



PLEASE NOTE: Only HR/Dept Support Contacts (listed below) may call substitute employees.

Classified Substitute Support Guidelines

REPORTING AN ABSENCE (Preferred Steps for Classified Employees)

1. Call in/log in to eSchool Sub System (714-999-3516 or www.anaheimuhsd.eschoolsolutions.com) to report absence ASAP
2. Call/text supervisor and Sr. Admin Assistant or Plant Manager to report absence ASAP

POSITION	When will a substitute be provided (if available)?		HR/Dept Support Contact
ASB Accounting Technician	Case-by-case (Call HR ; typically Sr. Admin Assistant will provide temporary support)		Michelle Steck #67826
Athletic Facility Worker	3 rd Day (typically out-of-class option for Custodian with no sub provided for the Custodian until 3 rd day of AFW absence) - Gender specific assignments		1) Site Plant Manager 2) Maryam Daghighian #67756
Athletic Trainer	Case-by-case; coordinated between Trainers and District Athletic Director, and HR-Classified		1) Mitch Olson #714-396-5923 2) Maryam Daghighian #67756
Campus Safety Aide	ASAP (Call HR)		Maryam Daghighian #67756
Custodian (Day or Night)	ASAP* (typically a Night Custodian shifts to Day) *Night sub automatically called by eSchool Sub System	<u>Priority Order if short on subs</u> 1. Hope, Oxford, Trident 2. Junior High Schools 3. High Schools	1) Desare Burdick #61014 2) Rochelle Atwood #61012 3) Maryam Daghighian #67756
F.A.C.E. Specialist	Case-by-case (Call HR ; coordinated with FACE Coordinator (typically out-of-class opportunity for Office Assistant-Bilingual or Instructional Assistant-Bilingual)		Natalie Durley #67718
Food Service Assistant	ASAP; coordinated between Food Services and HR-Classified		1) Maddy Simmons #61072 2) Michelle Steck #67826
Health Services Technician	ASAP (Call HR)		Natalie Durley #67718
Instructional Assistants	ASAP; mostly coordinated by eSchool Sub System	<u>Priority Order if short on subs</u> 1. 1:1 Assignments 2. ED/Bridges Program 3. Classroom IA-BS/SA/AT/MF 4. Classroom IA-SAI's	Natalie Durley #67718
Library Media Technician	Case-by-case (Call HR ; coordinated between District Library Coordinator and HR-Classified)		Natalie Durley #67718
Office Assistant	ASAP (Call HR)		Michelle Steck #67826
Plant Manager	ASAP* (typically the most senior Night Custodian will work out-of-class in the midday shift as Plant Manager and a sub will be provided for the Night Custodian) *Night Custodian sub automatically called by eSchool Sub System		1) Desare Burdick #61014 2) Rochelle Atwood #61012 3) Maryam Daghighian #67756
Secretary Attendance	ASAP (Call HR ; typically out-of-class opportunity for Office Assistant or specialized substitute)		Michelle Steck #67826
Secretary Registration/Records	Case-by-case (Call HR ; typically out-of-class opportunity for Office Assistant, Secretary, or specialized substitute)		Michelle Steck #67826
Secretary School Support			
Sr. Administrative Assistant			
Request for Extra Support <ul style="list-style-type: none"> • Additional worker • Sooner than guidelines allow • Extension of hours/days 	1) For <i>INSTRUCTIONAL/SECRETARIAL</i> extra support, contact Jaron Fried for approval 1) For <i>MAINTENANCE/OPERATIONS</i> extra support, contact Lance Bidnick for approval 1) For <i>SAFETY/SECURITY</i> extra support, contact Shanna Egans for approval 2) Jaron, Lance, or Shanna will email approval to Brandon Tietze in HR 3) Brandon will inform appropriate HR Technician to provide the extra support *Note: HR will assume that the site/dept manager understands the budget impact of the request		

PLEASE NOTE:

- Any substitute who reports for work will receive at least 2 hours of pay (on their timesheet); even if assigned by mistake or accident
- Any employee working out-of-class will have their salary adjusted upward only when working 6 days or more within a 30 calendar day period
- Sub support is not guaranteed, but Classified-HR will work diligently to pursue all available options
- Provide feedback on subs (especially negative) using the "SUBMIT Limited Term Employee Evaluation" link on the HR-Classified webpage
- Sites are encouraged to:
 - Establish a backup support strategy for all office positions, which clarifies the 1st and 2nd backup personnel options and priority order for backup duties
 - Move substitutes around within the same site or department, if working within their job description, to meet needs as necessary