

**PROCEDURE FOR ASSIGNMENT OF CERTIFICATED/CLASSIFIED
SUBSTITUTES**

The system for providing substitutes for certificated and classified employees will be centralized through Human Resources Development (HRD). The Employee Substitute Clerk shall be responsible for assigning substitutes and maintaining records. Employees, principals/supervisors, or school secretaries will not assign substitutes for employment. Exception: Supervisors of Transportation, Maintenance, Custodial/Grounds, and Nutritional Services may assign substitutes approved for employment by HRD.

Except in case of an emergency, an employee shall notify the district of any personal illness or injury requiring him/her to be absent from duty as least one (1) hour prior to the time the employee is scheduled to begin work. Failure of the employee to notify the district and/or designated supervisor may result in a sub deduct from the salary of the employee.

Employees will use the following procedures:

1. All employees must register on the district's automated website attendance system, Frontline at frontlineeducation.com or (800) 942-3767
2. As soon as it is known that an absence will occur, a call (or login) shall be made to Frontline at frontlineeducation.com or (800)942-3767 following the telephone or computer menu options to properly report the absence. Daily attendance reports will be available for site managers.
3. In addition, classified staff members will also notify their direct supervisor. Daily attendance reports will be available for Operation Center supervisors.
4. No employee shall enter school business absences on the Frontline system. Written requests for substitutes for employees attending workshops, conferences, inservices, etc., shall be submitted to the Substitute Clerk at least 10 days in advance of the event.

**PROCEDURE FOR ASSIGNMENT OF CERTIFICATED/CLASSIFIED
SUBSTITUTES** (continued)

The principal/supervisor is responsible for maintaining substitute time sheets. The principal/supervisor will record the time in each assignment and sign each entry. The Substitute Clerk will verify the information in preparation for payroll input.

Qualified candidates may submit application forms to the Human Resources Development Office.