

## **Substitute Reminders:**

SUBFINDER: <https://subweb.esu3.org/webconnect/>

Phone access: 402-597-8967

**You can also go to [www.gretnadragons.org](http://www.gretnadragons.org) to get to the SubFinder link. Please check the website periodically to see if there are any important changes or updates.**

Payday – 20<sup>th</sup> of the month. Pay period runs from the 11<sup>th</sup> of the month-10<sup>th</sup> of the month.

Pay rate \$125/day, \$135/long term starting the 11th consecutive day in the same assignment.

Start and dismissal times:

		<u>Phone number:</u>
<b>Gretna Elementary School</b>	<b>8:10 a.m.-3:10 p.m.</b>	<b>402-332-3265</b>
<b>Palisades Elementary School</b>	<b>8:10 a.m.-3:10 p.m.</b>	<b>402-895-2194</b>
<b>Thomas Elementary School</b>	<b>8:30 a.m.-3:30 p.m.</b>	<b>402-332-5578</b>
<b>Middle School (gr. 6-8)</b>	<b>8:10 a.m.-3:10 p.m.</b>	<b>402-332-3048</b>
<b>High School (gr. 9-12)</b>	<b>8:10 a.m.-3:21 p.m.</b>	<b>402-332-3936</b>

\*If you receive a call on the morning of a job and are unable to work that job. PLEASE REJECT THE JOB. If you just enter your pin number, listen to the job and hang up, it will continue to call you up to 7 times. This wastes valuable calling time for other subs on the list. (Not to mention, it wastes your time in the morning having to answer that many times.) If you receive a call the night before a job and do not reject or accept the job, it will call you up to 15 times. If you know you cannot work that day, please put yourself on DO NOT DISTURB to avoid receiving calls for that day.

\* If you receive a call for a job, and the job has already started, this means we still need a substitute. (i.e. – the job start time is 7:40 a.m. and you are receiving a call at 9:00 a.m.) If you are available to work, please ACCEPT the job and then contact the building to let them know you are on your way, or will be there by a certain time.

\*If you have to cancel a job, please do so on the SubFinder system as soon as possible so the system can begin looking for a replacement sub. **Once you have cancelled, PLEASE contact the building that you were supposed to work at to let them know. (whether it is 3 hours or 3 weeks ahead of time).** Often times secretaries would mark off that a job was filled only to later find out that the sub had cancelled and no one had filled the job. This often led to a shortage of substitutes/teachers and it put the rest of the staff in a pinch.

\*If you are reviewing jobs online in the evening, or the morning of a scheduled absence and you are unable to accept a job, it is because the calling system is in the middle of calling people for the job. Please call the building that the job is for and let them know so they can put you in as a pre-arranged sub.

\*Do Not Disturb/Unavailable

*Marking yourself as 'Unavailable'* means that you cannot work for a specified time period. It does not mean that SubFinder won't call you for future jobs. For example: If you say that you are unavailable next Monday, SubFinder will not display available jobs for that day but it may call you Monday evening for future jobs.

*When you create a 'Do Not Disturb',* you are telling SubFinder that you do not want to receive any calls during that time period, but not that you don't want to work during that time. For example: If you ask not to be disturbed next Monday, SubFinder will not call you on Monday. But, it could call you Sunday night for jobs on Monday.

If you are not available to work **and** you do not want to receive any calls, you must add both items to the specified time period.

\*Before leaving for the day, please check the SubFinder system to make sure that your assignment for that day is showing up. If the assignment isn't showing, please let the secretary know. (This is how we pay you!)