

NOTIFICATION OF ASSIGNMENT

Your acceptance as a staff substitute does not assure you of a specific number of days of employment. The needs of the District and special abilities are considered in the appointment of all substitutes.

It is possible for substitutes to register to work only on certain days and in certain schools.

Calls are placed to the substitute **by telephone between the hours of 5:30 a.m. and 10:30 a.m.** Please make yourself available during this time each morning. You may also call the AESOP automated operator at **1-800-942-3767** and follow the instructions or you can search for jobs on line at www.aesoponline.com. Please remember when AESOP calls you in the morning it will be for a job that same morning or afternoon.

You may call the substitute phone line, **1-800-942-3767** and advise the automated operator you are unavailable to work; **otherwise, we will assume that you are available. If you are called by the AESOP automated dialer on more than two occasions and are unavailable for the assignment, we will assume that you are no longer interested in being a substitute for the Lake Havasu School District, and you will be dropped from our substitute list.**

Please note: Certified Subs are required to be at their teaching assignment ½ hour before school starts. Classified Subs work 6-1/2 hours a day with ½ hour for lunch, so you will start at the times listed below unless instructed otherwise.

SCHOOLS	SCHOOL DAY		CERTIFIED SUBS		CLASSIFIED SUBS	
	Start	End	Arrival	Departure	Arrival	Departure
Elementary	8:00	2:30	7:30	2:45	7:45	2:45
Thunderbolt	8:30	3:30	8:00	3:45	8:30	3:30
RTP	7:45	12:20	7:15	12:30	N/A	N/A
High School	(*7:00) 8:00	2:55	(*6:45) 7:30	3:00	8:00	3:00

*some HS teachers have a first period class, time should be noted in Aesop

You are directed to observe the rules and regulations of the Governing Board regarding the hours of arrival and departure. **Substitutes are required to observe the same hours as the absent employee.**

Reimbursement for half-day assignment (Certified staff only):

7:30-11:00 am or 11:00-2:30 pm Elementary Schools

8:30-12 or 12:00-3:30 Thunderbolt

Half-day consists of
teaching **two** periods or less **HIGH SCHOOL**

Classified Staff: Paid at an hourly rate based on hours worked.