

Substitute Information

Last Minute Callout on same day as job start date/time:

Situation 1:

If a substitute receives a last minute call to work on the same day as a shift, which means arriving later than the start time of the job, then he/she is to do the following:

- If you CAN arrive at the school within 1 hour of taking the call, then ACCEPT the job and immediately call the SubFinder Staff Replacement Support at 780-417-8250 to advise your forecasted arrival time at the school. The SubFinder Staff Replacement Support will contact the school to pass on the message.

OR

- If you CANNOT arrive at the school within 1 hour of taking the call, then REJECT the job and immediately call the SubFinder Staff Replacement Support at 780-417-8250 to advise what time you could arrive to the school if they still need you. The SubFinder Staff Replacement Support will call you back to let you know if your arrival time can be accommodated.

Situation 2:

Substitute working a part time shift and is called last minute on same day as shift to work the other half of the day.

- If you CAN arrive at the newest job without having to alter the start or end time of either job then ACCEPT the job.

OR

- If you CANNOT arrive at the newest job without altering its start or end time but you can be there for the majority of the shift then ACCEPT the new job and immediately call the SubFinder Staff Replacement Support at 780-417-8250 to advise what time adjustment you required so that you can get to or from the original shift without affecting it. The SubFinder Staff Replacement Support will call you back to let you know if your time adjustment request can be accommodated.