

Sub Office Start Up Plan

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What is our Role

- ▶ Human Resources is responsible for many people related issues in an organization.

Under the HR department's remit are the following functions:

- ▶ Talent Acquisition, Recruitment & Retention - manages the posting and filling of vacancies across the District
- ▶ Talent Management- Performance Evaluation, Employee Onboarding, Development, Discipline, Promotion, Transfer.
- ▶ Compensation & Classification
- ▶ EEO
- ▶ ADA
- ▶ Unemployment
- ▶ Benefits
- ▶ Labor Law Compliance
- ▶ Records Management
- ▶ Sub Office
- ▶ Time & Attendance

Overview

- ▶ Phase I
- ▶ Phase II
- ▶ Sub Office Job Responsibilities
- ▶ FAQs
- ▶ Comparison of Sub Pay
- ▶ Concerns

Phase I

- ▶ In House Hiring
- ▶ Application Process
- ▶ On Boarding & Orientation
- ▶ HR Processing

Sub 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, on-boarded, entered into our systems, will require a team of 4 full time temps in addition to the 1.6.

Bringing them in to TUSD

Application Process

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.

New Hire Orientation & Onboarding Process

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.

Substitute Onboarding

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

HR Processing

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.

Phase II

- ▶ Managing Subs
- ▶ Staff needed & additional duties
- ▶ FAQ's
 - a. Benefits/Insurance
- ▶ Other Local Districts Rate of Pay

Phase II

Managing Subs In-House

Once Phase I is completed and all subs have been onboarded 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:

HR Analyst

HR Associate (new fte 1)

HR Assistant (New FTE.6)

HR Benefit Associate (Trust Board new FTE.4)

Sub Office - New Duties

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.
4. Schedule and Conduct Interviews
5. Works with site administrator to provide qualified subs in long-term positions.
6. Keep track of days a long-term sub is in a position.
7. Oversees sub pay and handles any problems or discrepancies.
8. Run substitute payroll report from absence management every 2 week pay period
9. Checks references of applicants. TUSD requires three references per applicant.
10. Set up and Conducts Sub Orientation
11. Correspond with substitute on disciplinary issues.
12. Maintain the sub files.
13. Enter any renewed documents provided by sub, in Visions and absence management, along with adding the document to their employee file.
14. Assists applicants with the application process using the computer kiosks in HR reception
15. Receives any new or renewed certs and fingerprint card, enters them in Visions and absence management and file in employee's folder.
16. Manages customer service calls and emails @ suboffice@tusd1.org

Sub Office - HR Benefit Associate

(will request funding from Employee Benefits Trust Board)

TUSD currently monitors, tracks, and reports on approximately 1400-1800 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.

Benefits- additional responsibility

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.

Insurance Discussion FAQ's

- ❑ If subs come back to TUSD will they be eligible for TUSD insurance?
 - ✓ Substitute Teachers are considered variable hour employees under the ACA guidelines. TUSD measures all variable hour employees for 12 months to determine eligibility. If the employee has worked enough hours during the 12- month measurement period to be eligible, an offer of coverage is extended to the employee
 - ✓ TUSD has between 1400-1800 variable hour employees depending on the time of year not including subs

Insurance FAQ's

❑ So subs would not be eligible for insurance for 12 months?

- ✓ The TUSD measurement period is 12 months and the administrative period is 1 month. A variable hour employee who works enough hours to qualify during the measurement period is identified in the administrative period and eligible for coverage on the first day of the month following the administrative period.

EXAMPLE -

Employee start working on 8/1/2018. They are measured for 12 months ending on 7/31/2019. The TUSD administrative period (time for us to run reports and determine eligibility) runs from 8/1/2019 to 8/31/2019. Employee would be eligible for coverage to begin on 9/1/2019.

Insurance FAQ's

❑ Can we offer subs insurance sooner?

- ✓ The District must use the same measurement period for all variable hour employees. We currently have approximately 1400 variable hour employees that are being measured. Since the 12-month cycle is different for all employees based on their start date, we have an administrative period every month. We would need to work with our consultants or other experts to determine if such a change is feasible and legal.

❑ Can we offer subs the ability to buy the insurance at full cost then if they want?

- ✓ We contract with our carriers to offer a group policy to our employees with eligibility guidelines, defined rates, and plan designs. Offering coverage outside of what is defined in our group contract would mean the contracts would need to be renegotiated.

Insurance FAQ's

- ❑ Can't we just offer insurance to all our employees, regardless of how many hours they work?
 - ✓ This would be a very large impact to the TUSD budget and to the TUSD medical plans. Further study would need to occur to identify how big the impact would be

USP Compliance Reporting & Tiered Sub Pay System

► USP Compliance-

Demographic of our subs is 68% white. Because they are paid with instructional dollars, they could count as instructional staff in USP reporting.

► Tiered Sub Pay System -

TUSD currently offers a tiered pay system that is higher than neighboring districts.

- ✓ \$100.00 - Daily Sub Rate
- ✓ \$125.00 - after 15 days in the same job
- ✓ \$135.00 - daily rate for L25 schools
- ✓ \$150.00 - proposed daily rate for Full Time “District Sub”

Other District Sub Rate of Pay

Amphitheater School District

Sub daily rate of pay

Salary for the First 20 Assignments of Substituting (per school year):

- ▶ Full Day - \$85.00/day
- ▶ Half Day - \$42.50/day

Salary after Completing 20 Assignments of Substituting (per school year):

- ▶ Full Day - \$110.00/day
- ▶ Half Day - \$55.00/day

Marana School District

- ▶ \$155.00 per day Long Term (20 days or more/Must be Appropriately Certified)
- ▶ \$85.00 per day for all schools
- ▶ \$42.50 per half days (4 hours)
- ▶ \$100.00 per full day after working 30 days

*Pay increases are available (requirements must be met and followed)

Other District Sub Rate of Pay

Catalina Foothills School District

Classroom Teacher Substitute:

- One-Half Day, Monday-Thursday, (1-4.5 hours) • \$42.50
- One Full Day, Monday-Thursday, (4.6-8 hours) • \$85.00
- One-Half Day, Friday, (1-4.5 hours)
 - \$47.50
- One Full Day, Friday, (4.6-8 hours)
 - \$95.00

Special Education Classroom Teacher or Educational Assistant Substitute / Nurse Substitute:

- One-Half Day, Monday-Friday, (1-4.5 hours) • \$47.50
- One Full Day, Monday-Friday, (4.6-8 hours) • \$95.00
- Long Term Substitute- more than 15 consecutive days in the same position:
 - Full Day, Days 1-15
 - Monday-Thursday •\$85.00
 - Friday •\$95.00
 - Full Day, Days 16-30 •\$95.00
 - Full Day, Days 31 and on •\$110.00

Other District Sub Rate of Pay

Sunnyside School District \$85.00

Tanque Verde School District

- \$87.00 daily rate
- \$100.00 retired sub rate
- \$131.00 Long Term rate on the 21st day

Vail School District \$95.00

Feedback from Subs

We have had many calls since the last GB meeting on this issue. Some of those comments have been:

- Several subs are upset because they were looking forward to the \$128 medical policy from ESI this next year.
- A couple of subs are working at both TUSD and Marana and like that they have a single employer.
- One sub commented that while the first year with ESI was tough, every year it gets better and now that ESI is finally getting their benefits and training all rolled out, we are leaving.

Other notes

- As a note Formerly when Subs were previously with the district a large volume of Worker's Comp claims were from substitute teachers.

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SCHOOL DISTRICT

