

# Support Staff Council Meeting Minutes

## December 10, 2015

The *Support Council* met on December 10, 2015 at 9:00 a.m. in the Central Office conference room. Council members present were: Richard Harden, Robin Sontag, Lisa Evans, Ed Eary, Jennifer Maynard, Michelle Hollingsworth, Jo Willis, Melissa Curry, Michael Dunaway, and Don Richardson.

### Welcome:

Mr. Harden called the meeting to order and welcomed all members to the Support Council meeting. Joan Cinnamon and Rebecca Sewell were introduced as guests from Human Resources to answer questions related to Aesop and retirement.

### Communications:

The communication section centered on the following:

- Aesop:
  - This system is working as it is designed to function.
  - Aesop does *NOT* make calls until the night before & the day of an absence.
  - Immediately upon entry, all *qualified* & available subs have the ability to see an absence on the web.
  - Most subs do not wait on an Aesop phone call, but rather watch the web for openings to be posted. Nearly 99% of substitute jobs are picked up through web access.
  - After a sub has received 3 phone calls, the system will no longer call that sub for any openings on that day.
  - Emails are immediately issued to subs that are on a staff member's preferred list. If the sub is an emergency certified teacher sub, they will get the email notification - however they will be unable to pick up the job until such time as the system allows emergency subs to be utilized.
  - Requesting a specific sub for a specific absence is not possible in Aesop.
  - The hierarchy of notifications sent to teacher substitutes are: (1) fully certified subs, (2) subs holding a substitute certificate, (3) Emergency subs
  - Staff members have the ability to change their listed working hours. This can be found under an individual's profile.
  - Specific titles (i.e. Gym Teacher, Special Education Teacher, etc.) are no longer assigned to staff members. Only generic titles are being utilized (i.e. Teacher, Instructional Assistant, etc.)
  - Staff members are charged for their absence regardless of whether a sub is assigned or not.
  - Once a staff member is out of sick days, Aesop will require that "Sick Leave – Unpaid" be selected for future sick leave absences.
  - Subfinder and Aesop have merged into one company.
- Classified Retirement: An employee must be paid for at least 180 days in a school year to receive a full year's credit with the retirement system. This means that if an employee has a 180-day contract and is docked for 1 day, then that employee would lose 3 months of service credit, based on the calculation established by the Kentucky Retirement System. Calculations that determine when a person is eligible for retirement are very complicated and are specific for each staff member. For questions regarding classified retirement, contact the Kentucky Retirement System at (800) 928-4646.
- Emergency Leave: Current qualifications for the use of Emergency Leave are as follows:
  - Bereavement due to the death of a relative or personal friend.
  - Court appearances as a witness or to produce documents when the employee's presence is required by subpoena. This does not include jury duty.
  - Personal disasters of the magnitude of tornadoes, fires, floods, etc. This applies only in cases not covered by sick leave.
  - Such other reasons of extreme emergency or extraordinary nature as approved by the Superintendent.

### Other:

- If there are questions or issues that need to be discussed at the next *Support Council* meeting, please email those to Richard Harden in advance at: [richard.harden@jessamine.kyschools.us](mailto:richard.harden@jessamine.kyschools.us).

The next meeting of the *Support Council* will be **Thursday, January 21<sup>st</sup>** at 9:00 a.m.