Phase I - Bringing Subs In-house - HIRING

Long term staffing for the sub office would require an additional 1.6 FTE to the HR budget. This will staff the sub office with two full time employees (one analyst and one associate) and provide .6 administrative support (assistant). We will also be asking the Employee Benefits Trust Board to finance .4 FTE in the Benefits office to manage the tracking and reporting of variable hour employees. Duties for these staff members are listed in the Phase II document.

➢ Short term (6-8 months) staffing to get 700-800 subs hired, onboarded, entered into our systems, will require a team of 4 full time temps in addition to the 1.6.

1. TUSD will need to post a position for substitute teachers and all returning subs will need to complete an AppliTrack application.
   a. The substitute will need to complete an online application provide TUSD with their contact and employee information (Name, Address, Phone, Social Security Number, Birth Date, Ethnicity, Gender, etc.) This information is required for any new hire so TUSD can complete Federal, State, and USP reporting.
2. All returning subs will need to attend a TUSD New Hire Orientation.
   a. The substitute will need to attend orientation to complete new hire paperwork and to provide the required documents for employment, such as their certification and fingerprint card. They will also need to provide the documentation required for e-Verify. TUSD is required by law to e-Verify all new employees within 72 hours of their hire date.
3. All returning subs will need to complete an onboarding process.
   a. The substitutes will have 30 days to complete their onboarding coursework on the Professional Learning Portal. These courses include:
      i. Risk Management Training
      ii. Sexual Harassment Training
      iii. TUSD Technology Policies
      iv. Time Clock Training
      v. Mandatory Reporting
      vi. Worker's Comp
      vii. Certified New Hire Survey
      viii. TUSD Conflict of Interest
      ix. USP: Student Assignment
      x. USP: Understanding USP
      xi. USP: TUSD Hiring Protocols
      xii. McKinney Vento Training
4. All returning subs will need to be entered into Infinite Visions ERP System.
   a. An ePAR will need to be entered for each new sub to get them into our HR/Payroll system.
5. All returning subs will need to be verified/entered into the AESOP Sub Management System.
   a. An HR Associate will need to enter and/or verify that each sub is setup in AESOP, has an active login, and is authorized to accept jobs.