
Fresno USD DIVISION OF HUMAN RESOURCES
HR 2607.2
SUBSTITUTE EMPLOYEE – SYSTEM OVERVIEW

The District utilizes an integrated database technology solution to automate the absence entry, the substitute search and the job assignment processes. Automation includes:

- Reporting employee absences
- Selecting the most qualified substitute available
- Notifying and assigning substitutes to assignments
- Reporting on detail and statistical trends and unemployment information
- Providing reports to administrators on absence status and absence assignments
- Recording assignment information and tracking the status through completion for recordkeeping and management reports

The system can be accessed 24 hours a day, 7 days a week by administrators, employees and substitutes. Employees and administrators create absences in the system. Administrators can create vacancies. Vacancies and absences are referred to as jobs. Absences are jobs for which an employee is absent. A vacancy does not have an absent employee, but a substitute is required at that location.