



## FREQUENTLY ASKED QUESTIONS FOR SUBSTITUTE TEACHERS

### General

#### **What is Kelly Educational Staffing (KES)?**

As the national leader in educational staffing and the largest employer of substitute teachers, Kelly Educational Staffing has partnered with more than 5,400 public and private schools in 35 states. KES is a division of Kelly Services, Inc., which specializes in the recruitment, placement, and management of substitute teacher programs. To date, more than 200 million student learning days have been taught by a Kelly Educational Staffing substitute teacher.

#### **If I am not a current Hillsborough County substitute teacher, how do I apply?**

To apply to be a substitute teacher for Hillsborough County Public Schools, please go to [hcsd.appone.com](http://hcsd.appone.com) or call 813-518-5999 to start the process and find out next steps. When going to the website, please make sure to indicate that you are a "new substitute".

#### **If I choose not to work for Kelly now, may I apply later?**

You are welcome to apply with Kelly Educational Staffing at any time.

#### **Will my pay change?**

No—you will receive the same pay that you would have received working directly for the school/district as a substitute teacher.

#### **Do I have to work for KES to be on a substitute teacher assignment in HCPS?**

Yes, Kelly will now be the employer for all substitute teachers within Hillsborough County School District.

#### **What benefits do you offer?**

As a Kelly employee, you are now eligible for the following benefits:

- Weekly pay
- Service bonus plan
- 401(k) retirement savings plan
- Optional insurance benefits
- Direct deposit
- Kelly Employee Discount program
- 24/7 scheduling tools
- Employee recognition programs

#### **Does Kelly charge me any type of fee for my employment as a substitute teacher?**

No, KES does not charge any type of fee for employment. Please note that it is the responsibility of the substitute candidate to pay for their Hillsborough County finger prints and the 5-year retention fee. You will have this opportunity after you complete the interview process.

#### **Do you offer any training programs?**

Yes, as a Kelly Educational Staffing employee, you'll receive a thorough professional training program prior to working in a classroom that includes comprehensive classroom management techniques, information on legal and health issues, teaching strategies, how to be prepared and professional, etc. In addition, you will receive paid training on employment and district policies and procedures – all so you know exactly what to expect and what's expected of you. Kelly also offers a variety of free and low-cost trainings, including online educational training courses via the Kelly Learning Center and through our exclusive substitute training provider, Smart Practices™.

### Aesop

#### **What is Aesop?**

Aesop is our automated tool that lets you manage your schedule and search for/accept substitute teaching assignments via the Internet or Interactive Voice Response (IVR) telephone technology. In addition, you will use

Aesop to record your time worked, for payroll purposes. Aesop is sometimes referred to as KASS (Kelly Automated Scheduling System). For our purpose, the two names are interchangeable.

**When do I start using Aesop?**

You will begin using the Aesop system once you have completed the full on-boarding process. At the end of the final orientation meeting, you will be told when you can expect to begin logging on and using the Aesop system to find assignments.

**What do I use to log on to Aesop?**

Your ID is your 10-digit phone number with area code noted in AESOP (Ex: 9043958734). Your PIN is the last four digits of your Social Security number. After your initial log in, you may change your PIN.

**When is Aesop available?**

AESOP is available 24 hours a day, seven days a week.

**How will I be paid?**

Enter your time on your electronic time sheet in the Aesop for each day that you work. You will be paid weekly, based on the time recorded in AESOP. You will have an opportunity to sign up for direct deposit or payroll card during the hiring process.

**What is the weekly deadline for the electronic time sheet completion in Aesop?**

Time must be entered into AESOP by Sunday at 11:59 P.M. local time for the week worked. For your convenience, you can log time into AESOP for each day you work at the end of each day or the end of the week. For example, if your assignment was scheduled to end at 4 P.M., you can log time for that assignment beginning at 4 P.M.

**What happens if I forget to complete my electronic time sheet?**

If you forget to enter in your time by Sunday at 11:59 P.M., please enter your time as soon as possible. If you miss the cut-off time, your paycheck will be delayed until the following week.