

Welcome to the Eugene School District 4J!

Important Information for your Classified Substitute Position

- Your login information for ABSENCE MANAGEMENT (AM) will be emailed to the email you used on your application. Please allow up to a week to receive this email.
- Remember that everything **MUST** be on your time sheet. You **MUST** turn in a time sheet each month in order to be paid for the hours you are working.
- You will be paid for the 16th-15th of the following month at the end of each month.
 - For example work from January 16th through February 15th would be paid February 28th.
- Remember that if you are on more than one Classified Sub list (Classified Educational Assistant sub list, Classified Clerical Substitute list, and/or the Food Service Substitute list) (**ONLY IF YOU ARE ON MORE THAN ONE CLASSIFIED SUB LISTS**) then you will need to fill out a timesheet for each position.
 - For example one with “Educational Assistant Substitute” as your position and the other with “Clerical Substitute” as your position. **IF YOU ARE NOT ON MORE THAN ONE CLASSIFIED SUB LISTS THEN YOU CAN DISREGARD THIS STEP.**
- On your time sheet you should record the hours that you are working, not the time frame.
 - For example if you are working 8-3pm with a 30 minute lunch, you should record 6.5 hours, not “8-3pm” on your time sheet.
- You should be wearing your District badge at all times while on District property.
 - If you forget your badge ask the school office if they have a visitor badge you could use for the day.
- Always report to the main office when you arrive at a school. Remember to sign in at the front desk and to sign out when you are leaving for the day.
- In an effort to support the 4J students the District requires all 4J substitutes to work a minimum of 10 days each school year. If you do not work 10 days each school year you may be removed from the substitute list the following school year.
 - **Educational Assistant Substitutes** are required to work a minimum of 5 days each month. If an Educational Assistant Substitute does not work at least 5 days in a calendar month they **may** be removed from that substitute list.

- If you are unavailable to sub on a given day, or period of time, it is important that you enter “Non-Work Days” into ABSENCE MANAGEMENT (AM) to show the system you are unavailable and to document the reason. This is the documentation HR will use if you did not meet the minimum number of work days to evaluate if an exception can be made.
- If you have accepted a job in ABSENCE MANAGEMENT (AM) and choose to withdraw yourself within 12 hours of the start time, you are then locked out from taking any other jobs in 4J for that day. This is a huge burden on the schools and you should not be withdrawing from one job in order to take another job at such late notice.
- If you have technical problems the Technology Department help desk can be reached at 541-790-7777 and is a great resource.
- There is a list of workshops on the District website if you are looking for training opportunities. If you scroll over the “Staff” tab at the top of the District website and click on “Workshops” you can view a list of upcoming trainings and enroll on that page.
- If you set up the direct deposit your first check will still be mailed to your home address. The second check after Payroll receives your direct deposit form will be directly deposited. Your pay stub will be online. Instructions to view your pay stub can be found at <http://www.4j.lane.edu/staff/paystub>.
- When you are in a school the building administrator is your supervisor. The teacher in the classroom is not an administrator. If you have any concerns they should be reported to the building administrator.
- If an assignment is cancelled within an hour of the start time then you are guaranteed work at that school for the same duration of the assignment up to 4 hours.
 - **Example:** if you have an assignment from 8am-2pm scheduled and it is cancelled at 7:30am that same day then you are guaranteed 4 hours of work at that school. You should report to the building secretary to see how you can help the school during this time.

Important Information Specific to Clerical Classified Substitutes

- To efficiently help out a school’s office staff it is recommended you sign up for a Synergy account. This is our student attendance and information system. The Technology Department has information regarding signing up on their website at <http://www.4j.lane.edu/technology/is/synergy>. If you have any questions you could contact the Technology Help Desk at (541) 790-7777.

Good luck with your new position and again welcome to 4J!