

## SPECIFIED SUBSTITUTE

Teachers, paraprofessionals and secretaries may want to have a specific individual fill in for them during their absence. This type of substitute entry in Smart Find is known as “specified substitute.”

A specified substitute is a substitute that has been identified by the employee to cover for the employee’s absence. When you enter your absence, you **MUST** enter the identified substitute’s ID information at the same time for the system to contact the specified sub. The specified sub’s acceptance of the assignment is time sensitive.

### THINGS TO KNOW

#### Teacher/Paraprofessional/Secretary

- If teacher/para/secretary has identified a specified sub, the **sub’s name must be entered** in SFE at the time the absence is entered.
- The best practice for this type of entry is to enter the absence and sub’s name and information before 5:00 pm call out.
- If an absence is entered without entering a specified sub name, the specified sub will not receive call nor will sub see “red box” for which to respond.
  - **Best Practice:** If you have entered the sub request into SFE, it should be available immediately for the sub to accept. Communicate with the sub at the time of entry so he/she may sign on to accept the assignment.
  - If the specified sub has not answered the call during the regular call out, nor accepted by 8:00 pm the evening before the assignment, it will begin to call all other substitutes in the pool to fill assignment.
  - Your communication to the substitute will ensure the process will put them in your absence as requested.
  - If the sub does not connect with you correctly, the absence assignment may go to another substitute.
  - If the sub does not pick up the assignment via smart find, they may lose the assignment, be sent home, or placed in another assignment.
- If the specified substitute is unavailable on another assignment or have blocked their phone number, the SFE calendar will prohibit the substitute from receiving the call or being notified of the assignment.

#### SFE Phone Call Out:

- SFE calls out Monday –Friday mornings from 5:00 am to 10:00 am for assignments for the **current day only**.

- SFE Calls out Sunday –Friday evenings 5:00 pm to 10:00 pm for **next day and future absences.**

**Specified substitutes are time sensitive**

For example:

<b>When Absence Entered</b>	<b>When system Calls Specified Sub</b>	<b>When system calls out to all Subs</b>	<b>Sub must respond</b>
Absence entered <b>prior to 5:00 p.m. any number of days prior</b> to the day of absence	System calls specified sub from 5:00 p.m. – 10:00 p.m. every evening <b>EXCEPT</b> night before assignment.	From 5 to 10 PM all subs are called for assignments that aren't picked up by the specified sub	In SFE and click on "red" box or answer phone call and accept assignment prior to 5 PM the day before the assignment begins.
Absence entered prior to <b>8:00 p.m.</b> the day before assignment	System calls specified sub from 5:00 p.m. – 8:00 p.m.	5:00 p.m. – 10:00 p.m. night before	Specified sub <b>MUST</b> respond by 8:00 p.m. IF not, calls will go to all other subs beginning at 8:01 p.m. Subs can respond by going to SFE and click on "red" box or answer phone call and answer assignment.
Absence entered after <b>8:00 p.m. night</b> prior to assignment	System calls specified sub from 8:00 p.m. – 10:00 p.m. night prior	5:00 p.m. – 10:00 p.m. night before	Specified sub will <b>ONLY</b> receive 1 call between 8:00 p.m. and following morning. Calls will then be routed to all subs until next morning call out.
Absence entered <b>MORNING</b> of absence	System begins calling one time at 5:00 a.m.	5:00 a.m. – 10:00 a.m.	Specified sub will <b>ONLY</b> receive 1 call at 5:00 a.m. Calls will then be routed to all subs. Job Available online until picked up by another sub.