



HiEmployment Educational Services

Procedures and Policies

Accepting Jobs:

In conjunction with Absence Management ([AESOP](#)), the smartphone app, Jobulator, <http://www.jobulator.com/jobulator-mobile.html>, may be purchased at a nominal fee of \$5 per month or \$50 annually. A reminder to behave professionally, HiEmployment substitutes **should not** be on smart devices looking for or accepting jobs while in the presence of faculty, staff, parents, or students.

Cellphone & Other Mobile Devices:

The HiEmployment substitute teacher must behave responsibly and professionally when considering the usage of cellphones or other electronic devices. You may not use your personal devices when in the presence of school faculty or staff, parents, or students. Even then, you may use your devices during your break in private places such as the restroom, the faculty room, or your personal vehicle. Failure to adhere to this policy may result in immediate confiscation of cellphone; employee may then retrieve the phone at the end of the shift. Additionally, from that point on, the employee may be required to check their phone in at the office with the Center Director or Office Assistant.

Correspondences & Communication:

Any contact or correspondence from a HiEmployment substitute must go through your direct HiEmployment supervisor. Make sure you check your facts and have the correct details to forward to your supervisor. Aside from concerns relating to avoiding imminent danger or protecting the immediate safety of others, you should not approach or discuss your operational concerns with the external clients or their employees. If you see something that is concerning or should be reported, you are required to report it and say something to HiEmployment. Do not report or express your concerns to the client or their employees as those reports and concerns must be shared with HiEmployment management who will in turn share them with the Client in the appropriate manner.

While on assignment, you should always aim to be cordial, accommodating, inviting, and engaging in your tone, manner, and professionalism in dealing with all students, faculty, staff, and parents.

K-12 Attire:

Professional attire only

Exceptions:

- Planned field trips; you will be given instructions accordingly
- Career Tracks at Job Corps Hawaii
 - Building Maintenance
 - Landscaping
 - Automotive
 - Culinary
- PE Class



Non-Work Days

Your Non-Work Days must be entered into AESOP. This streamlines the process and will prevent undue early morning texts or calls. [Review process as needed.](#)

Payroll Information:

You may check all of your payroll information through [ProService](#) employee portal.

Pictures, Videos, Social Media:

HiEmployment substitute teachers are HiEmployment employees of record. As such, no substitute has permission or authority on behalf of HiEmployment or the school to take pictures or videos of the children. Additionally, no HiEmployment employee has permission to post such pictures or videos onto any social media site.

Preschool Attire:

Those preschools substitutes working in a PreK-12 school – professional attire (yet comfortable enough to move with the preschool aged children).

Preschools substitutes working in a stand-alone preschool, conservative comfortable casual attire is in order with closed shoes.

Time Keeping:

All HiEmployment substitutes shall access and utilize the online portal **Absence Management** (Formerly AESOP) www.aesoponline.com to accept jobs, to check jobs for details, and for compensation purposes, to ensure accuracy of time worked for each shift. Please check accuracy no later than Saturday of every week worked. A physical time sheet is not required for HiEmployment. However, note that in utilizing AESOP as your time keeping tool, you agree to the following as written into the physical [HiEmployment time sheet](#), which is attached to every job posted on AESOP.

These HiEmployment Educational Services policies are also covered during the HiEmployment teacher orientation.

I have read these updates and agree to follow the HiEmployment policies and protocols as stated above. I further acknowledge that schools have the discretion to refuse any substitute back and that failure to adhere to company procedures could result in suspension or termination.