

**Kelly Educational Staffing®**

# Substitute Teacher

## Reference Guide



[kellyeducationalstaffing.com](http://kellyeducationalstaffing.com)

*Education is a shared responsibility™*

**KELLY**  
SERVICES

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## Contact Information

### KELLY EDUCATIONAL STAFFING LOCAL BRANCH

Phone: (813) 518-5999

Email: [20JM@kellyservices.com](mailto:20JM@kellyservices.com)

Hours: 8:00 A.M. to 5:00 P.M. EST, Monday - Friday

- To update any personal information
- To discuss any performance related topics
- For questions regarding employee benefits or programs
- To report any incidents or injuries
- To refer new substitute employee applicants to Kelly

### KELLY EDUCATIONAL STAFFING SCHEDULING TEAM

Phone: (813) 518-5999

Hours: 5:30 AM – 7:00 PM EST, Monday – Friday

- For assistance with accepting absences in Aesop/Kelly Automated Scheduling System (KASS)
- To notify Kelly if you need to cancel a previously accepted absence, including same-day notifications
- To notify Kelly if you are requested to return for a future assignment
- To notify Kelly about assignment changes (if you were moved to a different classroom after arriving at the school)
- For questions on your assignment or school-specific procedures
- To notify Kelly if you are asked to work beyond your scheduled time.

### AESOP KELLY AUTOMATED SCHEDULING SYSTEM (KASS)

Aesop/KASS– Internet Scheduling Access:

[www.mykelly.com](http://www.mykelly.com) or [www.kellyeducationalstaffing.com](http://www.kellyeducationalstaffing.com)

**Login ID:** Your primary telephone number as listed on employment application

**PIN:** Last 4 of social security number

IVR Interactive Voice Response System: 800-942-3767

Hours: 24 hours 7 days a week

Note: You will get a call from Kelly Educational Staffing to let you know when you are active in the system

### KELLY IT HOTLINE

1-800-KELLY28 (1-800-535-5928)

# **Hillsborough County Substitute Teacher – Keys for Success**

## **Check In/Check Out Procedures**

The exact time you should arrive at the school will show in Aesop/KASS and is usually 15 minutes before schools starts. The substitute teacher is expected to remain at the school site for the entire length of the teacher day; this includes planning periods unless you are otherwise directed by the main office. Sign in at the main office when you arrive and sign out when leaving. If you do not sign in and out the school will not have an accurate record of your time. This record is used in determining your pay so make sure to sign in and out.

The following information should be provided by the school site:

- A copy of the teacher's schedule; ask if the teacher has any extra duties or activities for this day
- The lunch schedule; high schools in particular have complicated bell schedules for lunch dismissals
- A campus map, bell schedules and forms for routine procedures (absentee slips, hall passes, etc)
- End-of-day responsibilities and procedures
- If applicable, check the teacher's mailbox
- Obtain the classroom key, if applicable, or the name of the person who will open the room
- Ask for the location of the teacher's lesson plans, class rolls, books, attendance materials, etc, if they have been left in the office.

## **Dress Code**

Collared shirts, blouses, sweaters, slacks/pants, skirts, and dresses all of modest fit and length. Blouses, shirts and pants should cover the midriff during all activities in the classroom. All clothing should be neat, clean and without holes. No extreme styles or jewelry. Hats should never be worn in a school. Always dress professionally to set a good example for the students.

## **Personal Belongings**

Keep personal belongings with you. Do not bring valuables to school.

## **Lunch Procedures/Planning Periods**

Please follow individual school procedures for lunch. Elementary schools may require you to accompany students to lunch and stay with them the entire lunch period. Do not leave the school during your planning period or lunch. If an emergency arises, consult the principal or the office staff. If excused, you must sign out and back in and also note the break on your timesheet. If possible, lock the classroom when you leave. Do not leave personal items or valuables unattended.

## **Finding Materials/Equipment**

Check with the school office or another teacher in the same grade if you do not have the necessary materials or equipment to follow your daily lesson plan. Introduce yourself to the department head, team leader and/or a teacher in an adjacent classroom so that you'll have someone to call on if you have questions or problems.

Organize materials to be used during the day (notices from office, handouts, etc) and check any equipment that will be used to ensure that it is working properly. Locate the class seating charts and locate the office call button, intercom or classroom telephone.

## **If You are Assigned to a Classroom with Computer Equipment**

Be aware of the proper treatment of the equipment.

- No mouse balls out of the mouse.
- Printers are supplied with paper.
- Do not disconnect keyboards or cables.
- At the end of the day, be certain that all equipment is turned off.

Do not assume that someone else will secure the room equipment for you.

## **Medical Information**

Send sick students to the office. Do not assist a student in a medical situation. Do not dispense medication of any kind to students.

## **Emergency Procedures**

Familiarize yourself with fire and emergency weather drill procedures. Account for all students during these drills.

## **Procedures for Students Leaving for Special Classes (e.g., speech, reading, art, physical education)**

Times for special classes should be noted on the teacher's lesson plan. Times and names of individual students involved in special classes should also be noted on the lesson plan.

## **School Dismissal Procedures**

Never release a student from the classroom unless instructed to do so by the office. You will receive a call from the office or a runner will be sent with a note if a student is leaving during class time.

## **Classroom Management**

An effective substitute teacher is expected to create an atmosphere in which the students can learn in an orderly environment.

As a substitute teacher, it is essential to understand and practice effective classroom management and disciplinary skills. Having complete control of the classroom is a necessity before any classroom learning can occur. Classroom control can be the best prevention of many classroom issues and stumbling blocks. Before entering the classroom, ask the school administrator for information on the "school's discipline plan" and other information on any special discipline policies or procedures followed at the school.

Often, a class will "test" a substitute teacher. Students may try to gain status by upsetting class routines. Your response to these situations is critical. You must always remain calm and never lose your temper. Be patient, convey your expectations to the students, set clear limits/standards/rules for the students and be consistent and firm at all times.

If a problem occurs that you are unable to manage, contact the principal or designee immediately for assistance. **DO NOT** create situations that encourage students to challenge your authority.

Use peer social pressure to encourage good behavior. Do not punish the group for the misbehavior of one. Expect students to behave well and PRAISE STUDENTS for their good behavior.

As you speak, circulate in the classroom to monitor activity and to target possible trouble spots. Go to the students when they request help as it helps prevent confusion and unnecessary commotion. Pause and wait, if necessary for attention and silence before speaking. Avoid sarcasm and raising your voice. Use a positive approach.

NEVER TOUCH A STUDENT.

## **Working with School Staff**

Substitute teachers interact with a variety of school personnel. The ability to communicate positively and effectively with school personnel affects the quality of instruction students receive.

Many exceptional student education classes and primary grade classes use the services of paraprofessionals or teacher's aides. Most paraprofessionals demonstrate knowledge and skill regarding student instruction in their assigned areas. They know the daily routines, schedules, classroom rules, and most importantly, the students. They are often the best source of information and assistance when substituting in these classes.

Some paraprofessionals prefer to take the teacher's role, and ask that the substitute teacher assist them in the management of the class. Other paraprofessionals prefer to continue their usual role in assisting the substitute teacher. To avoid misunderstandings in this unique situation, it is recommended that you discuss teaching responsibilities with the school administrator prior to the beginning of class.

## **Reporting at End of Day**

Detail events of the day for the full-time teacher and leave this report in their folder. (Two samples of a Substitute Teacher Report are located later in this reference guide.) The teacher may also have one that they leave for you. Be honest with how the day went and note and specific problems. Leave the teacher's materials and students' work in the classroom or in the office as instructed. Return the classroom key to the office.

## **Facilities Available for Use**

When checking in at the school, you will be given information regarding the facilities available for teachers. You can often purchase school lunch for a minimal charge or bring a lunch. Most schools have a teachers lounge with a fridge, microwave, snack and drink machines.

## **Timekeeping**

Time needs to be entered by Sunday at 11:59 PM. See the KASS Substitute Quick– Start Guide for instructions.

## **Getting Paid**

You will be paid weekly, based on the time recorded in Aesop/KASS Web Time. See the Aesop/KASS Substitute Quick-Start Guide for instructions on entering your time. Your pay will be electronically deposited.

## **Absence Notification Policy**

You are expected to attend the substitute teaching assignments that you accept. **Contact the KES Scheduling Team immediately when you know that you cannot fulfill any assignment.** The KES Scheduling Team’s hours are M-F from 5 A.M. EST to 7 P.M. EST. The phone number is (813) 518-5999.

## **Substitute Teacher Expectations**

### **Substitute teachers must always:**

- Arrive with sufficient time to prepare the classroom
- Use proper English
- Treats each other with courtesy, kindness, and respect at all times
- Follow the school/school district discipline policies, as presented in the Orientation Presentation.
- Follow the lesson plan (Contact the main office if a lesson plan is not available.)
- Use the intercom, phone, or buzzer to contact the main office. (Do not leave the classroom.)
- Dress in an appropriate and professional manner and adhere to the district/school’s dress code policy
- Assume responsibility and accountability for one’s performance and continually strive to demonstrate competence
- Understand and respect the values and traditions of the diverse cultures represented in the community and in their classroom
- Understand (before instructional day begins) bell schedule and school dismissal procedures for recess, lunch, and end of day (This includes a roster detailing which students are walkers, bus riders, etc.)

### **Substitute teachers must never:**

- Have any physical contact with a student
- Use inappropriate language nor verbally abuse a student, staff member, or parent
- Have sole custody of a student in a private setting
- Leave the school grounds during school hours
- Leave a classroom unattended
- Bring any food to share with the students
- Bring or show unauthorized movies to the students
- Transport students in a vehicle
- Disperse or administer medication to a student
- Move or touch an injured student (Contact the main office.)
- Comment on a student’s personal appearance
- Attempt to contact or be contacted by a student outside of the assignment
- Use school equipment for personal purposes: This includes but is not limited to using or installing any software on district/school computers, downloading of inappropriate or obscene material, and using school resources for purposes that are not job-related
- School computers should never be used for personal use
- Use picture or video cameras including those in cellular phones on school grounds
- Release students during the day (this is to be done ONLY through the school office)
- Have sole physical supervision for release of students to a bus or other vehicle (should ONLY be done under the physical supervision of school district employees)
- Never use cell phones during class

- Don't order a disruptive student to leave class unsupervised. Instead:
  - Use the intercom to ask for assistance from the office
  - Ask another teacher to supervise your class while you escort the student to the office
- Never place students in the hallway or in a corner of the room as a disci

## **Exceptional Student Education (ESE) Programs**

*Substitute teachers frequently serve students with learning characteristics/challenges of varying degrees. Below are brief descriptions of some of the disability categories and characteristics the students may display.*

**Intellectual Disabilities (InD):** Students have overall lower intellectual abilities. They often learn at a slower rate and need more concrete examples.

**Speech Impaired (SI)/Language Impaired (LI):** Students may exhibit disorders of stuttering, speech sound production, or disfluency. They may have difficulty using words correctly or in understanding the communications of others.

**Visually Impaired (VI):** Students are unable to see objects and images at normal distances, making special assistance necessary.

**Deaf/Hard of Hearing (D/HH):** Students are unable to hear sounds at normal volume from normal distances, making special assistance necessary.

**Specific Learning Disabilities (SLD):** Students are performing academically below their same age/grade peers due to difficulties affecting their ability to listen, speak, read, write speech or perform mathematics.

**Emotional/Behavioral Disabilities (E/BD):** Students are performing below their abilities due to emotional/behavioral/social interaction challenges.

**Orthopedic Impairments (OI):** Students have difficulties that affect motor movement, making special assistance necessary.

**Autism Spectrum Disorder (ASD):** Students may display an uneven developmental profile, such as inconsistencies in language skills, social interaction, and they may display repetitive and/or stereotypical patterns of behavior.

*Additionally, some students meet the criteria for the Gifted program. Below is a brief description of characteristics these students may display:*

**Gifted:** Students may exhibit superior intellectual ability in general, and/or superior academic aptitude in a particular area such as science, math, etc., and/or creative thinking, with many areas of interest. Students may display leadership, be talented in the arts, or have superior psychomotor dexterity.

## **Kelly Educational Staffing Bonus Plan**

When you complete at least 130 units during one academic year (first week ending in July- last week ending in June), you may be eligible for bonus pay. Bonus checks will be issued in July based on the following structure:

Units required	Payout amount
130 to 149	1% of earnings
150 or more	2% of earnings

\*For unit assignments, 1 day = 1 unit

\*For all hourly assignments, 7 hours = 1 unit

### **To Qualify:**

- The combination of all Kelly time worked must equal the total units required in the table to qualify for the bonus.
- You must be an "active" employee at the end of the school year. "Active is defined as having worked 10 units after the last Sunday in March.
- Be sure to maintain an ongoing, accurate record of your units and assignments.

**This plan applies to KES instructional positions only and may be modified or cancelled at any time without notice.**

## **Benefit Alliance Plans**

Kelly has arranged for the opportunity for employees to purchase benefits from a third party vendor, Leslie & Associates.

The plan includes, but is not limited to:

- Group Supplemental Medical Plans
- Prescription Drug Plans
- Dental Insurance Plans
- Vision Plans
- Group Life Insurance
- 401K

For more detailed information and enrollment material, visit [lesliebenefits.com](http://lesliebenefits.com) or call 800-644-6854.



## KES INSTRUCTIONAL JOB DESCRIPTIONS/CONSENT

To perform the following jobs successfully, an individual must be able to perform each essential duty according to stated expectations. The requirements listed below under each job title are representative of the knowledge, skills, and/or abilities required to perform the duties of that position.

### **SUBSTITUTE TEACHER**

In the absence of the **full-time** classroom teacher, the **Substitute Teacher** provides instruction, encourages student progress, and manages the learning environment.

<b>Major Job Functions</b>
<i>Job functions listed below are not all-inclusive; others may be added or deleted at the manager's discretion.</i>
<ul style="list-style-type: none"><li>• Implement existing lesson plans in a manner that ensures the integrity of academic time, and motivates students to learn and participate.</li></ul>
<ul style="list-style-type: none"><li>• Instruct students regarding a variety of classroom topics/courses of instruction, as determined by the lesson plan.</li></ul>
<ul style="list-style-type: none"><li>• Follow lesson plans as required by school and Kelly Services policy.</li></ul>
<ul style="list-style-type: none"><li>• Assign reasonable tasks and homework to students in accordance with the lesson plans.</li></ul>
<ul style="list-style-type: none"><li>• Address the various learning styles of students accordingly.</li></ul>
<ul style="list-style-type: none"><li>• For long-term assignments, it may be required to develop lesson plans; devise, administer, and grade tests and assignments; participate in parent-teacher conferences; and attend school-related functions. (These activities may occur outside of normal school hours.)</li></ul>

### **SUBSTITUTE TEACHER'S ASSISTANT/INSTRUCTIONAL AIDE**

In the absence of the **full-time** teacher's assistant/aide, the **Substitute Teacher's Assistant** provides classroom assistance and direct services to students and the teacher, who has ultimate responsibility for designing and implementing educational programs and services.

<b>Major Job Functions</b>
<i>Job functions listed below are not all-inclusive; others may be added or deleted at the manager's discretion.</i>
<ul style="list-style-type: none"><li>• Present subject materials to students under the direction and guidance of teacher(s).</li></ul>
<ul style="list-style-type: none"><li>• Prepare lesson material, bulletin board displays, exhibits, demo, and necessary equipment to enable lesson plan.</li></ul>
<ul style="list-style-type: none"><li>• Assist teacher(s) to reinforce learning concepts presented through lesson plans, individually and in small groups.</li></ul>
<ul style="list-style-type: none"><li>• Grade homework and tests (computing/tabulating results) using answer sheets and other methods the school employs.</li></ul>

### **SUBSTITUTE PARAPROFESSIONAL**

In the absence of the **full-time** paraprofessional, the **Substitute Paraprofessional** provides classroom assistance and direct services to special needs students—and to the teacher, who has ultimate responsibility for designing and implementing educational programs and services.

<b>Major Job Functions</b>
<i>Job functions listed below are not all-inclusive; others may be added or deleted at the manager's discretion.</i>
<ul style="list-style-type: none"><li>• Present subject materials to students under the direction and guidance of teacher(s).</li></ul>
<ul style="list-style-type: none"><li>• Assist students in transition from regular classrooms to special needs classrooms.</li></ul>
<b>Major Job Functions (Paraprofessional – cont'd.)</b>
<i>Job functions listed below are not all-inclusive; others may be added or deleted at the manager's discretion.</i>
<ul style="list-style-type: none"><li>• Assist teacher(s) to reinforce learning concepts presented through lesson plans, both individually and in small groups.</li></ul>
<ul style="list-style-type: none"><li>• Understand, address, and be sensitive to the presented special needs of each student, recognizing differences in their abilities and cognitive levels.</li></ul>

**The following job functions apply to ANY instructional position held with Kelly Educational Services:**

<b>Classroom Management</b>
<ul style="list-style-type: none"> <li>• Maintain and/or assist in maintaining classroom control that fosters a safe, positive environment for all students and staff in accordance with Kelly Services, school, state, and all applicable laws and regulations.</li> </ul>
<ul style="list-style-type: none"> <li>• Ensure adequate supervision of students and classroom environment to assure health, welfare, and safety of students.</li> </ul>
<ul style="list-style-type: none"> <li>• Take all necessary and reasonable precautions to protect equipment, materials, and facilities.</li> </ul>
<ul style="list-style-type: none"> <li>• Remain in classroom and monitor students at all times.</li> </ul>
<ul style="list-style-type: none"> <li>• Report student injury, accidents, illness, and discipline problems to Kelly supervisor and school personnel immediately.</li> </ul>
<ul style="list-style-type: none"> <li>• May supervise students in out-of-class settings (e.g., assemblies, lunchroom).</li> </ul>
<b>Professional Practices and Duties</b>
<ul style="list-style-type: none"> <li>• Interact in a cooperative and professional manner with students, parents, and school personnel.</li> </ul>
<ul style="list-style-type: none"> <li>• Maintain student and school personnel confidentiality.</li> </ul>
<ul style="list-style-type: none"> <li>• Work cooperatively with all school personnel, parents, and Kelly team members.</li> </ul>
<ul style="list-style-type: none"> <li>• Comply with Board of Education policies and administrative regulations.</li> </ul>
<ul style="list-style-type: none"> <li>• Provide extra assistance, as required, to students demonstrating need.</li> </ul>
<ul style="list-style-type: none"> <li>• Conduct assigned classes at the times scheduled.</li> </ul>
<ul style="list-style-type: none"> <li>• Enforce regulations concerning student conduct and discipline.</li> </ul>
<ul style="list-style-type: none"> <li>• Be punctual; start and end class on time.</li> </ul>
<ul style="list-style-type: none"> <li>• Use computers, audiovisual aids, and other equipment and materials as appropriate to supplement presentations and the teacher's lesson plan.</li> </ul>
<ul style="list-style-type: none"> <li>• Address the various learning styles of students accordingly, displaying student's work in a manner appropriate for their age and perceptual skills.</li> </ul>
<ul style="list-style-type: none"> <li>• Dress in a professional manner consistent with Kelly and school policies.</li> </ul>
<ul style="list-style-type: none"> <li>• Model effective verbal and written communicative skills.</li> </ul>
<ul style="list-style-type: none"> <li>• Demonstrate professional practices in teaching.</li> </ul>
<ul style="list-style-type: none"> <li>• Maintain accurate, complete, and appropriate records and files.</li> </ul>
<ul style="list-style-type: none"> <li>• Model non-discriminatory practices toward students, faculty, and staff.</li> </ul>
<b>Skills and Essential Job Function Requirements</b>
<ul style="list-style-type: none"> <li>• Daily personal and close, non-physical contact with children to provide classroom management and learning environment support.</li> </ul>
<ul style="list-style-type: none"> <li>• Excellent listening and verbal communication skills to express/exchange ideas; support communication of lesson plans.</li> </ul>
<ul style="list-style-type: none"> <li>• Regular contact with other staff members and building administrators.</li> </ul>
<ul style="list-style-type: none"> <li>• Frequent walking, standing, stooping, and lifting up to 25 lbs. Other physical activities may be required.</li> </ul>

I have reviewed, read, and received a copy of the detailed job descriptions for KES Instructional positions. I have familiarized myself with the essential functions and job duties of the position(s) for which I am interested, and my signature below indicates that I can perform the essential functions of the position(s). I agree that, if hired, I will perform the duties in accordance with the expectations and policies of KES and all schools to which I am assigned.

# **STANDARDS OF PROFESSIONAL CONDUCT**

## **OVERVIEW**

The educator's primary concern will always be for the student. The educator must strive to create a learning environment that nurtures and fulfills the potential of all students—acting with conscientious effort to exemplify the highest ethical standards.

### **Professional Conduct toward Students**

1. Strives to achieve and sustain the highest degree of ethical conduct
2. Commits to academic openness, fairness, honesty, and objectivity to students and the learning material
3. Never harasses, embarrasses, or discriminates against students
4. Makes a constructive effort to protect the student from conditions detrimental to learning, health, or safety
5. Endeavors to present facts without distortion, bias, or personal prejudice
6. Is never physically/verbally abusive to a child, including the use of inappropriate language
7. Supervises students constantly and never leaves a classroom unattended
8. Never disperses or administers medication to a student
9. Understands that the release of a student(s) during the school day should ONLY be conducted by the school office
10. Before the instructional day begins, know the bell schedule and dismissal procedures for recess, school, and end of day (This includes a roster detailing which students are walkers, bus riders, car riders/parent pick-up, or attend an afterschool program.)
11. Understands that release of a student(s) to a bus or other vehicles should ONLY be done under the physical supervision of school district employees
12. Never moves or touches an injured student, but informs the school office/staff
13. Uses effective verbal and written communication skills
14. Treats students with respect
15. Never has any physical contact with a student
16. Never is alone with a student in a private setting
17. Never comments on a student's personal appearance
18. Never brings any food or drink to share with the students
19. Never transports students in a vehicle
20. Never attempts to contact or be contacted by a student outside of the assignment. This includes, but is not limited to, social networking sites such as Facebook and Twitter.

### **Professional Conduct toward Practices and Performance**

1. Assumes responsibility and accountability for one's performance and continually strives to demonstrate competence
2. Dresses in an appropriate and professional manner, and adheres to the district/school dress code policy
3. Never uses recording devices or picture/video cameras, including cellular phone cameras, on school grounds
4. Complies with school policies and applicable laws and regulations
5. Understands and follows the district/school discipline procedures
6. Follows the district/school policy for videos and books
7. Never uses one's professional position for personal gain or advantage
8. Does not use school equipment for personal purposes: This includes but is not limited to using or installing any software on district/school computers; downloading of inappropriate or obscene material; and using school resources for purposes that are not job-related
9. Leaves the classroom tidy at the end of the day's assignment/in the same condition as upon arrival that day

## **Professional Conduct toward Parents, Community, and Colleagues**

1. Endeavors to understand and respect the values and traditions of the diverse cultures represented in the community and in the classroom
2. Manifests a positive role in school/community relations
3. Treats others with courtesy, kindness, and respect at all times
4. Takes responsibility for one's own actions
5. Refuses to accept gifts, which may influence personal judgment

## **Professional Conduct toward Kelly Educational Staffing**

1. Never misrepresents one's own qualifications
2. Alerts the branch to change in availability, district/school request on future assignments, assignment duty changes, and when assignment requires leaving school grounds
3. Reports all incidents involving a Kelly substitute teacher, whether actively involved or merely a witness to the Kelly Services office: This includes but is not limited to any type of harassment; any injury to a student, Kelly employee, customer employee, or third party; and property theft and/or damage
4. Never talks to the media on behalf of Kelly Services or the district/school—referring all inquires, without comment, to Kelly Corporate Public Relations
5. Self-reports any new arrests/charges to the Kelly office immediately (with the exception of minor traffic violations) within 48 hours, and provides a written follow-up statement within five business days
6. Understands that unapproved gaps of 30 days or more in assignment will lead to deactivation, possible re-screening of criminal history (which may result in additional costs) or termination from our Educational Program.
7. Uses the KASS system for accepting assignments.
8. Reports time on assignment accurately and efficiently into Kelly Automated Scheduling System (KASS) Web Time
9. Contact the branch for approval before working beyond the scheduled assignment hours. Repeated failure to obtain approval in advance could lead to disciplinary action up to and including termination.
10. Reports all time worked, including overtime hours. Nonexempt hourly employees will be paid time and one-half for overtime hours, or double-time as required. Nonexempt employees paid by the unit will be paid an additional premium of one-half of their base rate for all overtime hours worked, or double-time as required. The base rate is calculated by dividing total hours worked in the work week by total wages earned during the work week.

I have reviewed, read, and received a copy of the Kelly Educational Staffing Standards of Professional Conduct. I have familiarized and will conduct myself in accordance with the standards KES has set forth. I agree that, if hired, I will perform the duties in accordance with the expectations and policies of Kelly Educational Staffing, and all schools to which I am assigned. I understand that violation of the KES Standards of Professional Conduct will be subject to disciplinary action up to and including termination.

## **PERFORMANCE NOTIFICATION**

Your performance in the classroom is very important to us!

We want to applaud your successes and also want to provide support should you need additional training. We encourage all teachers to complete performance evaluations on your behalf.

Kelly Educational Staffing employees will treat you with the utmost professionalism and respect, in turn we expect to be treated the same. Please note, any verbal abuse or unprofessional behavior toward a KES employee will result in your termination.

Kelly requires at least one-hour notice to cancel an assignment. Canceling an assignment within one hour of the start time of the school may result in your receipt of a “Do Not Send” to that school.

Please be advised that if you receive three “Do Not Send” requests, this will result in termination of employment with Kelly Educational Staffing.

You are also advised that the maximum numbers of hours you may work, per work day, are seven hours and forty minutes. If you are asked to work beyond your assigned schedule, please call the Kelly office immediately.

## **SUBSTITUTE TEACHER CANCELLATION POLICY:**

### **CANCELLATIONS MUST BE MADE BY 7 PM THE DAY PRIOR TO THE CANCELLED ASSIGNMENT**

#### **“Same Day” Assignment Cancellation Policy:**

Any cancellation of an accepted substitute teaching assignment must be communicated to the scheduling team during operating hours (Monday through Friday, from 5:30am until 7:00pm) at least one day prior to the assignment’s start date. Any cancellations left in our voicemail after 7pm the day before an assignment will be considered “Same-Day Cancellations.” In the event that the cancelled assignment falls on a Monday, our office must be notified before 7:00pm Friday evening. All voicemails are time stamped for accuracy

- If a same day cancellation occurs, you will be blocked from accepting assignments for that day
- Three or more cancellations for a same day assignment (even with more than 1 hour of notice), will result in the substitute only being allowed to receive same day assignments through a Kelly representative.
- Substitutes on “Same Day Assignments Only” status, must work thirty assignments, in order to regain the ability to accept advance assignments. It is the substitute’s responsibility to keep track of their assignment history.

#### **“Less Than One Hour” Assignment Cancellation Policy:**

Three or more cancellations with less than one hour from the start time of the absence, results in eligibility for termination of employment.

#### **“No call/No show” Policy:**

One “No Call/No Show” may result in termination of employment.

#### **Tardy Policy**

1<sup>st</sup> and 2<sup>nd</sup> Tardy in a school year: Verbal counseling

3<sup>rd</sup> Tardy in a school year: Verbal Warning

4<sup>th</sup> Tardy in a school year: Possible Termination

#### **Monday/Friday Policy**

A substitute must be able to accept and work at least **four** assignments in a calendar month during the school year. Of these, **two** must be either Monday **and/or** Friday assignments.

It is your responsibility to communicate with Kelly Educational Staffing if you are having difficulty seeing assignments, prior to the end of each month. If you do not work four assignments within *each* month, you will automatically be deactivated as a substitute teacher. To get reactivated, you will need to contact Kelly Educational Staffing (KES) at 813-518-5999.

### **Reactivation Policy**

Please note that being reactivated is based on past performance history. ***Any negative documentation can hinder your eligibility to be reactivated.*** Being reactivated does not happen overnight. KES will have to re-run your background check. The results of your background check will take 3-5 business days. KES will review your application to determine if any paperwork is outdated or policies have been updated. You will be required to come into the KES office to update the paperwork. Any classroom hours accumulated prior to being deactivated will start over upon reactivation.

By signing below, I acknowledge that I understand “Kelly Educational Staffing’s Substitute Teacher Cancellation Policy”. I understand what is meant by a “Same Day” assignment cancellation, “Less than One Hour” assignment cancellation, “No Call/No Show” and the consequences of violating these policies. I understand the consequences to multiple acts of tardiness in a school year. I understand this could result in the changing and/or termination of my employment.

By signing below, I understand the expectation that I am expected to work four times a month during the school year, with two of those dates falling on either a Monday and/or a Friday.

By signing below, I acknowledge that I understand the “Kelly Educational Staffing’s Reactivation Policy”. I understand the meaning of the statement “***Any negative documentation can hinder your eligibility to be reactivated.***” I understand that being reactivated as a substitute teacher can take at least 3-5 business days or longer.

**Non Entry of Web Time Violation:**

In order to prevent substitute teachers from experiencing pay delay due to outstanding Web Time Entries the following will occur:

1. A telephone call or email will be sent weekly to remind all substitutes to enter their Web Time. An additional call or email will be sent to those substitutes that miss the deadline.
2. If Web Time has not been recorded within two weeks after the assignment, the substitute will be deactivated. Kelly staff will then enter their Web Time.
3. Reactivation can require new background checks, Hillsborough County School District approval and an appointment with Kelly.

By signing below, I acknowledge that I understand the “Kelly Educational Staffing Web Time Entry policy”. I understand that being reactivated as a substitute teacher can take up to three weeks or longer.



## AESOP/KASS SUBSTITUTE QUICK-START GUIDE

Aesop/KASS Internet Feature			
Accessing Aesop/KASS via the Internet	Viewing and Accepting Assignments	Entering Time Using KASS Web Time	Entering Time Using KASS Web Time (continued)
<ol style="list-style-type: none"> <li>1. Go to <a href="http://www.mykelly.com">www.mykelly.com</a>.</li> <li>2. Select your Country (United States) &amp; Division (Kelly Educational Staffing).</li> <li>3. Click <b>Go to MyKelly</b>.</li> <li>4. Click <b>KASS</b> (located under <b>Quick Links</b>).</li> <li>5. Enter your ID and PIN.</li> <li>6. Click <b>Sign In</b>. Your home page will display. Your available functions are listed on the left side.</li> </ol>	<ol style="list-style-type: none"> <li>1. To locate assignments, click <b>Available Jobs</b> at the top of the page or view <b>Available Jobs</b> below the calendar.</li> <li>2. To accept the assignment, click <b>Accept</b>. You will be scheduled for the assignment and given a confirmation number.</li> <li>3. To return to your homepage without accepting any assignments, click the <b>Home</b> icon.</li> </ol>	<ol style="list-style-type: none"> <li>1. From the KASS home page, click <b>Web Time</b>.</li> <li>2. Verify that you are entering time for the correct weekending and teacher.</li> <li>3. In the <b>Actual Start, Actual End</b>, and <b>Break Times</b> fields, enter your actual start and end times, and times in and out for break in HH:MM format.</li> <li>4. If no lunch was taken, leave the Break Times blank.</li> </ol>	<ol style="list-style-type: none"> <li>5. Verify your entered times and click <b>Save</b>.</li> <li>6. In the <b>time Sheet Comments</b> field, enter any notes to the approver.</li> </ol>

Aesop/KASS IVR Feature			
Accessing Aesop/KASS via the IVR System	Receiving Calls from the IVR System	Accepting Assignments on the IVR System	Changing Your PIN via the IVR
<ol style="list-style-type: none"> <li>1. Call 1-800-942-3767.</li> <li>2. Enter your ID and PIN and press <b>#</b>.</li> <li>3. Select one of the following system options: <ul style="list-style-type: none"> <li>• Press <b>1</b> to hear a list of available assignments.</li> <li>• Press <b>2</b> to review upcoming accepted assignments.</li> <li>• Press <b>3</b> to review a specific accepted assignment.</li> <li>• Press <b>4</b> to review or change your personal information.</li> <li>• Press <b>9</b> to enter time sheet information</li> </ul> <p><b>Note:</b> Press * to go back one menu level at any point.</p> </li> </ol>	<p>The system will introduce itself and offer the following options:</p> <ul style="list-style-type: none"> <li>• Press <b>1</b> if you are interested in an assignment.</li> <li>• Press <b>2</b> to prevent further calls today.</li> <li>• Press <b>3</b> if you are unavailable today.</li> <li>• Press <b>9</b> to prevent the system from calling in the future.</li> </ul>	<ol style="list-style-type: none"> <li>1. Press <b>1</b> from the main menu. You will hear the district and school for the assignment.</li> <li>2. Enter your PIN and press <b>#</b>.</li> <li>3. The system will present details of the assignment and the following options: <ul style="list-style-type: none"> <li>• Press <b>1</b> to accept the assignment.</li> <li>• Press <b>2</b> to hear the assignment again.</li> <li>• Press <b>3</b> to reject the assignment and allow additional calls today.</li> <li>• Press <b>4</b> to reject the assignment and prevent additional calls today.</li> </ul> </li> <li>4. Press <b>1</b> to accept the assignment. You will be scheduled for the assignment and given a confirmation number.</li> </ol>	<ol style="list-style-type: none"> <li>1. Press <b>4</b> from the Main Menu.</li> <li>2. Press <b>2</b> to hear your current PIN.</li> <li>3. Enter a new four digit PIN and press <b>#</b> (Press * to leave your PIN unchanged).</li> <li>4. The system will repeat the PIN you entered. <ul style="list-style-type: none"> <li>• Press <b>1</b> if the PIN is correct.</li> <li>• Press <b>2</b> to re-enter your PIN.</li> </ul> </li> <li>5. After confirming your new PIN: <ul style="list-style-type: none"> <li>• Press <b>1</b> to save your new PIN.</li> <li>• Press <b>2</b> to erase and re-record your PIN.</li> <li>• Press <b>3</b> to return to the change personal information menu without saving.</li> </ul> </li> </ol>

**The IVR automatically generates a recording of your name. If the IVR records your name incorrectly, re-record it following these steps:**

- 1. Call the IVR at 1-800-942-3767.**
- 2. Enter your ID and PIN and press #.**
- 3. Press 4 from the Main Menu to change your personal information.**
- 4. Press 1 to record your name.**
- 5. Press 1 to save the recording.**

## **PAYROLL CONTACT MATRIX** **KELLY EMPLOYEES**

If you have a payroll-related question, refer to this matrix to determine the appropriate contact point (i.e., the Kelly Employee Service Center, the Automated Paycheck Hotline, the Hotline IT Service Desk, The Work Number, or your Local Kelly representative).

<b>Issue</b>	<b>Contact Point</b>	<b>Contact Information</b>
Inquiries regarding: <ul style="list-style-type: none"> <li>• Status of current pay</li> <li>• Pay details (current and two previous)</li> <li>• Hours accrual for standard holiday pay and Kelly Service Bonus Plan</li> </ul>	<b>Automated Paycheck Hotline</b>	1-800-762-8011  <b>Hours of operation:</b> 24 hours a day, 7 days a week
Inquiries regarding: <ul style="list-style-type: none"> <li>• Incorrect pay amounts</li> <li>• Updating addresses</li> <li>• Direct deposit</li> <li>• Status of a Chase Pay Card</li> <li>• Program guidelines: Holiday pay, Kelly Service Bonus Plan, and customer-specific vacation programs (including Kelly Educational Staffing)</li> <li>• Time submittal requirements</li> <li>• Reissuing a lost or stolen paycheck</li> <li>• Missing pay (from a previous pay period)</li> <li>• Garnishments</li> <li>• Tax deductions, W4, and other tax-related issues</li> </ul>	<b>Kelly Employee Service Center</b>	1-866-KELLY-4U (535-5948)  <a href="mailto:kelly4u@kellyservices.com">kelly4u@kellyservices.com</a>  Fax: 800-850-3201  <b>Hours of operation:</b> 8 A.M. to 8 P.M. ET, Monday through Friday  Languages: Support is available in English and Spanish.
Inquiries regarding: <ul style="list-style-type: none"> <li>• Resets of Online Application System (OAS) passwords</li> <li>• KASS login/pin issues</li> <li>• Technical issues with Kelly-supported systems (e.g., OAS, Kelly Learning Center, MyKelly.com, KASS, KASS Web Time)</li> </ul>	<b>Hotline IT Service Desk</b>	1-800-KELLY-28 (535-5928)
Inquiries regarding: <ul style="list-style-type: none"> <li>• ePaystub enrollment</li> <li>• Access to the ePaystub site</li> </ul>	<b>Kelly ePaystub Web site</b>	<a href="https://ebpp.documentdna.com/kellyus/login.aspx">https://ebpp.documentdna.com/kellyus/login.aspx</a>  1-800-733-7842
Inquiries regarding: <ul style="list-style-type: none"> <li>• Wage or employment verification</li> </ul>	<b>The Work Number</b>	<a href="http://www.theworknumber.com">http://www.theworknumber.com</a> 800-367-5690
Inquiries regarding: <ul style="list-style-type: none"> <li>• Customer-specific policies and procedures</li> <li>• Issues related to the time card approval process</li> <li>• Non payroll related issues or questions</li> </ul>	<b>Local Kelly Representative</b>	Varies by location

## Substitute Teacher Pay Chart

<b>Hillsborough County School District</b>	<b>Pay Rate</b>
Level 1 Transitioned Substitute Teacher Only	\$8.02/hr
Level 2 (Moldered Substitute Teacher) 60 credit hours or an Associate's degree, but less than a Bachelor's degree	\$8.42/hr
Level 3 (Degreed Sub) Bachelor's degree or higher	\$9.73/hr
Level 4 (Certified Sub) current professional Florida Certificate, has an expired professional Florida Certificate (just learned this yesterday), or can be a retired former Hillsborough School teacher.	\$11.25/hr

### Show Up Pay Rules

If you ever show up to an assignment to find that it has been canceled, contact the Kelly Educational Staffing Scheduling Team immediately. If there is other work available, the scheduling team will let you know. If no other work is available and you were not contacted previously about the cancelation of the assignment, you may qualify for a show up pay. Show up pay is 2 hours of your hourly pay and is processed by the local branch.



## New Health Insurance Marketplace Coverage Options and Your Health Coverage

When key parts of the health care law take effect in 2014, there will be a new way to buy health insurance: the Health Insurance Marketplace. To assist you as you evaluate options for you and your family, this notice provides some basic information about the new Marketplace.

***Please know that Kelly Services, Inc. ("Kelly") is required by law to provide you with this information even though you are not eligible for health coverage through Kelly's health plan.***

### What is the Health Insurance Marketplace?

The Marketplace is designed to help you find health insurance that meets your needs and fits your budget. The Marketplace offers "one-stop shopping" to find and compare private health insurance options. You may also be eligible for a new kind of tax credit that lowers your monthly premium right away. Open enrollment for health insurance coverage through the Marketplace begins in October 2013 for coverage starting as early as January 1, 2014.

### Can I Save Money on my Health Insurance Premiums in the Marketplace?

You may be eligible for a discount on the premiums you would otherwise be required to pay for insurance you buy through the Marketplace – but only if you are not eligible for certain other types of health coverage. Your household income will also determine whether you are eligible for the tax credit that provides this discount on premiums and, if so, the amount of the premium you will be asked to pay.

### Does Employer Health Coverage Affect Eligibility for Premium Savings through the Marketplace?

Yes. You generally are **not** eligible for the discounted Marketplace premiums if you are eligible for coverage under an employer health plan (such as the plan of your spouse's employer). However, if the coverage the employer offers you does not meet the "minimum value" standards set by the Affordable Care Act,<sup>1</sup> or if the amount you must pay to cover yourself (but not any other members of your family) under the employer plan is more than 9.5% of your household income for the year, you may be eligible for the discounted Marketplace premiums even though you are also eligible for an employer health plan.

**Note:** An employer may pay some of the cost of its health plan coverage for individuals who enroll in that plan. If so, and if you purchase health insurance through the Marketplace instead of enrolling in that employer's health plan, you will lose that employer's contribution. Also, the employer contribution—as well as your contribution to the cost of the employer health plan—is generally excluded from your income for Federal and State income tax purposes. By contrast, your payments for coverage through the Marketplace are made on an after-tax basis.

### How Can I Get More Information?

The Marketplace can help you evaluate your coverage options, including your eligibility for coverage through the Marketplace and its cost. Please visit [www.HealthCare.gov](http://www.HealthCare.gov) for more information, including an online application for health insurance coverage and contact information for a Health Insurance Marketplace in your area.

Questions may be directed to Kelly's Benefits Department at 800-376-4964.

Kelly Services, Inc. PO BOX 331179 DETROIT, MI 48266

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<sup>1</sup> A plan meets the "minimum value" standard if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs.