

New Brunswick Board of Education AESOP Procedures for Employees

- All employees **MUST** report their absences by phone 1-800-942-3767 **or** by visiting www.aesoponline.com. Please make sure to wait until you have a confirmation number before logging off the system or ending your telephone call.
- AESOP is available 24 hours a day, seven days a week. There is a one hour cut-off time prior to the school start time to enter your absence for that day. **Revised 10/20/08:** The one hour cut-off has been corrected for school locations. *Please make every effort to use the AESOP system before contacting the school.*
- **REVISED 8/20/09: All employees are responsible for signing in at whatever location they are working at on every given day. On-time Sign-in sheets and Tardy Sheets are now required to be faxed daily to the Attendance Department. Failure to sign in can lead to being docked.**
 - **If you are tardy, the secretary should write in the time after you have printed your name on the Tardy Sheet. If she is not available, make sure to jot down your time.**
 - **If you are leaving early, fill out the Attendance Form.**
 - **It is your responsibility to use the AESOP system whenever possible. If you can not use the system, call in the absence giving an absence reason. The Attendance Dept will enter in the absence, but you must fill out the Attendance Form on your return date.**
 - **If you do not sign, or use AESOP, or call in, you will be charged as “unpaid-no signature” day. This can lead to being docked unless acceptable justification is received. This requires the use of the Attendance Form that should be sent to Mr. Kaplan.**
- **REVISED 10/20/08: New AESOP Attendance Change/Addition/Deletion Form**
 - All submitted forms **MUST** be properly filled out.
 - Write your name, school, job title and the current date on the top section.
 - Choose one of the 3 options: add, delete, or change.
 - Write down the absence type (sick, legal, etc) and fill out the date of the absence.
 - You must sign the form and the date of signature.
 - Your Principal/Supervisor must sign the form and date it. The school will send the form to the Payroll Department. If you are requesting a leave, do not use this form.
 - Please use the Leave Forms posted on the NPBS website. **All types of leaves MUST be board approved BEFORE the commencement of such leave *with rare exceptions to this rule*. Leaves are only granted by the Board.**
 - Complete the form and send it to the Medical Benefits Coordinator. The Coordinator will submit the information to Human Resources for board approval. She will enter the leave request into AESOP and the Business Administrator will review and approve.

- If you failed to enter your absence by the required cut-off time, you will be required to sign the new AESOP Form upon your return to work. Schools have been instructed to send the original sign-in-sheet to Payroll.
 - If you did not call the school and did not show up or did not sign in, the school will list you as an “unpaid day”.
 - Changes to “unpaid” status will then require the use of the Attendance Form explaining the reason for not calling in or not signing in. The form must be signed by the Principal/Supervisor. The school will send the form to the Payroll Department and they will forward it to the Superintendent for his decision.
- If you need to add an absence for Legal Day or Jury Duty, you must use this form. Attach the appropriate documentation 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 proofing 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. They will secure the signature of the Director of Support Services. The absence will then be entered and approved by the Payroll Department.
- Employees can update their personal information on AESOP. Your ID number is your phone number. Your password was originally assigned by the Human Resources Department and can be changed to a password of your choosing. Refer to the NBPS website for AESOP Frequently Asked Questions.
- **REVISED 7/28/08: Teachers requiring substitutes for an extended leave of absence (over 20 school days)** should follow the proper procedures for a leave request (as outlined on pages 3-4). The letter for leave request should identify the need for a substitute teacher and all pertinent information needed to assign a qualified substitute teacher. Long-term substitutes require the proper teacher certification. If there are any questions, please contact Rhonda Nassiff.
- If you have AESOP questions, please visit the NBPS website. *Only* if you can not find your answer will you then contact Myriam Heredia preferably by email www.myriam_heredia@nbps.k12.nj.us or by phone 732 745-5300 ext. 5407.

ADVANCE APPROVAL OF DAYS:

- As of July 1, 2008, advance approval forms **will not** be required. Available days will appear under the tab “Absence Reason Balances”. The tab “Absence History” will provide you with the days that have been taken. It will not provide you with the original starting balance. Click on the confirmation number for the absence description. If you have questions regarding the attendance days posted in AESOP, please email www.lourdes_martinez@nbps.k12.nj.us
- Advance approvals of days require **at least five (5) days notice**.

- **REVISED 10/20/08:** Please enter any necessary notes **before** you select one of the two options in AESOP “save”, or “save and assign” a sub. **Absences can be deleted by the employee or substitute BEFORE the date of the absence.**
 - Sign in into the AESOP website. Using the Interactive Calendar, find the day you wish to cancel. Click on the day, and then click on the trashcan icon. Your absence will be removed. An email will be sent to you and the substitute, if one was assigned. *Please cancel as soon as possible.*
- **REVISED 10/20/08:** An email will be sent to the employee on approval status changes.
- It will be your responsibility to make sure the days have been approved. If necessary contact your immediate supervisor.

- SICK DAYS

- **REVISED 10/20/08:** The Superintendent is requesting a doctor’s note for sick days used **before or after a holiday.**

- PERSONAL DAYS -

- Employees are entitled to three (3) days for personal business, serious family illness, serious household or family matters which require absence during school hours. The employee shall not be required to state reasons when taking personal leaves with the following exception :

- **REVISED 10/20/08**

- If requesting an emergency personal day (less than 5 days notice) an explanation **MUST** be stated in the AESOP note section.
- If requesting consecutive personal days (even with 5 days notice) or requesting a personal day prior to or after a holiday, an explanation **MUST** be stated in the AESOP note section. This request will only be granted at the discretion of the Superintendent of Schools.

- VACATIONS DAYS

- Please check the approval status of your absence before using your day.
- *This section applies only to twelve month school secretaries :*

- Vacation should be taken over the summer months. Unused vacation days will be carried over. Requests to take vacation at other times during the school year will require the Superintendent's approval.
 - **REVISED 10/20/08:** Please provide an explanation in the AESOP note section. You no longer need to send an additional message to the Superintendent. He will now be able to approve the request in AESOP.
- FUNERAL DAY-FRIEND
 - One (1) day per year in the event of death of a friend.
 - **REVISED 10/20/08:** You **MUST** submit documentation (obituary, program, prayer card, etc) to your Principal/Supervisor. The administrator will not approve this day until the receipt of the documentation. The school will send the documentation to the Payroll Department. You will not be approved otherwise.
- FUNERAL DAY-OTHER
 - Five (5) days at any one time in the event of death of an employee's spouse, civil union partner, child, parent/legal guardian, brother, sister and/or relative living in the household.
 - Three (3) days at any one time in the event of death of an employee's son-in-law, daughter-in-law, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparents or friend domiciled in the home.
 - One (1) day in the event of a relative outside the employee's immediate family.
 - **REVISED 10/20/08: You MUST state relationship in the AESOP comment section.** You **MUST** submit documentation (obituary, program, prayer card, etc) to your Principal/Supervisor. The school will send the documentation to the Payroll Department.
- PROFESSIONAL DAYS
 - **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.
- You MUST make a note in AESOP explaining the professional day.
- SCHOOL BUSINESS DAYS
 - **REVISED 10/20/08:** There are now two types of school business: **In-District** and **Out-of-District**.
 - Definition: a professional day (*see above definition*) in which a supervisor/principal/administrator has asked you to attend. The employee will enter this request in AESOP. Please make sure to select the correct absence. If you make a mistake, request a correction using the AESOP Attendance Form.
 - You MUST use the notes to the Administrator; please state the location, name and who authorized you to attend the event.
 - In-District days will require the approval of the Principal/Supervisor and Out-of-District will require the Principal/Supervisor and the Superintendent through AESOP.
- ASSOCIATION DAYS
 - **REVISED 10/20/08:** Definition: a professional day out of the district for 6 representatives of the Association to attend conferences and conventions of state and national affiliated organizations.
 - Two (2) days are allowed for six (6) representatives of the Association.
 - Association days can not be entered by the staff in AESOP. The NBEA Association will be contacted to provide the names of the six representatives so Payroll can enter those names into AESOP.
 - Three (3) custodians, one (1) IT Support Specialist, and one (1) maintenance employee will be allowed upon request each year to attend the NJEA Convention. Seniority will be given first preference on a rotating basis. The NBEA will be contacted to provide the names of individuals attending so we may assign the ability to use the association day option in AESOP.
- LEGAL DAY(s)
 - One (1) day where any employee is required by SUBPOENA to attend.
 - Time necessary for appearance in any legal proceeding connected with the employee's employment or with the school system.

- **This day(s) can not be entered in AESOP by the employee.** Please use the Revised AESOP Attendance form and attach the necessary documentation for approval by the Human Resources Department. Once it is approved, Human Resources will send it to Payroll for inputting of the day in AESOP.

- **JURY DUTY – REVISED 8-31-09**
 - **This day(s) can be entered using the new absence reason “Jury-pending proof”.**
 - **Procedure to follow -**
 - **Enter the absence as soon as you have a jury summons date. Attach a copy of the summons to the AESOP form.**
 - **If your presence is not required, you must immediately delete the absence on AESOP. Use the Interactive Calendar, click on the day, and then click on the trash can to delete the absence. An automatic email will generate to advise the substitute that the assignment has been cancelled. No other paperwork will be required if the absence is deleted.**
 - **If you are selected for Jury Duty, you must attach the official letter from the court stating attendance to the AESOP Attendance Form. Payroll will then modify the absence to read “Jury Duty”. *The Jury questionnaire or Jury Summons does not constitute proof to change the absence reason.***
 - **The Payroll department will run reports on “Jury-pending proof days” taken. If they do not receive the official letter as proof, the absence will be modified and a “personal day “will be charged, if no personal days are available, an “unpaid day” will be used which will lead to having pay docked. It is your responsibility to provide the correct proof.**

- **MILITARY DAY(S)**
 - Time necessary for employees called into temporary duty of any Reserve or National Guard not to exceed two weeks a year.
 - This day(s) can not be entered in AESOP. Use the Attendance Form and attach documentation. Refer to page 1 on instructions to fill out the Attendance Form.

- **FAMILY LEAVE AND MATERNITY LEAVE**
 - **Can not be entered by individual into AESOP.**
 - Requires proper forms filled out and sent to the Medical Benefits Coordinator. Refer to page 1.
 - Thirty (30) days advance notice must be provided.

- LEAVE-OTHER
 - **Can not be entered by individual into AESOP.**
 - Use the Attendance Form, please refer to page 1.
 - Thirty (30) days advance notice must be provided.

- WORKER'S COMPENSATION
 - **REVISED 9/17/08: Worker's compensation days will only be entered by the Medical Benefits Coordinator after the verification of a worker's compensation claim.** Total Care is very good with providing the necessary information.
 - It is the employee's responsibility to make sure that all doctor's notes are immediately forwarded to the Benefits Coordinator.

- RELIGIOUS HOLIDAYS
 - Please use your personal days for religious holidays, if exhausted use an unpaid day.
 - If you have exhausted your personal days, then use vacation days *if you are entitled to them.*
 - If you have exhausted personal and vacation days, you **MUST** use an unpaid day.

- UNPAID – NO SIGNATURE DAY
 - **Will be entered in the event of a no-show, no-call day or no initial on the school sign-in-sheet. You will be docked until acceptable justification is provided. Request for changes must be done via the AESOP Attendance Form. All approvals for this request are at the discretion of the Superintendent.**
 - Use “unpaid day” when needed for religious holiday absence.