1. **Do I need to stay at the school after the students are dismissed on early release days?**
   Yes, if you are being paid as a full-day substitute (7.5 hours), you are required to stay in the school for the full-day even though the students are dismissed earlier. Report to the school office for instructions.

2. **If school is canceled, should I cancel my assignment in Frontline Absence Management?**
   No, you do not need to cancel your assignment. Substitute Services will cancel the assignment for you.

3. **How can I verify the days I’ve worked to confirm my pay is correct?**
   Review your assignments in FAM and confirm the pay period cut off dates on the current payroll calendar.

4. **Are there a minimum number of days I need to work to remain active on the substitute list?**
   It is the district’s expectation that you will accept a minimum of two assignments every month or you may be removed from the active sub list. All call statistics will be considered before removing anyone from the sub list. Please notify Substitute Services if you are unable to meet this expectation.

5. **If I am not available to work, should I update my profile availability in Frontline Absence Management to avoid unnecessary calling?**
   You should keep your profile updated in FAM regularly. Login and click on the unavailable tab on the top of your profile and enter the dates. A call to substitute services is necessary if it will be for an extended period of time (more than 60 days).

6. **May I accept an assignment that has already started or will start soon? How much time is allowed to arrive “on time”?**
   If you accept a late notice assignment, call the school to confirm the assignment details and give an estimated time of arrival. You are expected to arrive as quickly as possible, but not longer than one hour from the time the assignment was accepted.

7. **If I need to cancel my assignment of the same day, how many hours prior to the start time should cancel?**
   Always cancel as soon as possible. If you must cancel a job on the same day call the school office and request to be canceled from the assignment. Absences unfilled less than 12 hours before the start time typically will not get assigned a substitute. Cancelling repeated assignments could result in removal from the substitute list.

8. **How can I be considered for a long-term sub assignment?**
   Email Substitute Services expressing interest in long-term assignments, briefly outlining your experience, skills and positions of interest. To be considered for a certificated long-term assignment, substitutes must be endorsed in the assignment’s subject area.

9. **Am I compensated if asked to cover another classroom during the absent teacher’s planning period?**
   Yes, substitutes may be assigned during the preparation time of the teacher they are replacing to cover another class or otherwise supervise students provided that, in such cases, the substitute will be paid the applicable hourly rate (rate of pay ÷ 7.5). Payment shall be no less than one hour increments. Planning periods are only in middle and high schools.

10. **Could my substitute assignment change once I arrive at a school site?**
    Yes, your assignment may change when you arrive at a school site. For example, if you accept an assignment to teach English at a high school, the assignment could be switched to Math or any other subject once the substitute arrives at the school site. We avoid this when possible but occasionally the needs of the students and school may change.