

## Aesop Q&A

There have been a number of questions regarding Aesop. Please see the most recent questions we have received and our responses. We will continue to update this document as we receive additional questions.

1. The LFT collective bargaining agreement states that an employee is required to submit their absence "two hours" before their assigned work day begins. If a teachers or their child is sick at 6:00 am- 6:30 am, is there a way to report an absence after the two hour timeframe?

We are aware that the system requires a two-hour notification for absences for employees. However, this constraint is not placed upon campus (administrative assistant) or organization users (Patty Lopez). If you cannot put your absence in before the two-hour window, you need to contact your campus user immediately. Every site has at least two campus users – the principal and a designated clerical staff member usually the Administrative Assistant. This person will have the ability to put the absence in for you and then send out the absence for immediate call out.

2. The two-hour notification requirement in Aesop does not allow enough time to secure a substitute. Can this be changed?

The contract language of two hours affords time to secure a sub who may not live in Lompoc. This setting was put in place to comply with the contract language and also so that there could be no accusation of not affording the opportunity of work to anyone, certificated or classified.

3. Aesop requires that absences be approved by an administrator. There are times when there is no time to have an absence approved. How do we handle this?

Please give an instance where this could not be approved by an administrator. If you needed to leave mid-day for business for an emergency business, you can inform your supervisor (the principal) or campus user (the admin) and an absence can be reported in the system.

4. Can a substitute get another job if they have cancelled a job they have already agreed to take?

Subs can get jobs that have been cancelled by employees right away. They cannot get a job immediately if they cancel a job – the system will not let them accept a job until 24 hours after they have canceled their job. This setting was put in place to prevent subs from “job hopping”. If they have accepted an assignment and then “hear through the grapevine” about a better assignment, they cannot cancel last minute and get the “better job”. We have left this in place to discourage this behavior. However, in the event a substitute who has cancelled a job and needs to be immediately placed in another job, the campus user or organizational user can assign the substitute to a job.

5. Why is administrative approval required to request a particular substitute when taking a leave?

You do not need administrator approval to request particular subs but you do need administrator approval for certain absence types.

Those absence reasons include:

- Admin Leave

- Baby Bonding
- California Family Rights Act
- Comp Time
- Family & Medical Leave
- Industrial Accident
- Jury Duty, Military Leave
- Professional Development for Teachers
- School Business
- Union Business
- Unpaid Leave
- Vacation
- Working out of Class
- Workers Comp

The reason these have to be approved is because principals, managers, and other administrators need to be aware of these types of absences at their sites /departments.

However out of all of those reasons the only absence types that are “held” until approved are:

- Comp Time
- Family & Medical Leave
- Military Leave
- Professional Development for Teachers
- School Business
- Union Business

The reasons that these reasons are “held” is because they require certain documentation to be provided by the employee before the absence is allowed and/or because there is a limit to those types of absence reasons.

6. How can I request a substitute prior to the substitute assignment being called out?

The screen shot below shows the message that you get when you are assigning a sub to a job. If the teacher, staff, ect... has not confirmed with that person ahead of time for that assignment they should not be putting them in. This is not a request it is an assignment. If they have not communicated with a particular sub they should just put it out for callout and make sure that the sub(s) they want are on their favorites list so that they will be called first. On the flip side, the sub will not get a confirmation call because the system thinks that the person has already confirmed with them but it will appear in their notifications on the frontline system and their scheduled jobs on their calendar.

Audio | Let's Take the Le... | Citrix Receiver | Welcome to EDJOIN! | https://emp.aesoponline... | Bb Business Services / Empl...

https://emp.aesoponline.com/Employee/Home#createAbsence

VIEWING AS NANCY BARCLAY Absence Management Lompoc Unified School District

NAVIGATION

- Home
- Absences
- Feedback
- Account
- Directory

September 2017    October 2017    November 2017

**Assign Substitute for # 270580455**

**Confirm Assignment**

Leon Moya, Jose                      Available

Please confirm that you have already communicated this position with the person you are about to assign.

Go Back    Cancel    **Confirm and Assign**

Date	Reason	Location	Duration	Time
CONFIRMATION # 270580455 UNFULFILLED / UNAPPROVED <a href="#">Assign Sub</a> <a href="#">Delete</a> <a href="#">View Details</a>				
29 Sep 2017	Vacation	Central Operations	Full Day	2:00 PM - 10:30 PM

frontline education  
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*LUSD Aesop Updated:-9/28/17, 10/24/17*