

PERSONNEL COMMISSION – CLASSIFIED EMPLOYMENT SERVICES BRANCH

INFORMATION, INSTRUCTIONS AND CONDITIONS OF EMPLOYMENT FOR CLASSIFIED SUBSTITUTES

READ CAREFULLY THE INFORMATION, INSTRUCTIONS AND CONDITIONS OF EMPLOYMENT LISTED. FAILURE TO COMPLY WITH ANY OF THESE ITEMS MAY CAUSE YOUR REMOVAL FROM THE SUBSTITUTE LIST. RETAIN THIS INFORMATION FOR YOUR RECORDS.

The Classified Employment Services Branch hires substitute employees to temporarily replace absent employees at schools and offices. Substitute employees are temporary employees. Service as a substitute does not grant permanency or regular status in the classified service.

ONLY CLASSIFIED EMPLOYMENT SERVICES BRANCH STAFF MAY AUTHORIZE A CLASSIFIED SUBSTITUTE TO WORK.

If you are contacted directly by the location, it is your responsibility to notify the help desk operator and confirm the assignment. Failure to do so may cause you to lose a day's work. If another substitute is sent to fill the assignment, you will be sent home without pay.

1. SmartFindExpress sub system start calling subs at 5:30 a.m. until 9:00 p.m. You are expected to be ready when called and for morning calls to report to the assignment within one hour or less.
2. If you are unable to report after accepting an assignment, you must cancel the assignment in SmartFindExpress or notify your work location promptly so that another person can be requested. Failure to report after accepting an assignment may cause your name to be removed from the substitute list, and you may not be eligible for future employment with Los Angeles Unified School District.
3. You are paid only for the time you work. There is no pay for travel time.
4. You are to **sign in** at the time you arrive at the location and **sign out** when you leave. Falsifying your time will result in removal from the substitute list and permanent disqualification from working with LAUSD.
5. It is essential that your dress and grooming be appropriate for the job and the school or office at which you are substituting.
6. Working hours given at the time of assignment may be changed later by the work site supervisor.
7. Please check SmartFindExpress for a list of locations by Assignment Areas.
8. Your personal business is not to be conducted during your working hours. District telephones are not to be used for your personal calls. Remember, cell phones, hand-held tablets, etc., can be disruptive on the job, especially in the classroom.
9. Three consecutive refusals to accept substitute assignments may be grounds for removal from the substitute list. Refusals include, but are not limited to:
 - Not answering when called
 - Frequent acceptance of assignments and then canceling.
 - Disconnected telephone
 - Messages not returned
 - Hang ups
 - Your answering machine is turned on or your line is constantly busy between 5:30 a.m. and 9:00 p.m.
10. You must keep your contact and availability information up to date. Update SmartFindExpress of any change(s) in telephone number, address or availability to work.
11. Administrators may release you from a substitute assignment at any time. You may request release from an assignment by contacting work location.
12. If you discover a time reporter error, contact the time reporter at the work location(s) where the error occurred. Maintain a record of your assignments and check the hours paid on your pay check against this record to be certain each location has paid you correctly.

THE HELP DESK OPERATOR IS AVAILABLE TO ASSIST YOU IF YOU HAVE ANY QUESTIONS OR NEED INFORMATION

Help Desk - Telephone No. (213) 241-7808 or (213) 241-3362 between 7:00 a.m. and 10:00 a.m.

Early Education Center Aide Unit – Telephone No. (213) 241-7808 7:00 a.m. and 3:00 p.m.