



# Kelly Education Handbook Addendum

Addendum to the Talent Handbook (Item 126/126e)

# Contents

SECTION 1: INTRODUCTION TO KELLY® EDUCATION .....	5
1.1: MISSION AND VALUES .....	5
1.2: WHAT WE DO .....	5
EARLY CHILDHOOD EDUCATION.....	5
TUTORING.....	5
MANAGED PARAEDUCATION PROGRAM .....	5
PEDIATRIC THERAPEUTIC SERVICES (PTS) .....	6
1.3: WHO TO CONTACT .....	6
1.4: EMPLOYER OF RECORD .....	6
SECTION 2: TALENT GUIDELINES .....	7
2.1: EXPECTATIONS.....	7
YOUR FIRST DAY .....	7
COMMITMENT TO WORK.....	7
COMMITTING TO WORK YOU ACCEPT .....	7
ACCEPTING ASSIGNMENTS ON THE SCHEDULING SYSTEM .....	8
COMMITTING TO ASSIGNMENT HOURS.....	8
FLEXIBILITY.....	8
LUNCH OR PLANNING (PREP) PERIODS .....	8
DISCIPLINE REPORTING .....	9
2.2: ATTENDANCE.....	9
TARDINESS.....	9
CANCELLATIONS .....	9
NO CALL/NO SHOW .....	10
TUTORS AND OTHER LONG TERM ASSIGNMENTS (60 CONSECUTIVE DAYS, OR MORE IN LENGTH) .....	11
USING THE SCHEDULING SYSTEM TO MANAGE YOUR SCHEDULE .....	11
NON-WORKDAYS.....	12
ASSIGNMENTS MODIFICATIONS.....	12
REJECTING ASSIGNMENTS.....	12
WEATHER CLOSURES/DELAYS/EARLY RELEASE .....	12
MINIMUM WORK REQUIREMENT .....	13
DISTRICT MINIMUM/MAXIMUM.....	13
2.3: FEEDBACK .....	14

2.4:	JOB DESCRIPTION AND JOB DUTIES*	14
2.5:	TRAINING & PROFESSIONAL DEVELOPMENT	14
	"SMARTS" TRAINING SERIES	14
	WEBINARS	15
	KELLY TALENT LEARNING CENTER (KTLC)	15
SECTION 3: TIMEKEEPING AND PAYROLL		15
3.1:	SUBMITTING YOUR TIME	15
	THE SCHEDULING SYSTEM	15
3.2:	HOW TO SUBMIT TIME	15
3.3:	PAYROLL	16
	FOUR-HOUR MINIMUM	16
	DIRECT DEPOSIT OR W-4 CHANGES	16
	W-2 TAX INFORMATION	17
3.4:	PAY RATES AND RANGES	17
SECTION 4: PROCEDURES OVERVIEW		17
4.1:	PERSONAL INFORMATION CHANGE	17
	LEGAL NAME CHANGE	17
4.2:	RESIGNING & RE-INSTATING EMPLOYMENT	17
	RESIGNING EMPLOYMENT	17
	REINSTATING EMPLOYMENT	18
4.3:	PERFORMANCE REFERENCES	18
4.4:	INCIDENT REPORTING	18
4.5:	SUSPENSIONS AND EXCLUSIONS	19
4.6:	WORKERS COMPENSATION	19
SECTION 5: POLICIES OVERVIEW		19
5.1:	APPROPRIATE USE OF TECHNOLOGY POLICY	19
	USE OF PERSONAL DEVICES IN SCHOOLS	19
5.2:	SOCIAL MEDIA POLICY	19
	MEDIA CONTACTS	20
5.3:	SAFETY PROCEDURES	20
	ACTIVE THREAT, EMERGENCY RESPONSE, AND SCHOOL SAFETY DRILLS	20
	PARTICIPATION IN SCHOOL RELATED FUNCTIONS	20
	CLASSROOM MACHINERY	20

PREVENTING SLIPS, TRIPS, AND FALLS ..... 20  
WINTER WEATHER TIPS..... 21  
PERSONAL PROPERTY ..... 21  
5.4: STANDARDS OF PROFESSIONAL CONDUCT ..... 21  
5.5: KELLY EDUCATION ‘S.A.F.E. TOUCH’ POLICY ..... 22  
KELLY EDUCATION HANDBOOK ADDENDUM ACKNOWLEDGEMENT ..... 23

## SECTION 1: INTRODUCTION TO KELLY® EDUCATION

Kelly Education provides staffing services to partnering school districts, charter schools, private schools, universities, colleges, and early childhood education centers. We are committed to providing excellent service to our schools, and you are a key player in making this possible. We believe in holding all employees to high expectations and providing the resources and support to ensure they are equipped with the skills, attitudes, and values necessary for success in the classroom. This results in a quality learning experience for students. We thank you for your dedication and professionalism. This handbook addendum, given in conjunction with the Talent Handbook (Item 126/126e), outlines your responsibilities as a Kelly Education employee.

### 1.1: MISSION AND VALUES

Kelly Education is dedicated to providing excellent customer service to our talent and customers by aligning work opportunities in a timely manner – ensuring the educational needs of students and school staff are achieved.

### 1.2: WHAT WE DO

While supporting school districts is the core of Kelly Education, we also support several specialties in the education space.

#### EARLY CHILDHOOD EDUCATION

Kelly Education delivers passionate early childhood education talent who support the driving vision that our youngest learners – birth through pre-kindergarten – can benefit from early education. We partner with independent childcare centers and school districts to help provide full-time staff with temporary (and sometimes permanent) relief by delivery of qualified, trained, and top-performing early childhood education substitutes to support the social, emotional, and cognitive development of our youngest learners.

#### TUTORING

Kelly Education delivers high-impact tutors who drive transformative academic interventions through 1:1 and/or small group in-person sessions to help districts and schools bridge learning gaps. We partner with districts to help their busy teachers extend their classrooms by delivering vetted, trained, and top-performing tutors for high-impact, personalized, and transformative tutoring sessions that bridge learning gaps and accelerate student progress.

#### MANAGED PARAEDUCATION PROGRAM

Through the Managed Paraeducator Program (MPP), Kelly Education provides school districts with a high-quality and consistent full-time paraeducator workforce. Paraeducators work under the direction of a credentialed educator to assist in providing supports and services to children with and without disabilities. We recruit, hire, train, and retain valuable paraeducators. Competency-based

training, along with coaching and career support and extensive professional development opportunities, elevates the performance of each paraeducator.

**PEDIATRIC THERAPEUTIC SERVICES (PTS)**

PTS delivers holistic, comprehensive, education-based therapy models that integrate systems of support and transform classrooms into a therapeutic environment so that every student – and every teacher – has a clear path to reach their potential. Our network of providers are inspired to innovate the way school-based therapies are accessed and delivered. We help children access their own education, discover hidden talents, and be their best selves by surrounding everybody onboard with data-driven support, advanced tech-tools, and robust collaboration and problem-solving.

**1.3: WHO TO CONTACT**

**TALENT SERVICES:** The Talent Services team focuses on communication with, and support of all active talent. We utilize Frontline, Red Rover, and SmartFind (Power Schools) as Scheduling system(s) for scheduling and communicating with schools and talent regarding requested assignments. *Office hours are subject to change during holiday and summer breaks.*

Phone Number	States Supported	Hours of Operation (M-F unless noted)	Email
(800) 991-5157	CT, DC, DE, IL, IN, KY, MA, MD, ME, MI, NH, NJ, NY, OH, PA, RI, VA, VT, WV	6:00 AM to 6:00 PM (EST)	<b>Assignment help:</b> <a href="mailto:EDNEFulfillmentSupport@kellyservices.com">EDNEFulfillmentSupport@kellyservices.com</a>
			<b>Other support:</b> <a href="mailto:EDNETalentSupport@kellyservices.com">EDNETalentSupport@kellyservices.com</a>
(800) 528-0049	AL, AR, AZ, CA, CO, FL, GA, HI, KS, LA, MO, MS, NC, NV, OK, SC, TN, TX, UT	<b>M-TH:</b> 5:30 AM to 7:00 PM (EST) <b>F:</b> 5:30AM to 6:00PM (EST)	<b>Assignment help:</b> <a href="mailto:EDSEFulfillmentSupport@kellyservices.com">EDSEFulfillmentSupport@kellyservices.com</a>
			<b>Other support:</b> <a href="mailto:EDSETalentSupport@kellyservices.com">EDSETalentSupport@kellyservices.com</a>
(800) 713-4439	AK, IA, ID, MN, MT, ND, NE, OR, SD, WA, WI, WY	6:00 AM to 6:00 PM (CST)	<b>Assignment help:</b> <a href="mailto:TalentServices@teachersoncall.com">TalentServices@teachersoncall.com</a>
			<b>Other support:</b> <a href="mailto:TalentCare@teachersoncall.com">TalentCare@teachersoncall.com</a>
(505) 883-6873	NM	7:00 AM to 5:30 PM (MST)	<b>All support:</b> <a href="mailto:4219@kellyservices.com">4219@kellyservices.com</a>

Employees that are currently working in the tutoring program or who wish to learn more can reach our tutoring team by phone at (800) 848-2911, or by email at [tutoringsolutions@kellyservices.com](mailto:tutoringsolutions@kellyservices.com).

**1.4: EMPLOYER OF RECORD**

Kelly Services/Kelly Education is your employer of record for reasons including but not limited to, the fact that we onboard all applicants, establish employment policies governing employee performance, retain the right to counsel and terminate employees, allow talent to work for more than one customer at a time, assume responsibility as an employer of record for payment of wages and benefits, and withhold all employee taxes.

As your employer, all communication regarding your assignments, pay or benefits, and other concerns related to your work, should be directed to your Kelly Representative (as outlined in Section 1.3: WHO TO CONTACT). Refrain from contacting the schools or districts directly on matters that Kelly Education should handle.

## SECTION 2: TALENT GUIDELINES

### 2.1: EXPECTATIONS

#### YOUR FIRST DAY

Your first day on the assignment is very important! If you accepted your position in advance, plan to arrive on time to prepare for the day. Always check in at the main office when you arrive at a school; office staff will direct you where to go.

The goal of every education professional is to ensure students are safe and working toward their learning objectives. You must also maintain confidentiality of student records and hold yourself to a high standard of professionalism and respect. Whenever possible, take a few moments at the end of the day to leave notes summarizing your day. You should include what you did and did not complete within the lesson plan, and any positive or negative student behavior.

#### COMMITMENT TO WORK

We cannot guarantee full time employment; however, we expect you to work at least five assignments in your first month with Kelly Education. We hope you work consistently throughout the school year. We consider individual district need if you cannot meet this. When you accept an assignment, we expect you to arrive on time, follow the plans left for you, and stay until dismissed. Of course, you can take time off as needed, whether for vacation, sickness, or another job.

We value our retiree educators and understand that certain state or district requirements may prevent you from working at least five assignments in your first month with Kelly Education. We will work with you and ask that you connect with your retirement plan representative for any specific questions regarding break in service.

#### COMMITTING TO WORK YOU ACCEPT

Kelly Education offers many employment options, we encourage you to use the scheduling system (Frontline, Red Rover, and/or SmartFind) to manage your schedule. Although most assignments are scheduled in advance, we also cover last-minute emergencies. Kelly Education expects you to honor and follow through with all accepted positions. Refrain from accepting assignments in which you cannot fully commit.

You should not report to work if you are not feeling well or experiencing symptoms related to illness. You must contact your Kelly Representative (as outlined in Section 1.3: WHO TO CONTACT) immediately if you are not able to report in to work for any reason.

## ACCEPTING ASSIGNMENTS ON THE SCHEDULING SYSTEM

The scheduling system will continue to display assignments after the start time (Example: at 9am, you will still see positions scheduled to start at 7am). If you would like to accept an assignment that has already started – or will start sooner than you can arrive – you must call your Kelly Representative (as outlined in Section 1.3: WHO TO CONTACT). A Specialist will determine whether the school still needs coverage for the day, adjust the hours in the scheduling system, and confirm the time in which you will arrive at the school. Please connect with your Talent Services team for any specific questions. Failure to follow the above guideline could result in disciplinary action.

## COMMITTING TO ASSIGNMENT HOURS

You are expected to start and end each assignment according to the scheduled times outlined in the Scheduling system.

- It is best to arrive to your assignments with enough time to check in with the office and find the classroom.
- If you need to leave early for any reason, speak with the appropriate school staff member first to make sure it is okay. If approved, call Kelly Education. You will be compensated for your time worked.
- Follow the school's appropriate sign-out procedures prior to leaving the building. If you finish your duties prior to the end time, the school may place you elsewhere for the duration of your assignment.

## FLEXIBILITY

School schedules and needs for the day are unpredictable and can quickly change. You may be asked to switch assignments, positions, and/or provide coverage in different areas throughout the school day. Kelly Education expects you to be willing to float into other positions that you have received training and are comfortable filling as needed to ensure students are always supervised and learning. We understand that some of the positions you may be asked to fulfill are not your first choice, give it a try, you might end up finding your new favorite class!

## LUNCH OR PLANNING (PREP) PERIODS

Schools may have additional open positions and may ask you to fill in during your planning (prep) period or lunch hour. We appreciate your flexibility to accommodate the school's request. If you are asked to work through your lunch, have the school notify Kelly Education and adjust your time as appropriate.

In most cases, instructional staff are prohibited from leaving campus during their assignment, including their lunch period. Please connect with your Talent Services team with any specific questions.



Tutors may be paid up to one half-hour of planning time per half-day worked. During this time tutors should complete training, plan for the day's sessions, communicate with teachers and document student progress or other activities aligned with the tutoring program.

### DISCIPLINE REPORTING

Always attempt to prevent and de-escalate inappropriate behavior and ask for assistance when needed. Follow instructions for classroom discipline/behavior management as provided by the school staff. You should always leave detailed notes about disciplinary issues in case the situation requires further follow up.

Immediately report to the district/school principal and/or building administrator any student behavior that is concerning, especially where the safety of the student and/or others may be potentially compromised.

## 2.2: ATTENDANCE

Kelly Education expects all talent to have timely and consistent attendance when scheduled for positions to ensure proper staffing of the schools. Repeated or excessive attendance issues may result in disciplinary action, up to and including suspension or termination. Attendance issues include early departure, tardiness, no call no shows, and cancellation of assignment(s) you had previously committed to working.

You must contact your Kelly Representative (as outlined in Section 1.3: WHO TO CONTACT) immediately if you are not able to report in to work for any reason. You should not report to work if you are not feeling well or experiencing symptoms related to illness.

### TARDINESS

You must be in contact with Kelly Education if you are running late and will not arrive at the start time listed in the scheduling system. We require you to call and notify your Kelly Representative (as outlined in Section 1.3: WHO TO CONTACT) of your tardiness at least 15 minutes before the start of the assignment so we can notify the school in a timely manner. Failure to contact Kelly before the start of your shift, even if you contact the school district directly, may be considered a No Call-No Show. Allow extra time for unexpected traffic or weather conditions. Repeated tardiness may result in disciplinary action, up to and including suspension or termination.

### CANCELLATIONS

Upon acceptance of an assignment, Kelly Education, and the school administrator receive confirmation that the position is filled. Unless an emergency occurs, you are expected to follow through on your commitment and fulfill the assignment in its entirety. Refrain from cancelling assignments for non-emergency reasons.

Two or more assignment cancellations may result in disciplinary action, up to and including restriction of visibility within the scheduling system, suspension, or termination.

If you are assigned to a position in the scheduling system that you didn't agree to, please immediately contact your Kelly Representative (as outlined in Section 1.3: WHO TO CONTACT).

The scheduling system allows you to cancel your assignment in advance and may ask for a cancellation reason. If you are unable to cancel your assignment online due to system cut off times, please contact your Talent Service team for assistance (as outlined in Section 1.3: WHO TO CONTACT). After cancelling an assignment, you will also need to log a Non-Workday in the scheduling system to remove yourself from additional opportunities for the day(s). **Please note, entering a Non-Workday in the scheduling system will not cancel an assignment you previously accepted for the day. You must cancel the position first, and then enter a Non-Workday.**

If summoned to jury duty, notify Kelly Education within one business day of being summoned. You will be excused from the assignment without penalty. Kelly Education follows state guidelines for payment during time-off for jury duty and may require documentation as proof of summons.

### NO CALL/NO SHOW

A No Call/No Show (NCNS) is an unreported absence from your scheduled position, in which you failed to notify Kelly Education. A NCNS may result in disciplinary action, up to and including suspension or termination.

- Kelly Education will call you as soon as a NCNS is reported.
- If it is 30 minutes or more past the assignment start time, we will remove you from the assignment for that day and inactivate your account (which may involve removing you from future assignments), and seek a replacement.
- You are required to promptly contact Kelly Education, as soon as you are able, in the event of a NCNS even if we have removed you from the assignment and found a replacement.
- Once you contact Kelly Education, the appropriate disciplinary action will be decided – this determination largely depends on when you contact Kelly Education and the specific circumstances of your NCNS.

If you do not communicate with Kelly Education regarding a NCNS within the same business day, you will be removed from any future assignments, your access to the scheduling system will remain inactivated and your failure to communicate may be considered a voluntary resignation. Repeated NCNS may result in disciplinary action, up to and including suspension or termination.

## TUTORS AND OTHER LONG TERM ASSIGNMENTS (60 CONSECUTIVE DAYS, OR MORE IN LENGTH)

Tutors or employees that work in long term assignments, defined here as assignments lasting 60 consecutive days or more in length will need to follow the additional guidelines below regarding attendance. This policy also applies to Paraeducators working in a Managed Paraeducator Program who do not follow the attendance policy of the school district in which they work.

**Five or more occurrences of missed shifts and/or tardiness within the current school year may result in disciplinary action, up to and including removal from assignment, suspension, or termination.** Tutors are limited to three or more occurrences of missed shifts and/or tardiness within the current school year may result in disciplinary action, up to and including removal from assignment, suspension, or termination.

**Extended time off** for medical reasons or family emergencies will be considered on a case-by-case basis. Please speak with your Kelly Education Representative (as outlined in Section 1.3: WHO TO CONTACT) if you have a need to be off for an extended period. We may request documentation for approval of time off.

An employee may find it necessary to be absent from work due to the loss of a family member or other loved one. The following unpaid time off for **bereavement** will be excused after notifying and receiving approval from your Kelly Education Representative (as outlined in Section 1.3: WHO TO CONTACT) prior to taking time off:

- **Immediate family member** (defined as the employee's spouse, domestic partner, child, stepchild, grandchild, parent, grandparent, brother, sister, in-laws) – **3 days between the time of death and one day after the funeral, documentation must be provided upon your return to work.**
- **Aunts and Uncles – 1 day between the time of death and the day of funeral, documentation must be provided upon your return to work**

Time off for relationships not defined here will be counted towards your five occurrences as described above.

## USING THE SCHEDULING SYSTEM TO MANAGE YOUR SCHEDULE

Depending upon your school or district(s), you may be utilizing one or more of the following absence management systems to manage your schedule. For a more detailed guide to using the scheduling system click the appropriate user guide or support resource for:

- [Frontline](#)
- [SmartFind Express: Connect with your Kelly Education representative.](#)
- [Red Rover](#)

## NON-WORKDAYS

When you are unavailable to work, for any reason, you are required to log a Non-Workday in the scheduling system.

- You can add Non-Workdays in advance if you know your schedule, or last minute as you determine your availability. You can enter Non-Workdays for a range of dates or repeating on specific days.
- If you are unavailable for a portion of the day, e.g., for an appointment, but would like to be available for positions, you can enter a Non-Workday for the part of the day you are unable to work.
- Non-Workdays remove you from the available employee list and Kelly Education will not contact you for jobs occurring on those days. You will not receive notifications for assignments that occur on days in which you have Non-Workdays entered in the system.
- Entering a Non-Workday in the scheduling system will not cancel an assignment you had previously accepted for the day. You must cancel the position first, and then enter a Non-Workday.

## ASSIGNMENTS MODIFICATIONS

- You will be notified of assignment modifications or cancellations via email and online on the scheduling system. You may also receive an automated call from the scheduling system.
- Check your schedule frequently. You are responsible for ensuring you have updated assignment information.

## REJECTING ASSIGNMENTS

- When receiving automated calls from the scheduling system, you may accept, reject, or reject AND end calls for the day.
- Reject assignments if you are not interested in the position. Rejecting a position will remove it from your calendar. You are unable to undo a rejection so please only reject a position that you would not be interested in working at a later time.
- If you reject a position by mistake, call Kelly Education. We can override the rejection.
- If you reject a position because you are unavailable to work, log a Non-Workday in the scheduling system. Selecting reject and end calls will only block you from receiving further automated calls for the district that day. You will remain available in the system for other positions.
- You will still receive personal phone calls from Kelly Education if you have not entered a Non-Workday.

## WEATHER CLOSURES/DELAYS/EARLY RELEASE

- When a school unexpectedly closes or has a late start due to weather or other reasons, Kelly Education will typically post an alert in the scheduling system as soon as we are aware.

- Kelly Education will also cancel or modify your assignment in the scheduling system, which will send an automated notice to you via email. You will not be compensated for this time unless required under the law.
- If you are unsure whether to report to your assignment, it is your responsibility to contact your Kelly Representative (as outlined in Section 1.3: WHO TO CONTACT) or seek out weather updates via the school districts web page and/or local media outlets.

### MINIMUM WORK REQUIREMENT

Kelly Education takes pride in offering flexible work options. To get you comfortable with the scheduling system, we expect you to work at least five assignments in your first month with Kelly Education. In order to remain eligible for assignments we require employees to work at least one (1) assignment every 150 days (this time frame could be shorter depending upon customer-specific requirements). Employees who do not meet this requirement will have their employment status inactivated. This inactivation does not necessarily make you ineligible for future work with the school or Kelly Education. If you are interested in reinstating employment with Kelly Education, we will review your employment record and determine whether you are eligible for rehire. This review may include renewed background screens.

As an employee of Kelly Education, you understand that you are eligible to continue assignments with Kelly Education if you are in good standing and must take a Kelly Education assignment every 149 days or less. Not working on an assignment within 149 days will lead to deactivation, possible employment termination from Kelly Services, and possible rescreening to ensure compliance with all state and/or local requirements. The Kelly Education minimum work requirement stated here in this handbook addendum supersedes any statements in Kelly Services' application process that may state otherwise.

### DISTRICT MINIMUM/MAXIMUM

As a general guideline, you can choose to work in up to five different districts/charter schools; however, at a minimum, employees must select at least one school district or charter school in which to work. Falling below the minimum number of school districts or charter schools for an extended period of time may be deemed a voluntary resignation.

As an employee of Kelly Education, you must work at least one assignment every 149 days or less for **each** school district or charter school that you wish to remain active in. Depending on the school district, failure to work at least one assignment within 149 days for a specific school district or charter school may lead to deactivation in that specific district or charter school.

Reactivation within a specific school district or charter school that you were deactivated in, due to 150 days of no work, will require that you contact your Talent Services team with your reactivation request. Your Talent Services team member may require that you:

- Accept an assignment immediately upon reactivation.
- Complete rescreening to ensure compliance with all state and/or local requirements.

### 2.3: FEEDBACK

Kelly Education always expects professionalism, including but not limited to, interactions with Kelly Education staff, school employees, and students. We rely on communication with both our employees and our customers to gain an accurate depiction of your performance, because we are not present at the schools ourselves. As your employer, we will pass along feedback of your performance. Kelly Education will contact you to discuss negative feedback in the event a school reports an incident or violation of Kelly Education policies. Please see section 4.4: INCIDENT REPORTING for additional details.

### 2.4: JOB DESCRIPTION AND JOB DUTIES\*

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• <a href="#">Substitute Teacher</a></li> <li>• <a href="#">Substitute Special Education Teacher</a></li> <li>• <a href="#">Substitute Paraeducator</a></li> <li>• <a href="#">Substitute Aide</a></li> <li>• <a href="#">Permanent Paraeducator (Managed Paraeducator Program)</a></li> <li>• <a href="#">Tutor</a></li> <li>• <a href="#">Library Media Aide</a></li> <li>• <a href="#">Clerical Worker</a></li> <li>• <a href="#">Afterschool Lead</a></li> <li>• <a href="#">School Nurse</a></li> </ul> | <ul style="list-style-type: none"> <li>• <a href="#">Food Service Worker</a></li> <li>• <a href="#">Custodial Worker</a></li> </ul> <p><b>Pre-K, formerly Early Childhood Education:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Certified PreK Substitute Teacher</a></li> <li>• <a href="#">Pre-K Substitute Teacher</a></li> <li>• <a href="#">Pre-K Substitute Assistant Teacher</a></li> <li>• <a href="#">Pre-K Special Education Substitute Aide</a></li> <li>• <a href="#">Pre-K Substitute Aide</a></li> </ul> |
|---|--|

\* If you have a customer-specific job description that is not listed above it will be provided to you during the onboarding process.

### 2.5: TRAINING & PROFESSIONAL DEVELOPMENT

Kelly Education helps develop your skills by providing pre-hire training and optional/voluntary ongoing professional development opportunities to all employees. These come in the form of live/instructor-led sessions, webinars, and events, as well as free access to quality online training portals in topics that pertain specifically to educators.

#### "SMARTS" TRAINING SERIES

Our Smarts series is a proprietary custom pre-hire training program for all positions we service. These include ClassSmarts, ChildSmarts, CustodialSmarts, DiversitySmarts, FoodSmarts, ParaSmarts, and TutorSmarts. These pre-hire units are drawn from research-based sources, including education consultants and the practical experience and published works of industry-recognized former teachers, principals, and administrators covering the insights and skills substitute educators need to succeed in the classroom.

## WEBINARS

Kelly offers optional/voluntary live instructor-led training webinars throughout the school year. Topics for these popular offerings include classroom management workshops, tips for new substitute teachers, mental health, and learning disabilities. Combine these topics with our inclusion-focused Best Practices series on teaching students with ADHD, Autism, Emotional Disturbance, and more to see how Kelly is committed to our talent and providing them with the skills necessary to be successful in –and outside of – the classroom.

## KELLY TALENT LEARNING CENTER (KTLC)

This online training portal includes more than 6,000 optional/voluntary self-paced or instructor-led career development courses as well as 55,000 ebooks and publications covering a range of topics such as communication skills, software skills, project management, among others. The KTLC supports talent who wish to improve their current business skills or learn new ones—even outside of education. Another resource for learning and career development supporting what's next in the world of work.

## SECTION 3: TIMEKEEPING AND PAYROLL

Kelly Education maintains accurate records of hours worked by all employees to ensure correct and timely pay. Kelly Education uses all assignments in the scheduling system to track and verify assignments worked by employees. Each employee is responsible for verifying the hours in the scheduling system are correct. Any falsification or misrepresentation of time or attendance may result in disciplinary action, up to and including suspension or termination.

Please note that some districts may also require that you sign in at the front office to verify your hours. It is your responsibility to confirm and verify the sign in process for the school at which you are working.

### 3.1: SUBMITTING YOUR TIME

#### THE SCHEDULING SYSTEM

You are responsible for verifying that your assignments are accurately reflected in the scheduling system. Assignment information must be present in the scheduling system before Kelly Education can process your time. We recommend checking the hours for each completed assignment to verify accurate hours. It is important to Kelly Education that you are compensated for all hours worked – no more and no less.

### 3.2: HOW TO SUBMIT TIME

For those using our Frontline absence management tool, you can record your time directly in the system via "Webtime". For Red Rover users, it is called "Timesheets". Our SmartFind users will use a timekeeping system unique to the district you work with. If you are asked to work longer than your

assigned time in the scheduling system, please contact your Kelly Representative so that we can update the assignment schedule. Depending upon which timekeeping method is in place, the following rules apply.

- **Frontline Webtime** is an easy-to-use timekeeping system accessed directly via Frontline. Those who use Webtime must have their weekly time entered and submitted by **11:59pm your local time on Sunday**. The designated school time sheet approver will receive a weekly email to approve/reject timesheets on Monday.
- **Red Rover** Timesheet users have the option to either "save" or "submit" their timesheets. Submitting the timesheet makes it immediately visible to the timesheet approver; whereas saving your RR timesheet allows the ability to edit/update your time to make any necessary changes before submitting at the end of the week by **11:59pm your local time on Sunday**.
- For those using **SmartFind**, you may use SmartFind itself, or TimeClock Plus. These payroll systems are easy to use, convenient, and allow you to use your smartphone to record your time. You can find more information [here](#).

### 3.3: PAYROLL

#### FOUR-HOUR MINIMUM\*

Unless otherwise shared, Kelly Education pays one four-hour minimum for positions worked in a day within the same building location. The four-hour minimum applies per day, not per assignment, confirmation #, teacher, etc. For example: if you work a teacher position that is 4.25+ hours, and then accept an additional teacher position that is 4 or less hours within the same district – you are paid the full day teacher rate in total. The only situation in which multiple four-hour minimums may apply is when traveling between two different districts.

*\*Please note there are a few districts that do not follow the four-hour minimum structure. This is documented on the state pay rate matrix document provided to you by your Kelly Education representatives.*

If you leave an assignment early for personal reasons, performance issues, show up late, etc., there will be no four-hour minimum, and you are paid an hourly rate for the actual hours worked.

#### DIRECT DEPOSIT OR W-4 CHANGES

Contact Kelly Education for any changes to direct deposit or W-4. We will provide a new document for you to fill out. Changes are typically reflected in the following pay period after the completed document is returned to us for processing.



## W-2 TAX INFORMATION

Kelly Education will provide W-2s annually. Please connect with your Kelly Representative (as outlined in Section 1.3: WHO TO CONTACT) if you are unsure how you will receive your W-2.

## 3.4: PAY RATES AND RANGES

Pay rates and ranges are set by the centers, schools and/or district administration. Please refer to the state pay rate matrix document provided to you by your Kelly Education representative during the onboarding process.

## SECTION 4: PROCEDURES OVERVIEW

### 4.1: PERSONAL INFORMATION CHANGE

Notify Kelly Education immediately any time you need to update your home or mailing address, primary phone number, email address, banking, or tax information. It is important for Kelly Education to be aware of these updates so we can contact you for assignment changes and available jobs, as well as to ensure you are paid correctly and on time. See the below information regarding name changes.

#### LEGAL NAME CHANGE

If you legally change your name, you will need to contact your Kelly Representative (as outlined in Section 1.3: WHO TO CONTACT) after we have verified your identity you will be asked to provide:

- Previous name
- Updated name
- Simple reason for name change (marriage, legal name change, etc.)

Upon submission of the aforementioned information, we will update your employee file and any applicable scheduling system profile(s). You will have to complete a new W4 form which we will provide to you.

### 4.2: RESIGNING & RE-INSTATING EMPLOYMENT

#### RESIGNING EMPLOYMENT

Notify Kelly Education if you are no longer available for, or interested in, work opportunities. The best form of resignation communication is via email to your Kelly Education Representative (as outlined in Section 1.3: WHO TO CONTACT). We will formally end your employment. As an at-will employee, you may resign at any time for any reason. We will process resignations immediately or set for a future date, up to two weeks in advance.

- If after working an assignment at one of Kelly Education's partner schools, the school would like to hire you directly, notify Kelly Education so we can initiate our transfer procedure. You are not penalized or charged a fee if hired by one of our schools.

- Logging continued Non-Workdays, removing all schools from your scheduling system account, or failing to continue open communication with Kelly Education will not suffice as a resignation notice.

## REINSTATING EMPLOYMENT

At Kelly Education we recognize the importance of accommodating flexible work schedules and the potential need to take a pause in your employment. When you are ready to come back, we expect you to work at least one assignment within 30 calendar days upon reinstatement of employment. Employees that are reinstated during the summer months should plan to work at least one assignment by September 30<sup>th</sup>. If you would like to reinstate your employment with Kelly Education, you must call our office and speak with the Onboarding Department. The team will notify you of your eligibility for reinstatement.

- If you are eligible for rehire, we will:
  - Verify your contact information.
  - Inform you of any additional steps that you may need to take, such as:
    - A new background or health screen
    - A new I9 form
    - Update your hiring paperwork
    - Any required trainings
- Previous warnings or disciplinary concerns may still be considered after reinstatement.

Please note, there may be state or other screening costs that you may incur as you complete your reinstatement with Kelly Education.

## 4.3: PERFORMANCE REFERENCES

As a third-party service that provides on-call employees, Kelly Education staff are unable to provide a performance reference as we do not witness your performance firsthand. Kelly offers an automated employment and income verification process through Corporate Cost Control (CCC)<sup>®</sup>. For additional information, please reference the 'Employment Income and Verification Policy' located in the Talent Handbook (Item 126/126e).

## 4.4: INCIDENT REPORTING

If we are notified of an incident involving you, your employment will be suspended and you will be removed from future assignments until an appropriate resolution is determined. Kelly Education will notify you of any reported incident and seek to gather and document your perspective. You will also have the opportunity to voluntarily submit a written statement. **Failure to provide your statement within 5 business days of notification of incident may result in disciplinary action, up to and including suspension or termination.** Severity of the incident will determine disciplinary action, up to and including suspension or termination.

## 4.5: SUSPENSIONS AND EXCLUSIONS

Account suspension and/or exclusion during the incident process is done in the best interest of both our employees and partnering schools. Should you choose not to participate in the incident process, your employment may remain suspended or be terminated. Please note that you will not be compensated for time that you are in suspended status.

## 4.6: WORKERS COMPENSATION

In the event you are injured while on assignment, it is your responsibility to report your injury to the school and your Kelly Representative (as outlined in Section 1.3: WHO TO CONTACT) immediately to ensure you receive the appropriate assistance in a timely manner. Late claim submissions may result in denial.

# SECTION 5: POLICIES OVERVIEW

## 5.1: APPROPRIATE USE OF TECHNOLOGY POLICY

Kelly Education is committed to supporting the safe and appropriate use of technology and following technology policies of all our schools, districts, and centers. As an employee of Kelly Education, you may be given access to technology for educational purposes while working in the schools, and you will be expected to uphold all guidelines set forth by the individual schools, districts, and centers. As a Kelly Education employee, you understand that you are required to comply with all Kelly, district and school specific policies regarding safe and acceptable use of the Internet, online networks and communication, and all other technology resources and equipment.

### USE OF PERSONAL DEVICES IN SCHOOLS

Cell phones, and other forms of personal devices, should always be silenced and stowed away throughout the workday to ensure uninterrupted instruction and safety. Other personal devices may include, but are not limited to, tablets, laptops, gaming systems, and headphones.

Communicate special circumstances or emergencies that require use of cell phone, or other personal devices mentioned above, with the appropriate school staff member. Failure to follow the appropriate use of technology policy may result in disciplinary action, up to and including suspension or termination.

## 5.2: SOCIAL MEDIA POLICY

To protect Kelly Education, our employees, our customers, and other parties with whom we do business, Kelly Education has adopted rules of permissible and prohibited conduct regarding employee use of social media networks. You are expected to observe this policy when using social media sites. Your failure to comply with these rules may result in disciplinary action up to and including termination of employment, subject to applicable law. For a complete copy of Kelly's Social Media Policy, contact your Kelly Representative (in accordance with Section 1.3: WHO TO CONTACT) or visit [myKelly.com](https://www.mykelly.com).

## MEDIA CONTACTS

Employees should not speak to the media on behalf of Kelly Education or our customers. Refer all inquiries, without comment, to your Kelly Representative (as outlined in Section 1.3: WHO TO CONTACT).

## 5.3: SAFETY PROCEDURES

Maintaining the safety of students, employees, and staff is Kelly Education's highest priority. It is our policy to follow practices that will safeguard all employees. Every school has a specific safety policy you must follow for students and teachers.

### ACTIVE THREAT, EMERGENCY RESPONSE, AND SCHOOL SAFETY DRILLS

Safety protocols may be different at each work location that you are assigned to and can change over time. It is imperative that upon arrival to every assignment you review the school's emergency procedures.

- If a copy of the emergency procedures are not available, or you are unable to locate them, please request them from the principal or office staff. If after asking the principal or office staff the procedures are not made available to you, please contact Kelly at an appropriate time for assistance.
- If you are present at the time of an emergency or preparedness drill, ensure that all students are accounted for and are adhering to the school's safety procedures.
- In the event of an emergency, please contact your Kelly representative once you are safe and have been notified by the school or proper authorities that the situation has been resolved.
- If you have any questions regarding a site's emergency procedures, please consult the principal or office staff.

### PARTICIPATION IN SCHOOL RELATED FUNCTIONS

Requests to participate in school field trips must be made in advance to your Kelly Education representative. Kelly Education strongly advises our staff against participation in weekend or overnight field trips, school dance functions, sporting events, or other extracurricular activities that take place outside of normal school hours.

### CLASSROOM MACHINERY

There are a variety of machines or equipment that may be used in classes like lab work, art or shop. Teaching a class that requires the use of laboratory, woodworking, metal shop, or any other dangerous equipment is prohibited with the exception if the lesson plan calls for book work or videos only. Kelly Education staff should never operate machinery while on assignment.

### PREVENTING SLIPS, TRIPS, AND FALLS

You can prevent slips, trips, and falls by paying close attention to what you are doing and where you are going. To further prevent slips, trips, and falls you should:

- Wear proper clothing.
- Wear shoes with nonskid soles and make sure laces are tied.
- Carefully inspect stairs and walkways.
- Avoid obstacles on stairs and walkways such as:
  - Trash
  - Equipment
  - Liquids
  - Uneven floor surface or rough terrain
- Do not stand on boxes, equipment, or chairs.
- Keep away from edges.
- Make sure you have adequate lighting.
- Use steps – do not jump.
- Walk around obstructions if you cannot remove them.

### WINTER WEATHER TIPS

- Check the weather prior to your work assignment.
- Be aware of the changes that may occur throughout the day and dress accordingly.
- Leave early and check traffic reports to get to your work assignment safely and on time.
- Walk slowly and carefully on icy or snowy walkways.
- Take small and short steps.
- Make sure your full attention is on walking avoiding:
  - Carrying objects
  - Hands in pockets
  - Poor lighting
  - Icy areas if possible

### PERSONAL PROPERTY

For security reasons, employees should not leave personal belongings of value in the classroom or in a car. Kelly Education is not responsible for the loss, theft, or damage of an employee's personal property.

### 5.4: STANDARDS OF PROFESSIONAL CONDUCT

Please refer to the [Standards of professional conduct](#) document for further guidance on our expectations of professionalism, and dress code.

## 5.5: KELLY EDUCATION 'S.A.F.E. TOUCH' POLICY

For your own safety as well as that of students and district staff, Kelly Education requires adherence to a 'S.A.F.E. Touch' policy as it relates to physical contact between you and students.

**'S.A.F.E. Touch' means that contact with students meets all of the following criteria:**

- Student and school staff have knowledge of the contact, and the contact is
- Age appropriate, necessary, in line with district policy, positive and professional in nature, and you are
- Fully trained\*, the contact aligns with your job description, and is a part of the
- Educational activity or lesson plan.

Contact with students or district staff should never be:

- Aggressive, alarming, or violent
- Part of an altercation or incident
- Casual or informal
- Restricting by use of force
- Inappropriate or unprofessional, or
- Considered sexual in nature.

\*We understand that certain job duties do require extra training. In general, duties that fall outside of face and hand hygiene, and hand-over-hand or hand-under-hand prompting that would require additional training include, but are not limited to: student diapering or toileting assistance activities, and/or crisis de-escalation strategy methods which may involve physical restraint of a student. Proof of additional training completed, in the form of a training completion certificate with the employee's name listed, will need to be provided to and approved by Kelly Education prior to performing those job duties. Contact with students that falls outside of the "S.A.F.E." touch policy may result in corrective action, up to and including removal from education assignments or employment termination.

**KELLY EDUCATION HANDBOOK ADDENDUM ACKNOWLEDGEMENT**

By signing below, I agree to and acknowledge the following:

The statements contained in the Kelly Education Handbook Addendum are intended to serve as general information concerning our existing policies, procedures, and use of the scheduling systems. Nothing contained in the Kelly Education Handbook Addendum is intended to create (nor shall be construed as creating) a contract of employment (express or implied) or a guarantee of employment for a definite or indefinite term.

I have received a copy of the Kelly Education Handbook Addendum. I have read and understood the information outlined in the handbook addendum, have asked any questions I may have concerning its contents, and will comply with all policies and procedures to the best of my ability. From time to time, Kelly Education may need to clarify, amend and/or supplement the information contained in the Kelly Education Handbook Addendum.

I understand that I may access a copy of any relevant job description at any time via the documents linked in Kelly Education Handbook Addendum. I have reviewed and read any relevant job description(s) and I agree that the job description(s) accurately describes the duties and responsibilities of the position(s) that I intend work through my employment with Kelly Education. I further understand that I am to adhere to the job description that aligns with the position I accepted for the day, and that I am not to take on additional duties outside of what I have agreed to with each specific assignment I work.

I understand that I am to immediately notify Kelly Education of any proposed change in job duties or responsibilities that differ or are inconsistent with the relevant job description(s), the Kelly Services Talent Handbook (Item 126/126e), or Kelly Education Addendum. I further understand that no changes may take effect until Kelly Education has formally agreed to the proposed change and informed me accordingly.

-----  
Signature

-----  
Name

-----  
Date