

Contacting Aesop

Substitute teachers can get an assignment, report their absences, perform routine activities - by email or phone.

Online

aesopeducation.com

By Phone

1-800-942-3767

If Problems...

Substitutes have two ways to raise questions, but at different email and phone numbers.

Online

565@milwaukee.k12.wi.us

By Phone

773-9937

(MPS/Aesop Message Center)

Taking Advantage of Aesop

The district has used the automated dispatching system, Aesop, for about a month. Many members are already finding it's advantages, such as:

- ◆ You may seek out assignments of your preference.
- ◆ You can obtain assignments well in advance - allowing you to plan ahead and have assurance of working on days you prefer.
- ◆ You don't need to waste time waiting for a phone call.
- ◆ You have instant access to information, such as your assignments to date.

Navigating Aesop: MTEA Workshop

Some members are having difficulty using the Aesop technology to their advantage. If you'd like some "how to" tips, please attend our union's "Navigating Aesop" training session. MSTA Vice President Joe Gayle will lead this practical, informative session.

When: Monday, **November 21**, 4:00 p.m. check-in;
presentation: 4:30 - 5:30 p.m.

Where: MTEA Building, 5130 W Vliet Street

Who: Substitute teachers

How: Pre-register at mtea.org or call us at 259-1990.
Class size limit of 25 (first-come, first-served).

Drop-in Sessions

Linda Gaston-Mounger, the MTEA staff member with responsibilities for supporting substitute teacher members, has held three informal drop-in sessions this fall. The sessions have been very helpful to members who've attended.

The sessions take place from 3:00 - 5:00 p.m. at the MTEA Building. Dates are posted at mtea.org.

The next drop-in sessions will be Thursday, **November 17**, and Tuesday, **December 13**.

No pre-registration needed. Just stop by from 3:00 - 5:00 p.m.

Suggestions for Using Aesop

- ◆ After you click on "Search for Jobs," hit "refresh" in the upper-left corner - to see if there are additional assignments available.
- ◆ Click on "Add Non-Work Day," to enter an illness absence.
- ◆ On the "Add Non-Work Day" page, explain why you are absent in "Description."
- ◆ You do **not** need to provide "Feedback about substitute experiences." Whatever you enter does **not** go to the teacher.

(As in the past, you may write the teacher a note if you wish to report what was covered, difficult students, etc.)

Call Times vs. Refusal Window

The Aesop system available call times are: Mornings: 5:30 - 11:59 a.m. and Evenings, 4:00 - 10:00 p.m. You may further lengthen your own call times on the "Define Call Times" page.

The new call times do **not** change the window for determining refusals. It remains: **5:30 a.m. until 9:00 a.m.** For these 3.5 hours, a "live" dispatcher will make assignment calls and record refusals. You will be charged a refusal during this time period if:

- ◆ You don't answer when a dispatcher calls twice - six rings each, at an interval of five or more minutes.
- ◆ When a dispatcher calls, but gets a busy signal twice, between an interval of five or more minutes.

You are responsible for tracking your refusals. The fourth time you refuse an assignment, MPS will remove you from its substitute teacher list.

Long-Term Assignments

The contract provides a higher daily rate, \$180, **after** you are in the same assignment for 20 or more consecutive days. The \$180 rate starts on the 20th day, and continues as long as you are in the assignment.

Please note that the \$158 daily rate will continue to be printed on your paycheck - even while you are being paid at the higher rate. Instead of showing the \$180 long-term rate, paychecks will show the \$22 daily difference ($\$180 - \$158 = \22) **as an adjustment.**

Lag Time for \$22/Day Adjustments

There will be lag time between when you start earning the extra \$22 and when the district processes and pays it.

We will post an example at mtea.org this week. Look for "Aesop Update #2."

Watch for Adjustment Amount

MPS pays the \$22 daily difference **retroactively** on the first paycheck that reflects the rate.

For example, some members did not see the \$22 daily difference on their checks until November 11 - despite reaching the 20th consecutive day in the same assignment in early October.

Please log your assignments and watch your paycheck adjustment amounts to make certain you receive \$22 difference for all the days you earn it.
