

# New Brunswick Board of Education AESOP Procedures for Administrators, Principals, Supervisors and Secretaries

## ADVANCE APPROVAL OF DAYS:

- Administrators, Principals, and Supervisors should log on frequently [www.AESOPonline.com](http://www.AESOPonline.com) to approve employee's attendance.
- **REVISED 10/20/08: New IDs and pins will be issued to the Principals to be used to approve of absences. The school ID and pin will be used by the secretaries for reporting purposes.**
- **We are using a 3 tier system for approval. The first level of approval is the Principal/Supervisor. The second level of approval is the Assistant Superintendent for Curriculum. The third level of approval is the Superintendent.**
  - **An email notification will be sent to the employee on approval status changes. Staff will be notified of approval, partial approval or denial status.**
- Please enter any necessary notes in AESOP **before** clicking on the approve button.
- **REVISED 10/20/08**
  - **Approving Days**
    - Use the tab "Approve Absences". You may change the starting and ending dates by no more than 90 days at a time to view a larger range of absences or use next day, weekly range, etc (your choice).
    - *We have requested employees to provide advance notification so please approve or deny days in a timely manner.*
    - You may view days that have been approved by checking off the appropriate box and hitting "submit". Remember to enter the range of days you would like to see. It automatically defaults to the current day.
    - Employees can not enter **Legal** and **Jury Duty** days in AESOP. The employee needs to use the Attendance Form. The following documentation needs to be attached to the form. Legal day requires a subpoena or proof connected with the employee's employment or with the school system. Jury Duty requires the official letter from the court stating attendance. *The Jury questionnaire or Jury summons does not constitute proof.* The Principal/Supervisor will sign the form and the school will submit the form to the Payroll Department. Payroll will secure the signature of the Director of Support Services. The absence will then be entered and approved by the Payroll Department through AESOP.
    - The employee can not enter **Workers' Compensation** days. The school should indicate a workers' compensation day this on the Absentee Report. Total Care provides the Medical Benefits Coordinator with documentation. Only after verification of information will the Medical Benefits Coordinator add the AESOP and approve the day as Workers' Compensation.



- Approving Professional and School Business – New Procedure
  - **Professional Day:**
    - **REVISED 10/20/08:** Definition: a request by the employee to visit and observe related methods in other school districts, or to attend meetings or conferences of an educational or work related nature. Two (2) days are allowed for professional (certificated) staff and one (1) day for non-professionals. Professional day(s) require the approval of the Superintendent and your supervisor.
    - The employee **MUST** make a note in AESOP explaining the professional day. These days will be partially approved by the Principal/Supervisor with final approval by the Superintendent.
  - **School Business:**
    - **REVISED 10/20/08:** There are now two types of school business: In-district and Out-of-District. Out-of-District will be approved by the Superintendent.
    - Definition: a professional day (see above definition) **out-of-district** in which a supervisor/principal/administrator has asked you to attend. The employee will enter this request in AESOP. The employee **MUST** use the notes to the Administrator. These days will require the partial approval of the Principal/Supervisor with final approval by the Superintendent.
    - **In-district** school business days for professional development will be handled in a different manner:
- Approving Funeral Days – New Procedure
  - The employee will be permitted to enter an absence. Before approving, please make sure that the employee has stated the relationship in the AESOP notes and that you have received documentation (obituary, program, prayer card, etc.)
- Administrator’s notes ( not viewable by Substitute or Employee)
  - Use this section for notes to the Superintendent or the Payroll Department
- Creating Vacancies **REVISED 11/20/08**
  - IEP vacancies should be scheduled through PPS Suhail Santos.
  - Principals will now have access to creating their own vacancies through AESOP
    - Click on “Create Vacancy”. Only the following vacancies will be allowed:
      - 504 Meetings
      - I&RS Meeting Coverage
      - IEP Coverage – scheduled through PPS
      - In School Suspension
      - Pre-School Vacancy – *allowed for teacher and paraprofessional coverage*
      - Substitute coverage – *a substitute for a substitute that cancelled the assignment*
      - Supplemental Music
      - Test Vacancy
    - **There will be no substitute coverage for any duties that do not involve teaching.**
    - **There will be no substitute coverage for a paraprofessional with exception of pre-school coverage.**

○ Denying Days

- **REVISED 10/20/08: We are no longer using the “Denying Option”.**
- If you wish for the employee to be denied a particular day and you know that they will take it anyway or for any other reason, proceed as follows:
  - Do not deny the day but **modify** the absence reason to “**Unpaid day**” this way the substitute can be retained.
  - Enter a comment under the “Approval Comments” before approving the absence.
- Changes from “unpaid” status will require the use of the AESOP attendance form and approval by the Superintendent.
- If you hit the deny button by accident, the absence will be removed, the substitute will receive an email notification.

**REQUIRED DAILY REPORTS FOR ATTENDANCE:**

**REVISED 3/21/2011 - Kenya will now be responsible for Attendance only, Substitute Sheets still go Payroll.**

• **The Absentee Report**

- **The Absentee Report is only acceptable for Central Office use. Schools must provide a sign-in sheet. Updated Staff Reports can be created from AESOP – use Report Writer – click on name “My Employee Register”. The report will run in HTML and excel format. Open the excel format and copy the names to the excel sheet that was previously sent to you as a template. Please make sure that your backup secretary has a copy of the template. Please provide us with the names of your attendance secretaries. **We need both a primary and backup person indicated.****

• **Sign-In Sheets**

- **Excel Sign-in spreadsheets were made available to the schools. It is the school’s responsibility to add names or delete names as necessary. See above for updated reports that can be used daily or as often as you wish. Correction requests should go to HR. Schools are required to fax **OR SCAN** the sign in sheet and email their On-Time and Tardy **SIGN-IN SHEETS DAILY BY 10 AM.** Keep the originals for your records. **Scanning is the preferred method.****
- **REVISED 3/23/11 – Incomplete Sign-in sheets will no longer be acceptable. (You can copy names from the AESOP staff list – see above for a correct daily list of names). All names **MUST** be accounted for. Please state one of the following reasons on an empty signature line:**

- **Absence on Aesop (look at the Daily Report)**
- **No call – No show**
- **Traveling teacher @ \_\_\_\_\_ (location if known)**
- **Called in (state reason) \_\_\_\_\_**

- Please remove the Sign-in Sheet and replace with the Tardy Sheet after the start of your school's normal starting time. Have the employee print their name and write down the time
- If the employee called in the absence, please make a note on the Sign-In Sheet. Make sure to obtain and write down the absence reason in the miscellaneous column. An administrator **MUST SIGN** the sheets before faxing to the **Benefits Dept 732 846-3258** or scanning and emailing to **Kenya\_Eason@nbps.k12.nj.us**.
- Employees that did not sign in and are not accounted for on AESOP will automatically be charged as an "unpaid-no signature" day. It is the school's responsibility to ensure that all employees that are present sign in for the day. Schools and departments must account for everyone on their sign-in sheet and provide an explanation if they did not sign. Example: did not call in, no longer in our school or department. **So if they did not sign in and the absence is not logged in on AESOP you must confirm their presence or absence and indicate so on the sign in sheet.**
- Employees listed as "unpaid" or "unpaid-no signature" will be docked unless acceptable justification is provided when they return the following day. They must use the AESOP Change form. **All employees who are absent for whatever reason where the absence was not logged onto AESOP must use the absence change form the day they return. It is the supervisor's responsibility to ensure they are filling out the forms and submitting them.** This form must be sent to the Superintendent's Office with justification of the absence. The Superintendent will determine if the day will remain as unpaid or if he approves changing the type of absence and refunding the employee the docked pay.
- Any title change requests should be directed to Human Resources.
- District Custodial Sheets will be provided to the schools by the Building and Grounds Department. (*Maintenance and Technology employees report to Building and Grounds and have their own procedure.*)
  - These sheets should be maintained in the Main Office and each employee should sign. **Fax the report by 3 pm on a daily basis to the Payroll Dept. Please obtain signatures from the Head Custodian and the Principal prior to faxing of the report.** Original reports MUST be sent to the Building and Grounds Department.
- **The Substitute Sign In Report - Still goes to Payroll**
  - All substitutes must sign in on a daily basis in order to be paid. This form should be signed by the Principal/Supervisor and **sent daily to Payroll via the pony**. On Fridays only, we ask that you please **fax** (*only that day's report*) to Payroll. Send the original *Friday report* in the pony.
  - Please make sure all substitutes are accounted for. If necessary, write the names of the substitutes on the Daily Substitute Report and indicate if they worked half or a full day. Remember to obtain signatures!
  - If a substitute was scheduled for a full day but did not work the full day, please write a note on the Substitute Report.

- **Remember to make changes on the Substitute Report if a substitute is changed to a different class. It is important that the correct substitute receives the feedback that will be entered by the absent teacher.**
- Schools can enter feedback on the substitute using the AESOP system. You can also exclude them from your school if you so desire,
- If there are no substitutes, please print a report to show that there were none and forward it to Payroll.
- *REVISED: 8/31/09*
  - *Remember that schools can exclude substitutes from their school. You must however, submit written notification to Human Resources. If a certain pattern of behavior occurs with a particular substitute resulting in his/her exclusion from a number of schools (example: not showing up for assignments), a warning is mailed out the substitute. If the behavior reoccurs they are taken off the AESOP list and terminated.*

## **REVISED 7/28/08**

- **ALL CENTRAL OFFICE Departments:**
  - **The supervisor or the secretary of ALL departments should send a signed Absentee Report on a daily basis *when applicable (preferably with the supervisor signature or in their absence the secretary should sign)*. If both persons are absent, the report should be run for a range of dates and submitted upon return to the office. Supervisors *if they so desire* can provide their secretary with the ID to access the report. Secretaries can then run the reports for their departments. Contact Myriam Heredia if you have further questions.**

### Regular Substitutes

The substitute credential is intended only for persons acting temporarily in replacement of a fully certified and regularly employed classroom teacher when the supply of properly certified teachers is inadequate to staff the school (N.J.A.C. **6A:9-6.5a**).

The holder of the substitute credential pursuant to this subsection may serve for no more than a total of **20 instructional days** in the same position in one school district during the school year. (N.J.A.C. **6A:9-6.5c**)

Holders of a CE or CEAS issued by the Board of Examiners may serve as a substitute teacher in areas authorized by their credentials for a total of **60 instructional days** in the same position in one school district during the school year. Holders of a CE or CEAS are not required to have a substitute credential for this service. (N.J.A.C. **6A:9-6.5f**)

Holders of a standard New Jersey instructional certificate may serve as a substitute teacher in areas outside the scope of their endorsements for a period of **40 instructional days** in the same position in one school district during the school year. Holders of standard certificates are not required to have a substitute credential for this service. (N.J.A.C. **6A:9-6.5g**)

## Long Term Substitutes - PROCEDURE SUBJECT TO CHANGE

- Principals should send a Request for Posting to Human Resources for any long term positions in his/her school.
  - After 20 consecutive days, the Board approved rate is \$127. The appointment must come from the Principal and the individual must then be Board approved for this rate to apply.
- Once the position is posted and the deadline date has passed, Josephina Deleon will send out all the certified candidates resumes to the Principal for review and interviewing. Once the Principal has interviewed and chosen an individual for the position, he/she must submit a Recommendation for New Hire to HR.
- For full year leave of absence, the individual is appointed as a 'leave replacement' and hired as a full time teacher for that specific year only.