



Education is a shared responsibility™

FREQUENTLY ASKED QUESTIONS FOR SUBSTITUTE EMPLOYEES

General

What is Kelly Educational Staffing (KES)?

As the national leader in educational staffing and the largest employer of substitute employees, Kelly Educational Staffing has partnered with more than 6,600 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 employee programs. To date, more than 200 million student learning days have been taught by a Kelly Educational Staffing substitute teacher.

When will this program be in place?

The start date of the KES program will be **Fall 2017**.

Do I have to work for KES?

As Kelly will now be the employer for the Substitute Aide, Cafeteria, Maintenance, and Secretarial positions within Lackawanna Trail School District, in order to be considered for openings, you must be employed by KES.

What perks do you offer?

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

- Weekly pay
- Service bonus plan
- 401(k) retirement savings plan
- Optional insurance
- Direct deposit
- Discounts at local retailers as part of Kelly's Employee Discount program
- Scheduling flexibility to accommodate your lifestyle
- Ability to select school districts and school location preferences
- Easy access to assignments, using either the phone or internet 24/7
- Employee recognition programs including Substitute Teacher of the Year
- Paid training for employment information and district policies and procedures

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

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

Who will be my employer where will they be located?

Kelly Services will now be your employer, located at 124 Centerpoint Blvd. Pittston, PA 18640. The staff can be reached at 570-343-2347 (press 3).

How will they know all my preferences, skills, and/or responsibilities?

Kelly will meet with you to conduct the hiring process and learn about your preferences, specific skills, and current responsibilities.

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?

If you are a Kelly Educational Staffing instructional employee, you'll receive a thorough 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,

etc. In addition, all substitute employees 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 and through our exclusive substitute training provider, Smart Practices™.

Will I be considered for assignments outside of substitute teaching?

If you are interested in taking non-teaching assignments during the summer, holidays, or at any other time, notify a Kelly Representative. We offer a variety of assignments—including, but not limited to—marketing, customer service, and office opportunities.

What is the pay rate for a substitute employees?

Position	Pay Rate	Requirements (will need to have original proof of education at time of hire; GED, Diploma or transcript)
Aide	\$12.53/hour	HS Diploma with PA Clearances
Cafeteria	\$12.53/hour	HS Diploma or GED with PA Clearances
Maintenance	\$13.35/hour	HS Diploma or GED with PA Clearances
Secretarial	\$13.35/hour	HS Diploma or GED with PA Clearances

Will my pay be affected by working through KES?

No—you will receive the same pay that you would have received working directly for the school district in these substitute roles.

Aesop

What is 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.

Whom do I contact if I have a question about Aesop or an available assignment?

Call the Customer Service Center at 1-866-KELLY-98 and we will be happy to help you. You can also refer to the Aesop Substitute Employee Guide at mykelly.com under the Kelly Educational Staffing division.

When do I start using Aesop? You will not use AESOP until after you come to our transition meeting. We will communicate when you will be able to access the system.

Effective (Date to be determined), assignments that begin on or after (TBD) will appear in Aesop. You can review those assignments and choose any that interest you.

What should I look for when reviewing an available assignment in Aesop?

Make sure you can fulfill the requirements of the assignment before accepting it. Also, make note of the following assignment details:

- Duration
- Location
- Subject(s)
- Full-time employee’s name
- Whether it is a full- or half-day (i.e., morning or afternoon) assignment

How do I get more information about an assignment, including directions?

Once you accept an assignment in Aesop, a map icon will link you to MapQuest with the school’s address already populated. If you need more information, call us at 570-343-2347 between 8am-5pm M-F.

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 change my Aesop PIN and forget it?

You do not need to change your PIN. But if you do change it and then forget your new PIN, call the Kelly Hotline at **866-KELLY-38** between 8 A.M. and 8 P.M ET. You can also call us at 570-343-2347 between 8am-5pm M-F.

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.

What if I need to change my skill or profile information?

Call Kelly at 570-343-2347 between 8am-5pm M-F, and we will update your profile.

How will I be paid?

Enter your time on your electronic time sheet in 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 money network 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.

What if the Aesop assignment has the wrong name for the employee I replaced that day?

DO NOT enter your time for that assignment. Call the Customer Service Center at **866-KELLY-98** or your Kelly office/location at 570-343-2347 between 8am-5pm M-F and we will correct the assignment to reflect the correct employee's name. You will then be able to enter your time for that assignment.