



## FREQUENTLY ASKED QUESTIONS FOR SUBSTITUTE TEACHERS

### General

**What is Kelly Educational Staffing (KES)?**

As the national leader in educational staffing and the largest employer of substitute teachers, Kelly Educational Staffing has partnered with more than 2,900 public and private schools in 35 states. KES is a division of Kelly Services, Inc., which specializes in the recruitment, placement, and management of substitute teacher programs. To date, more than 90 million student learning days have been taught by a Kelly Educational Staffing substitute teacher.

**When will this program be in place?**

The KES program will be in place for the beginning of the 2015/2016 school year.

**Will my pay change?**

No—you will receive the same pay that you have received working directly for the school/district:

Job Title	# of Days	Pay Rate
Substitute Teacher	0-10 Days*	\$90.00 per day
	11-20 Days*	\$92.00 per day
	21+ Days*	\$147.00 per day
Substitute Paraprofessional	0-10 Days*	\$12.00 per hour
	11-20 Days*	\$12.26 per hour
	21+ Days*	\$19.60 per hour
Substitute Secretary	0-15 Days*	\$9.50 per hour
	16+ Days*	\$10.50 per hour

*\*based on number of consecutive days in same classroom/assignment*

**Do I have to work for KES to stay in my current assignment?**

Yes, Kelly will now be the employer for all substitute teachers and paraprofessionals within Maplewood Richmond Heights School District.

**What benefits do you offer?**

As a Kelly employee, you are now eligible for the following benefits:

- Weekly pay
- Service bonus plan
- 401(k) retirement savings plan
- Optional insurance benefits
- Direct deposit
- Kelly Employee Discount program
- 24/7 scheduling tools
- Employee recognition programs

**Does Kelly charge me any type of fee for my employment as a substitute teacher?**

No, KES does not charge any type of fee for employment.

**If I choose not to work for Kelly now, may I apply later?**

You are welcome to apply with Kelly any time.

**Do you offer any training programs?**

Yes, as a Kelly Educational Staffing employee, you'll receive a thorough in-person professional training program prior to working in a classroom that includes comprehensive classroom management techniques, information on legal and health issues, teaching strategies, how to be prepared and professional, plus appropriate fill-in activities. In addition, you will receive paid training on employment and district policies and procedures – all so you know exactly what to expect and what's expected of you. Kelly also offers a variety of free and low-cost trainings, including online educational training courses via the Kelly Learning Center.

## Aesop

**What is the Aesop?**

Aesop is our automated tool that lets you manage your schedule and search for/accept substitute teaching assignments via the Internet or Interactive Voice Response (IVR) telephone technology. In addition, you will use Aesop to record your time worked, for payroll purposes.

**When do I start using Aesop?**

Beginning the start of the 2015/2016 school year, assignments that begin on or after August 6<sup>th</sup> will appear in AESOP. You can review those assignments and choose any that interest you.

**What do I use to log on to Aesop?**

Your ID is your 10-digit phone number with area code noted in AESOP (Ex: 9043958734). Your PIN is the last four digits of your Social Security number. After your initial log in, you may change your PIN.

**What if I experience technical difficulty using Aesop?**

Just call 866-KELLY-38 between 8 A.M. and 8 P.M. ET.

**When is Aesop available?**

AESOP is available 24 hours a day, seven days a week.

**How will I be paid?**

Enter your time on your electronic time sheet in the Aesop for each day that you work. You will be paid weekly, based on the time recorded in AESOP. You will have an opportunity to sign up for direct deposit or payroll card during the hiring process.

**What is the weekly deadline for the electronic time sheet completion in Aesop?**

Time must be entered into AESOP by Sunday at 11:59 P.M. local time for the week worked. For your convenience, you can log time into AESOP for each day you work at the end of each day or the end of the week. For example, if your assignment was scheduled to end at 4 P.M., you can log time for that assignment beginning at 4 P.M.

**What happens if I forget to complete my electronic time sheet?**

If you forget to enter in your time by Sunday at 11:59 P.M., please enter your time as soon as possible. If you miss the cut-off time, your paycheck will be delayed until the following week.