

Phase II - Managing Subs In-house

Once Phase I is completed and all subs have been on boarded with TUSD, we will need a plan in place to manage and support both the sub pool and our sites. This will require 2.6 FTE (1.6 additional from M&O) to staff the sub office with duties broken out as follows:

HR Analyst 1.0 FTE – Sub Office

1. Screen applicants for minimum requirements and review applicant responses for qualifications.
2. Send email to applicant as to the status of the application (in consideration or not qualified).
3. Send email inviting qualified applicant to interview.
 - a. Interviews are scheduled within 2 weeks of receiving application but can take up to 4 weeks depending on the volume of applicants. The beginning of the school year and Dec/Jan have the highest volume of applicants.
 - b. Assign interview date and time. Applicant would then accept this time or reschedule. Interviews take about 15 minutes.
4. Conduct Interviews
 - a. On completion of interview, turn over applicant to HR Associate to check references and start hire process.
5. Enter employee information (those that use absence management to report absences and require substitutes) in Absence Management.
 - a. Manage this information to remain current and accurate.
6. Enter and manage all administrative users (Principals, AP's, Office Staff, etc...) in Absence Management
7. Oversee and manage all vacancies posted in Absence Management.
 - a. This is an ongoing job throughout the day and is very constant. These requests are time sensitive and are required immediate attention or the site may not have a sub in the classroom.
 - b. Vacancies entered in absence management are maintained and controlled by the sub office. Any changes made requires action by the sub office. This includes any classified Ex Ed TA positions.
 - c. The site requests a vacant position, posted in absence management. The sub office checks the sites DAC (and budget) to determine if the site has the position (FTE) to place the sub.
 - d. The vacancy is entered in absence management to acquire a sub or to place a long-term sub.
 - e. The long-term sub is entered in Visions, Positions and Pay, in that site's DAC.
 - f. Should there be any changes to the vacancy, such as removal of sub, reassigning a different sub, or removing vacancy, all are completed per the site's request, via email, by the sub office. This is to ensure there are no duplicate positions posted. It also ensures the site has a current available control code and is not using a sub when there is no position (FTE) available.
8. Works with site administrator to provide qualified subs in long-term positions.
9. Keeps track of those subs, in a long-term position, currently qualified for the vacancy they are filling.
 - a. Works with the site administrator and HR to offer the sub a contract per the TEA bargaining unit agreement.
10. Keep track of days a long-term sub is in a position.
 - a. ADE only allows a sub, holding a substitute certificate and not a teaching certificate, in a long-term position for 120 days.
 - b. Requests extensions from ADE. If ADE denies the extension, the sub will need to be removed from that site, for the remainder of the year, and another sub will need to be assigned. This happens if extensions have been requested for the sub in previous years as ADE only allows three extensions in a subs lifetime.

11. Oversees sub pay and handles any problems or discrepancies.
12. Run substitute payroll report from absence management every 2 week pay period
 - a. Monitors sub pay to ensure long-term subs are paid appropriately. If a long-term sub is in a position for a teacher out an extended period, and the office manager enters the position in absence management incorrectly, the substitute will not receive the long-term rate of pay
 - b. For discrepancy in a subs pay, contacts the site to verify the subs work schedule.
 - c. Researches any payroll issue for substitute.
 - d. Works as an advocate for the sub in relationship to any pay issues.
 - e. Submits any payroll adjustment eparas when discrepancies arise.
13. Conducts Sub Orientation
 - a. Provide basic information as to the expectations of a substitute including a Substitute Handbook and other informational handouts to help the substitute be successful.
 - b. Provides information on how to use the absence management system
 - c. Provides information on how to log onto a district computer and use synergy
14. Correspond with substitute on disciplinary issues.
 - a. Investigate all complaints received from site administrators, subs, teaching staff.
 - b. Review and investigate all negative evaluations to determine if the infraction is a terminable offense or warrants disciplinary action.
 - c. Corresponds with substitute to inform them of disciplinary action or termination.

HR Associate 1.0 FTE – Sub Office

1. Checks references of applicants. TUSD requires three references per applicant.
 - a. References are sent via email. If no reply after 1 week, the request is sent again. If viable references are not received, the applicant is sent an email letting them know they are no longer considered and the reason. The applicant usually calls and provides additional references of which we try again.
 - b. If not able to obtain references, or the references come back negative, the applicant is informed they are no longer being considered.
 - c. If the references come back favorable, informs applicant of next steps for hire.
2. Set up orientation.
 - a. Once approved for hire, the applicant would need to provide all required documents for hire
 - b. Sends invitation to TUSD new hire orientation and substitute orientation.
3. Conducts Sub Orientation
 - a. Provide basic information as to the expectations of a substitute including a Substitute Handbook and other informational handouts to help the substitute be successful.
 - b. Provides information on how to use the absence management system
 - c. Provides information on how to log onto a district computer and use synergy
4. Maintain the sub files.
 - a. The file would include hire packet, required documents and any correspondence to or from the sub.
 - b. A separate, locked file, will be needed to maintain medical records, such as required immunization records, per HIPPA laws and regulations.
5. Enters substitute's information into Visions, and Absence Management.
6. Provides customer service to every call and walk-in to sub office
 - a. Answering sub related questions such as providing information on how to obtain a fingerprint card and/or a sub certificate.
 - b. Provide information on how to obtain a standard teaching certificate including information on the Intern or Pathways programs.
 - c. Consistently provide sites with any changes in policies and processes. The sub office is required to stay current on TEA policies, Arizona Department of Ed. policies and TUSD policies.

- d. Provides training for office managers on absence management. Presents at STARS training each year and presents at New Office Manager trainings during the school year.
 - e. Provides reports for district board office, Superintendents office and other departments when requested.
7. Backs up HR Analyst

HR Assistant .6 FTE - Sub Office

1. Enter any renewed documents provided by sub, in Visions and absence management, along with adding the document to their employee file.
2. Provides customer service answering calls and assisting walk-ins to sub office.
3. Assists applicants with the application process using the computer kiosks in HR reception
4. Receives any new or renewed certs and fingerprint card, enters them in Visions and absence management and file in employee's folder.
5. Manages emails @ suboffice@tusd1.org
6. Generates and provides handouts including orientation packets, handbook and training information
7. Makes any necessary copies for sub office and time and attendance
8. Support for HR Associate
9. Support for Time and Attendance
10. Support for HR reception

ADDITIONAL - HR Benefit Associate - .4 Sub Office (will request funding from Employee Benefits Trust Board)

TUSD currently monitors, tracks, and reports on approximately 1000 variable hour (employees who are not hired to regularly work more than 30-hours per week) employees. This number will almost double with the addition of a substitute teacher work force.

TUSD uses a 12-month measurement period and a 12-month coverage period. The measurement begins on the hire date of the variable hour employee so monitoring and measuring is occurring every pay period for employees who have hit their 12 months.

- If after monitoring, an employee is deemed eligible for medical coverage. They are provided with an opportunity to enroll for medical coverage (we do not provide a full suite of employee benefits, only the ACA required healthcare).
- If they are not deemed eligible for medical coverage, their measurement period begins again.

After coverage is offered, employees are monitored to ensure that they are working enough hours to cover the medical premiums. If an employee does not make enough money to cover the premium costs, the coverage must be cancelled and the employee must be offered COBRA coverage. Because TUSD offers employees an IRS qualifying section 125 plan which enables them to pay healthcare premiums on a pre-tax basis, we do not typically accept premiums for our plans outside of the payroll process as that is a Section 125 violation.