you are out for a quarter day or some other portion of the day, you will need to select "Custom" and specify the stop and start times for the absence. The times you enter must fall within the default times that automatically appear. The times entered should include all work hours missed Certificated employees absences must be either 7 hours for a full day or 3.5 hours for a half day; **begin and end times encompassing more than 3.5 hours will be considered as a full day.** *[Top]*

QB5: What if I work part-time or an alternative schedule?

If you work part-time or have an alternative schedule (classified employees only), you will need to select the "Custom" option if the default times do not match your schedule for that day. If you work an alternative schedule and are unable to enter your actual work hours, please e-mail Mayra Navarrete at mnavarrete@cypsd.org. *[Top]*

QB6: What if my actual work hours are different than the default hours that appear for me in Aesop?

Aesop does not allow us to enter a different work schedule for each day of the week. As such, the hours reflected will be the widest range of hours you may be required to work. For instance, if you are scheduled to work 7:45 AM to 11:00 AM on M/W/F, and 11:30 AM to 3:00 PM on T/Th, the default hours indicated will show 7:45 AM as your start time and 3:00 PM as your end time. You will need to choose the custom option each time you enter an absence to reflect your actual hours on the day of the absence.

Please remember that it is important to enter the actual start and end times of your leave when creating an absence since this information will be used to calculate the portion of the day in which to count the absence. *[Top]*

QB7: I'm trying to enter an absence that starts in 6 months, but Aesop won't accept it. Why is that?

Absences can be entered up to 120 days in advance in Aesop. If your preplanned absence begins more than 120 days from the date you enter it, Aesop will not accept it. Please be sure to re-enter the absence at a later date. *[Top]*

QB8: What do I do if I'm going to be out for an extended period of time?

Absences due to district business, unpaid leave of absence, or long term leaves will be input by the District, upon completion of required forms and approval. Long-term absences (over 5 days) should be discussed with the Substitute Services Specialist at 220-6914.

Absences exceeding five (5) consecutive workdays shall require a physician's verification of illness. This notice must be given to Human Resources prior to returning to your work location. Please note that the District has a modified return to work program. If your physician allows you to return to work with accommodations, the Human Resources department will consult your supervisor and advise you whether we are able to accommodate the restrictions. *[Top]*

QB9: Can I report my absence on-line through my smartphone or other mobile device?

For those of you who have a smart phone or an iPad, you may now access Aesop on these devices to manage your absences. Instructions for using your mobile device are found at: https://www.aesoponline.com/manuals/Employee%20Mobile%20Web%20User%20Guide.pdf. *[Top]*

C. Leave Tracking

QC1: Can I obtain my leave balances from Aesop?

At this time, you will only be able to use Aesop to record an absence and to get a record of your absences; it will not provide you with your leave balances. Please refer to the Employee Information System website at https://employee.ocde.us/ for leave balances. *[Top]*

D. Modifying/Cancelling Absences

QD1: Can I cancel an absence after it ~~is~~ has been entered in Aesop?

Yes, you can cancel your absence if it is more than 24 hours prior to the scheduled start time of the absence. However, we highly discourage employees from doing this, as the substitute may have given up other jobs in order to accept your absence. To cancel an absence you must contact Mayra at mnavarrete@cypsd.org *[Top]*

QD2: I've entered an absence in Aesop, but for some reason I'm not able to go back and modify it. Why is this?

Once an absence has been entered, you will no longer be able to modify the absence. This includes changing the start/end times, changing the date, changing the absence type, changing the sub start/stop times, changing the absence from needing a sub to not needing a sub or vice versa, etc... If you need to modify an absence please contact Mayra at mnavarrete@cypsd.org *[Top]*

E. Leave Approvals

QE1: Is pre-approval of the leave required before a substitute can be secured for the absence?

Administrative approval is required for all vacation requests. For jury duty leave, a copy of the court orders directing you to appear for duty will still need to be submitted prior to the date you are requested to appear to support the leave request. *[Top]*

QE2: Are employees required to give explanations for "O" or "P" personal days~~, etc.~~?

Employees are not required to provide an explanation when using "O" personal days. However, for "P" days the reason must be provided and must fall under the following guidelines: Death/Illness of immediate family member, accident involving person/property of self or immediate family member, personal court appearance by official order. If the reason does not fall under these guidelines you will be required to get prior approval by the HR Director. *[Top]*

QE3: If my leave request is approved, does that mean I have enough of the leave type available to cover the absence?

No. Principals/Supervisors do not have access to your leave balances when approving leave such as vacation. As such, employees are still expected to monitor their own leave use to make sure they do not request more leave time then they have available. Leave balances will continue to be provided through the Employee Information System to help you monitor your leaves. *[Top]*

F. Managing Substitutes

QF1: What if I don't need a sub the day of the absence?

For school year instructional staff, calendars have been set up in Aesop to automatically look for subs only for absences that occur on school days. Subs should not be able to see absences scheduled during non-work days. If necessary, the administrator will be able to block the absence from subs as well. Most instructional staff has been given the option to choose whether or not a substitute will be needed. If you select no substitute needed, the absence will not be visible to subs. When entering absences, please keep in mind that Aesop defaults to needing a substitute, unless "No" is selected.

Some employees have been set up as never needing a sub (e.g., School Psychologists, Principals, I.T. staff, District Staff, etc.). If you have been set up this way, but require a substitute on occasion; please e-mail Mayra Navarrete at mnavarrete@cypsd.org. Even if no sub is needed, please remember that you still need to enter the absence in Aesop so your leave can be properly recorded. *[Top]*

QF2: Can I assign a substitute to an absence?

At this point, if you have contacted the substitute directly and have confirmed she/he will be covering your assignment please email Mayra at mnavarrete@cypsd.org and she will enter the absence directly into Aesop including the substitute. *[Top]*

QF3: What should I do if I have a bad experience with a substitute?

Employees will be asked to rate the substitute in Aesop upon your return from leave. This process is optional and will only take a couple of minutes. Employees are encouraged to rate the substitute for each absence (whether positive or negative). This information is useful in establishing "favorites," school preferences, and/or for blocking substitutes from substituting at specific schools. Substitutes will not be able to see your comments or scores.

Certificated employees must complete the Teacher's Review of Substitute form to request that a substitute not return to their classroom. *[Top]*

QF4: I usually need a substitute, but there are times I do not. How do I make sure a substitute is not contacted to sub for me if one is not needed?

We have changed everyone who was previously set up in the system as always requiring a sub to being able to choose whether or not a sub is needed. (Some employees are still set up as never needing a sub.) For those who can choose whether or not a sub is needed, the default under *Substitute Required* will be "Yes", but you will be able to change this to "No". *[Top]*

QF5: When entering an absence, should I select Save & Assign if I would like to have a particular person sub for me on that day?

When entering an absence in Aesop, DO NOT use the *Save & Assign* option; see Question F2 above. *[Top]*

G. Preferred Substitutes

QG1: Am I able to enter my substitute preferences?

Yes, employees have been given access to enter and edit their own substitute preferences. Once you have set your preferred substitutes, you can also select your "Favorite Five". However, keep in mind that your preferred subs need to have the required skill(s) for your assignment in order for them to see the absence within the preferred timeframe. *[Top]*

QG2: What are the required and preferred skills for subs?

In order for a substitute to see your absences, s/he must be approved to substitute in your job category. At this point the following job categories exist in Aesop: Administrator, Clerical/Library, Custodial, Food Service, I.T., Nurse, Paraeducator/Special Education, Teacher, and Transportation. Some positions will have other required skills (e.g., School Nurse sub must hold an RN license, Bus Driver sub must hold a CDL license, etc.). *[Top]*

QG3: What happens if I don't set up my preferred substitutes?

If preferred substitutes are not entered into Aesop, no sub will be able to view your absences for the first 25% of the lead time. In other words, if you enter an absence eight days in advance of the start date, no sub will see the absence in Aesop until after the first two days have passed. *[Top]*

QG4: I'm trying to set up my preferred substitutes, but I don't see him/her listed. What do I do?

If you are unable to find a substitute when trying to set up your preferred subs, the likely reason is that the substitute has not been assigned the required/preferred skills for your position, has been inactivated, or has not completed the required paperwork to sub. *[Top]*

QG5: I've entered an absence, but one of my preferred subs is unable to see it. Why is this?

The most likely reason is that your preferred substitute doesn't have the required skill(s) for your position (see above), or the substitute has not selected to substitute at your school. When you are setting up your preferred subs, you see all subs with the required skills. *[Top]*

QG6: Can I exclude certain subs from seeing my absences?

To block a substitute you must first discuss the issue or problem with your principal. Request to block a substitute must come directly from the principal.   However, we encourage you to use this option conservatively, since once a substitute is blocked, s/he will never be able to sub for you – even if Aesop can't find anyone else. Please note: if a serious issue exists with a substitute please notify your supervisor or the District Office immediately. *[Top]*

H. Attaching Lesson Plans

QH1: Can I attach my sub plans to my absence in Aesop?

Yes, you have been given access to attach substitute plans, directions, and other documents for the substitute assigned to cover for you. All employees are encouraged to use this feature so substitutes know where to find this information without having to search through your desk or files. *[Top]*

QH2: Can sub plans be added to an absence at a later date or do they have to be added at the time the absence is created?

Sub plans can be uploaded after the absence is created by clicking on the confirmation number of the absence under *View My Schedule*, and in the Attachments box click on *Upload New*. Aesop will prompt you for the file information. *[Top]*

QH3: How and when are people notified when an absence has been accepted by a sub? What if it is less than a day before the absence?

Lesson plans can be attached to the absence after it is filled as described above; however, the system will not automatically generate an e-mail to you once the position is filled. You will need to refer back to Aesop to check the status. If the status says "Filled", the name of substitute will be listed. Keep in mind that 60% of absences in Aesop fill in the first hour. *[Top]*