



Union County Educational Services Commission
Staff Absence Reporting Procedures
Revision Date: November 10, 2021

Union County Educational Services Commission recognizes that regular and prompt attendance of staff members is an essential element in the efficient operation of district schools and departments and the continuity of instructional programs for students. It is equally recognized that personal illnesses and other unanticipated circumstances require occasional absences from work.

The following guidelines were developed to provide an overview of staff absence reporting and substitute management procedures and is not intended to supplant collective bargaining agreements, the district employee manual, and/or the following Board policies and regulations:

- 3212 – “Attendance – Teaching Staff Members”
- 4212 – “Attendance – Support Staff Members”

Daily Absences – Submission and Approval Procedures

1. Strict adherence to absence reporting procedures is critical to ensure accurate personnel records given that staff attendance data and leave balances are maintained in Absence Management (AESOP). Staff can also continue to access attendance data in the Edumet User Portal.
2. Staff are required to report all absences into Absence Management (AESOP) no later than 7:20 a.m. on each day of absence, regardless of coverage needs or reason for the absence, by entering one of the following reasons in Absence Management (AESOP):
 - Personal Illness
 - Family Illness
 - Personal Emergency
 - Professional Development
 - Death in Family
 - Funeral
 - Jury Duty
 - Vacation (12 Month Staff)
3. When absences are taken for other reasons (i.e. workers compensation or administrative leave), staff are required to report the absences as “Personal Illness” days and the Personnel Office will adjust the reason for the absence in Frontline Attendance.
4. School Secretaries are responsible for entering absences into Absence Management (AESOP) by 2:30 p.m. each day for staff who fail to report their absence by 7:20 a.m. or who leave the building midday due to unanticipated circumstances.
5. Immediately after staff members submit absences into Frontline Attendance, School Secretaries will receive an email seeking approval of the requested absence.
6. School Secretaries are responsible for ensuring that personal day requests are not approved on any day immediately preceding or following a school holiday or vacation period. Once approved, the absence request will be routed to the assigned administrator for final review and approval.
7. Administrators are responsible for reviewing and approving absence requests daily with the understanding that substitute coverage will not be assigned until final approval has been issued.
8. Administrators are encouraged to identify and train an alternate staff member who will be responsible for completing the above steps in the absence of the School Secretary. If a secretary does not approve an absence, the request will not route to the administrator and will result in delays.
9. Schools are responsible for adhering to existing procedures for substitute management in Frontline Attendance (i.e. assigning preferred subs, adding notes or attachments, canceling absences).
10. Staff are responsible for complying with additional absence reporting procedures applicable to individual building/department assignments as directed by immediate supervisors.

Substitute Assignment and Daily Sign-In Procedures

1. Substitute Staff are required to sign-in and sign-out each day that they are assigned to a school on a "Daily Attendance Roster". **(Attachment A)**.
2. Schools are responsible for maintaining "Daily Attendance Rosters" on file for record-keeping and emergency management purposes. Rosters should not be sent to the Commission Offices.
3. Schools are responsible for confirming daily assignments and issuing a UCESC identification badge to Substitute Staff immediately upon arrival to a daily assignment.
4. Substitute Staff are responsible for wearing a UCESC identification badge in a visible location at all times while assigned to a UCESC school.
5. Schools are responsible for developing procedures to ensure that UCESC identification badges issued to Substitute Staff are returned at the end of each day.
6. Administrators retain the ability to modify assignments of Substitute Staff on a daily basis to reflect building coverage needs. Revised assignments must be entered into Absence Management (AESOP) prior to daily reconciliation to ensure accurate record keeping and substitute payment.

Daily Absence Reconciliation and Reporting

1. School Secretaries are responsible for the daily reconciliation of absences by completing the following steps in Absence Management (AESOP) by 3:00 p.m. each day:
 - Review the Daily Report in Absence Management (AESOP) to confirm that all staff absences (regardless of coverage needs) were submitted all substitute assignments were accurate.
 - Reconcile individual absences by selecting the "Reconcile" button on your dashboard, selecting the date to be reconciled, and selecting "Reconcile" next to each absence. **(Attachment B)**
2. School Secretaries are responsible for printing a "Daily Report" in Absence Management (AESOP) and submitting the report via email to Lynn Thorn by 3:00 p.m. each day. Reports should also reflect district paraprofessionals who were assigned to teacher vacancies that remained uncovered by ESS. **(Attachment C)**
3. Daily Absence Reports must be submitted to Lynn Thorn on all operating days of Commission. This includes days where no coverage is needed and school holidays where 12-month staff are required to report to work.
4. Administrators are responsible for identifying and training an alternate staff member who will be responsible for completing the above steps in the event of School Secretary absence.
5. Accurate and consistent adherence to absence reconciliation procedures is required to ensure timely payment of Substitute Staff and accuracy of district staff attendance records.

Requesting Supplemental Absences

1. Administrators can request, within reason, supplemental coverage in addition to requests for regular absences. Reasons for supplemental coverage include, but are not limited to: field trips, statewide assessment coverage and/or short-term vacancies.
2. Administrators should request supplemental coverage in Absence Management as follows:
 - Select “Create Supplemental” in the upper right section of your homepage.
 - Enter required details regarding the assignment (i.e. date, location, position).
 - Enter a specific rationale for the request in the “Notes to Administrator” box
 - Select “Review and Confirm” and “Create Supplemental” to confirm request.
3. Omission of the rationale for supplemental coverage may result in cancellation of the request.
4. All requests for Supplemental Coverage are subject to the approval of the Superintendent.

Requesting Coverage for Long Term Absences

1. The ESS Human Resources Department will attempt to recruit qualified candidates to fill long-term vacancies (Exceeding 20 days) for teachers and paraprofessionals.
2. Administrators can request a long-term substitute by emailing Lynn Thorn and Barbara Jones with specific details regarding the request (i.e. dates, location, rationale for request).
3. The Personnel Office will submit the long-term coverage request to ESS upon approval of the Superintendent.

Incident Reporting for Substitute Staff

1. The ESS Human Resources Department is responsible for investigation and addressing the unsatisfactory performance of Substitute Staff.
2. Incidents that should be reported to ESS include, but are not limited to: late and/or tardy arrival, failure to report to assignment, unprofessional behavior, or inappropriate dress/appearance.
3. Administrators are responsible for reporting unsatisfactory performance by submitting an “Incident Report” to ESS as follows:
 - Navigate to ESS.com
 - Select “Resources” in the upper right of the screen
 - Select “School District Substitute Services”
 - Enter User ID and Pin
 - Select “Add Incident Report”
 - Select “Submit” after entering required information
4. The ESS Human Resources Department will send a confirmation email upon submission and notify building/district administrators upon completion of the investigation.

Workplace Accident and Injury Reporting

1. The ESS Human Resources Department is responsible for managing the Worker's Compensation claims for substitute staff assigned to UCESC schools and programs.
2. School Nurses are responsible for providing immediate first aid (if needed) and determining if emergency medical services are required in the event that an ESS employee is injured while assigned to a UCESC school.
3. Substitute Staff are responsible for reporting workplace accidents or injuries immediately to the ESS Human Resource Department by telephone (844-482-9200).
4. UCESC Nurses are responsible for assisting substitute staff with completion of the "First Report of Injury" form at the time of the incident (**Attachment D**)
5. Substitute Staff are responsible for submitting the "First Report of Injury" form to the ESS Human Resources Department via email (safetyeast@ess.com) or fax (856-375-8167).
6. School Nurses are responsible for sending a copy of the "First Report of Injury" form to Lynn Thorn in the Commission Offices immediately after each incident.
7. The ESS Human Resource Department will advise Substitute Staff regarding options for medical treatment, if needed, and make all determinations regarding the return to work after an accident or injury.
8. Substitute Staff should not be referred to CityMD or Medlogix for workplace injuries

Absence Reporting Guidelines

Absence Categories - Available to All Staff

Sick Days	<ul style="list-style-type: none"> Used for personal injury or illness of staff member. 3+ sick days require submission of documentation from a health care provider certifying return to work.
Personal Emergency	<ul style="list-style-type: none"> Must be submitted at least 3 days in advance. Requests submitted at least 3 days in advance require a note to the administration in Frontline stating "3 Days Notice". Requests submitted with less than 3 days notice require a note to the administration in Frontline disclosing the reason for absence. Personal days may not be taken on any day immediately preceding or following a holiday.
Family Illness	<ul style="list-style-type: none"> Used for the serious illness of a parent, spouse, child, grandparent, grandchild, father/mother in-law, step-child, or any person domiciled with the employee. Requires a note to the administrator in Frontline disclosing the individual for whom the family illness day is being requested.
Death in Family	<ul style="list-style-type: none"> Up to 5 days for the death of immediate family or any person domiciled with the employee. (Spouse, parent, stepparent, child, step-child, sister/brother, grandparent, grandchild, mother/father-in-law). Up to 3 days for the death of a brother/sister-in-law Requires a note to the administrator in Frontline disclosing the individual for whom the request was submitted.
Funeral	<ul style="list-style-type: none"> 1 day to attend the funeral of any relative not included in Death in Family Leave. Requires a note to the administrator in Frontline disclosing the individual for whom the request was submitted.
Jury Duty	<ul style="list-style-type: none"> Staff are excused from work with full pay for days he or she served on a jury and would have otherwise been scheduled to work. Court documentation must be submitted upon return to work for absences to be charge as Jury Duty days.
Professional Development	<ul style="list-style-type: none"> Requires prior approval of Superintendent. Requests must be submitted in writing at least two weeks prior to Board Meeting preceding professional development activity.

Absence Categories - Available to Campus Users

Administrative Leave	<ul style="list-style-type: none"> Require prior approval of the Superintendent. Absences should be submitted into Frontline as sick days and will be converted to applicable category by the Personnel Department.
Compensatory Time	
FMLA/NJFLA Leave	
Unpaid Leave	
Workers Compensation	



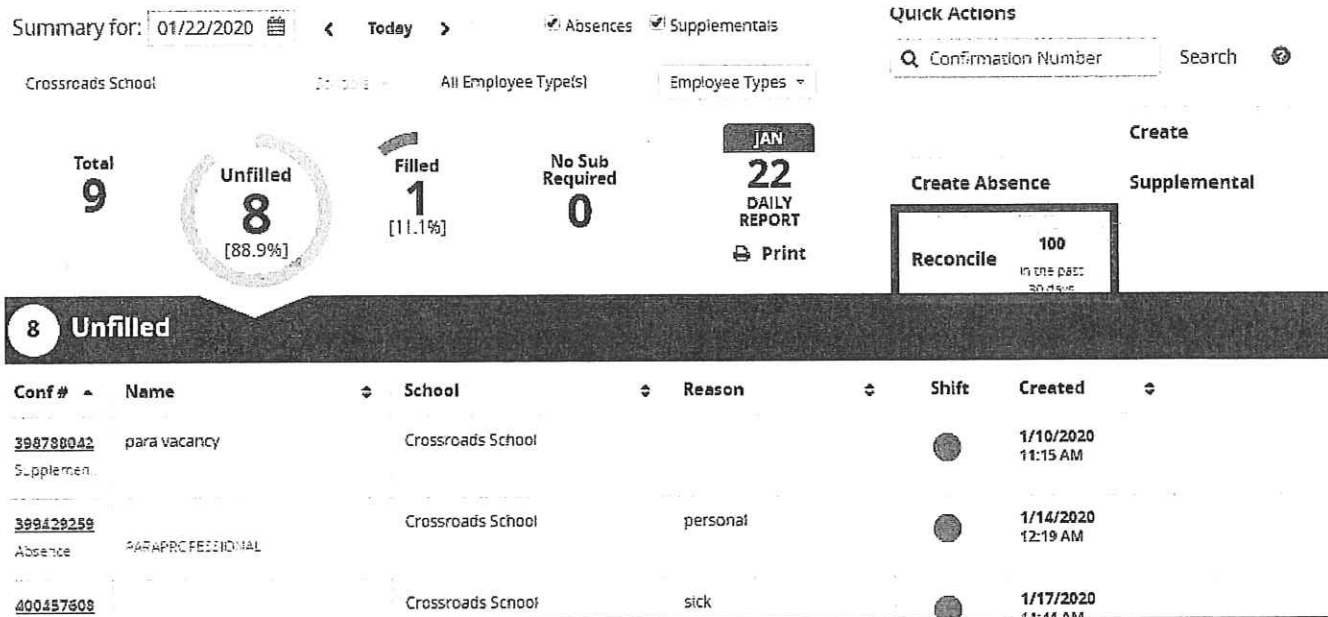
Date: _____

[illegible]

UCESC Absence Management Procedures

Daily Absence Reconciliation

Step 1 – Select Reconcile from AESOP Dashboard



Step 2 – Select Date to Reconcile

Date	Reconciled Summary	Not reconciled
December 23 - December 23, 2019	0/6	6
December 29 - January 4, 2020	0/11	11
January 5 - January 11, 2020	0/40	40
January 12 - January 18, 2020	0/34	34
January 19 - January 22, 2020	8/17	9
Sunday, January 19, 2020	0/0	0
Monday, January 20, 2020	0/0	0
Tuesday, January 21, 2020	8/8	0
Wednesday, January 22, 2020	0/9	9
Total Events	8/108	100

Reconcile 9

Step 3 – Confirm and Reconcile All Absences

Reconciliation Details: For **Wednesday, 1/22/2020** < >

Reconciliation Summary

Reconcile each position separately

Crossroads School	Schools ▾	1 2 3 4 5 6 7 8 9 10 11 12	Filled status:	Type:	State:
All Reasons	Reasons ▾	All Accounting Codes	<input checked="" type="checkbox"/> Filled	<input checked="" type="checkbox"/> Absences	<input checked="" type="radio"/> Not Reconciled
		Accounting Codes ▾	<input checked="" type="checkbox"/> Unfilled	<input checked="" type="checkbox"/> Supplementals	<input type="radio"/> Reconciled
			<input checked="" type="checkbox"/> Sub Not Needed		

Absence	(8:20 AM-2:40 PM) 🔍	Edit Details	<div>✓ Reconcile</div>
Confirmation #: 400457608	Report Times: (8:20 AM-2:40 PM)	Absence Reason:	sick ▾
Employee Type: Paraprofessional		Accounting Code:	Para ▾
Title: PARAPROFESSIONAL			
Location: Crossroads School			
Save			

Supplemental	para vacancy Full Day (8:20 AM-2:40 PM) 📄 🔍	Edit Details	<div>✓ Reconcile</div>
Confirmation #: 400893996	Report Times: (8:20 AM-2:40 PM)	Supplemental Reason:	(Vacancy Position) ▾
Employee Type: Paraprofessional	Substitute: Michele Smrtn	Accounting Code:	Para ▾
Location: Crossroads School		Pay Code:	Skill Level 06 ▾
Save			

UCESC Absence Management Procedures

Daily Attendance to Lynn Thorn (Sample Report)

Daily Report: Tuesday, January 21, 2020

Type: Absences and Vacancies
 School(s): Crossroads School
 Employee Type(s): All Employee Types
 Report Date: 1/21/2020 1:21 PM
 Username: Tara Capra

5 Unfilled

Conf #	Name	School	Reason	Shift	Created
Unsupervised Student					
<u>40045023</u>	para vacancy	Crossroads School	(Vacancy Position)	Full Day	1/17/2020 12:39 PM
Supplemental		Emp: 8:20 AM - 2:40 PM Sub: 8:20 AM - 2:40 PM			
<u>400457406</u>	absence	Crossroads School	sick	Full Day	1/17/2020 01:24 AM
Supplemental	WILL PROFFESIONAL	Emp: 8:20 AM - 2:40 PM Sub: 8:20 AM - 2:40 PM			
<u>40045944</u>	para vacancy	Crossroads School	(Vacancy Position)	Full Day	1/17/2020 11:33 AM
Supplemental		Emp: 8:20 AM - 2:40 PM Sub: 8:20 AM - 2:40 PM			
<u>40045984</u>	absence	Crossroads School	sick	Full Day	1/21/2020 8:33 AM
Supplemental	WILL PROFFESIONAL	Emp: 8:20 AM - 2:40 PM Sub: 8:20 AM - 2:40 PM			
Teacher					
<u>400455307</u>	absence	Crossroads School	sick	Full Day	1/21/2020 8:34 AM
Supplemental	Mr. Stuchlik will substitute	Emp: 8:20 AM - 2:40 PM Sub: 8:20 AM - 2:40 PM			

1 Filled

Conf #	Name	School	Reason	Shift	Substitute	Created
Unsupervised Student						
<u>400459718</u>	para vacancy	Crossroads School	(Vacancy Position)	Full Day	Michelle Smith Phone: (508) 459 4169	1/17/2020 11:40 AM
Supplemental		Emp: 8:20 AM - 2:40 PM Sub: 8:20 AM - 2:40 PM				

Sub Teacher:

Write in Names of All Internal Coverage Assignments



Injury or Accident Reporting Procedures

Please follow the instructions below if an ESS employee gets injured while on the job:

Procedure for Reporting Work-Related Injuries or Accidents

Every work-related injury or accident should be reported **IMMEDIATELY** to ESS Human Resources Department.

1. Please have the individual call **844-482-9200** to report the injury or accident.
2. Please have the individual complete the Employee First Report of Injury or Accident Form included in this packet.
3. Send completed form to ESS Human Resources Department by email or fax:
 - a. Email: SafetyEast@ESS.com
 - b. Fax: **856-375-8167**

Receipt of the documentation will prompt an immediate investigation by ESS, which not only assists in determining the cause of the injury or accident but may help in the prevention of future injuries or accidents.

Medical Treatment

In the event of a work-related injury or accident, the injured party should obtain immediate first aid (as needed) from the school nurse. If additional medical treatment is required, the injured worker would be directed to an ESS authorized panel physician. The injured employee should be instructed to notify ESS Human Resources Department immediately by calling **844-482-9200**.

In the event of a medical emergency, call 911. Medical emergencies include but are not limited to: loss of consciousness, chest pain, excessive bleeding, and/or broken bones. If in doubt, the school nurse will determine if paramedics and/or an ambulance is needed. If paramedics and/or an ambulance are needed, please notify ESS Human Resources Department immediately.

Return to Work/Modified Duty

A written doctor's release is required **before an injured employee** can return to work. The release should specifically indicate if any work limitations/restrictions are imposed on the individual as a result of the injury.

ESS Human Resources Department will review the work limitations/restrictions and determine if temporary modified or alternate work is available within the school district. If no limitations are noted, the employee is released to full duty.



Employee First Report of Injury or Accident Form

Immediately upon injury, please contact ESS Human Resources at 844-482-9200.

This form is to be completed by the Injured Employee, please complete the form in its entirety.

General Employee Information		
First Name:	Middle Name:	Last Name:
Telephone #:	Email Address:	
Full Home Address:		
Social Security #:	Date of Birth (MM/DD/YY):	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>

Job Assignment Information
What state were you working in:
What school district were you working in:
What school were you working in:

Injury or Accident Information	
Date of Injury or Accident:	Time of Injury or Accident:
Where, exactly, did the Injury or Accident happen:	
What were you doing at the time of the Injury or Accident:	



Describe step-by-step the events which resulted in injury, please explain in detail:

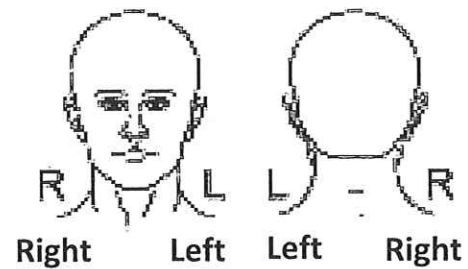
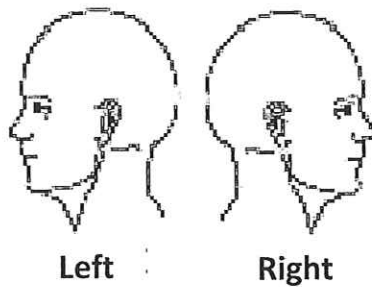
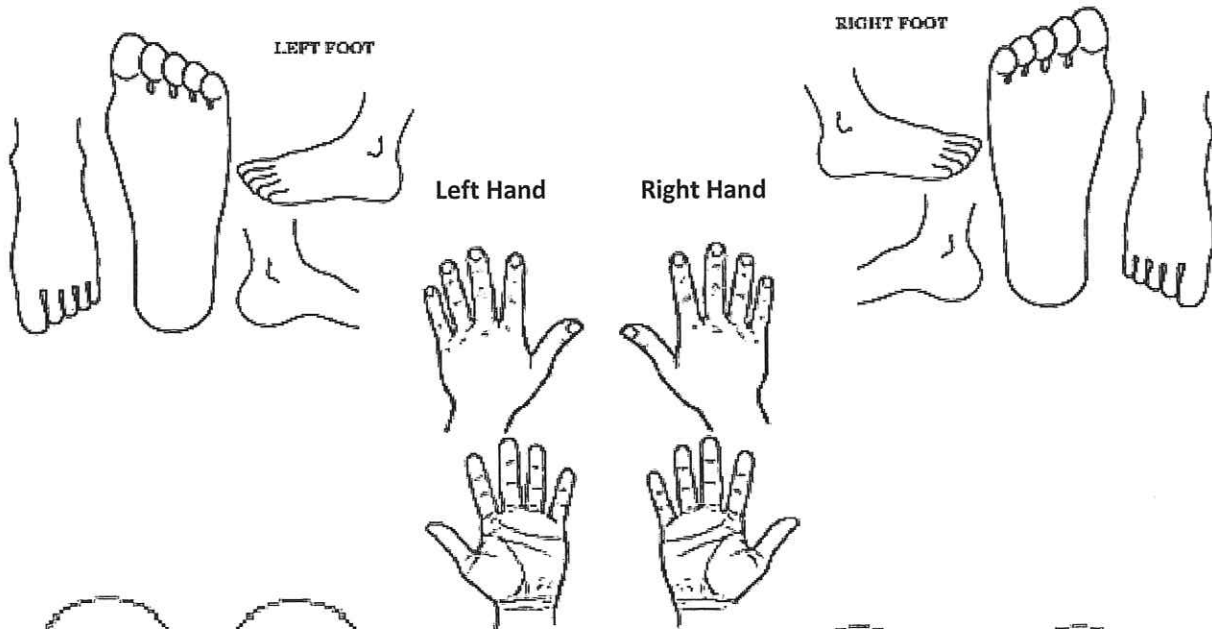
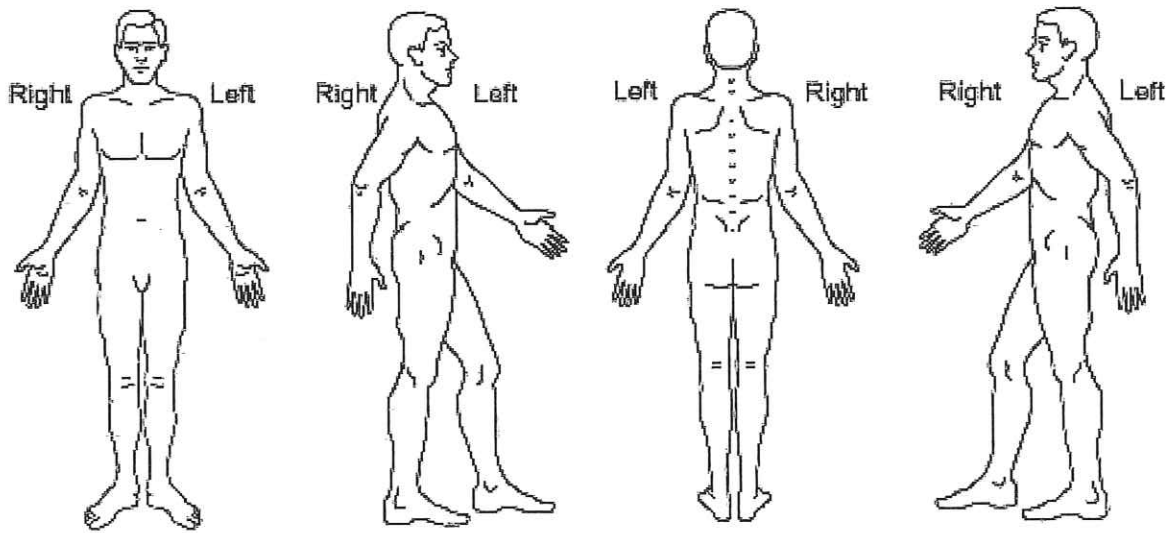
This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Nature of Injury:

- ☐ Burn ☐ Concussion ☐ Contusion ☐ Dislocation ☐ Foreign Body ☐ Faint/Pass out
☐ Fracture ☐ Infection ☐ Inflammation ☐ Laceration ☐ Puncture ☐ Sprain
☐ Strain ☐ No Physical Injury ☐ Other (Describe):

What part(s) of your body were injured? Please be specific:

Please circle or shade the injured body part(s):





Prior injuries to the named body part(s): <input type="checkbox"/> Yes <input type="checkbox"/> No Every day counts.
If yes, when and how:
Was this injury/accident reported to the school district: <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, to whom and when:
Was this injury/accident reported to the ESS: <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, to whom and when:
Was this injury/accident witnessed: <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide the following:
Witness Name: _____ Witness Telephone #: _____
Witness Name: _____ Witness Telephone #: _____
Witness Name: _____ Witness Telephone #: _____

Medical Information
Was first aid provided by school nurse: <input type="checkbox"/> Yes <input type="checkbox"/> No
Is additional medical treatment required: <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please call 844-482-9200 immediately.

I certify that all information provided is true and correct to the best of my knowledge. I understand that any intentionally false or misleading information is considered fraud and may constitute a crime and be punishable by law.

I hereby declare that the facts stated are true.

Employee Signature

Date

Please send the completed form to ESS Human Resources:

Email: SafetyEast@ESS.com or Fax: 856-375-8167