

JORGE O. ELORZA
Mayor

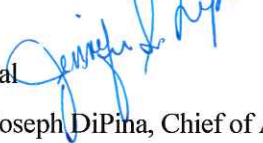
CHRISTOPHER N. MAHER
Superintendent



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Memorandum

To: All staff

From: Jennifer S. Lepre, Chief of Human Capital 

cc: Christopher N. Maher, Superintendent; Joseph DiPina, Chief of Administration

Date: 01/10/2017

Re: Important Updates to AESOP Process – Updated and Reissued for 2017

To All Staff Members:

Please read below to familiarize yourself with the AESOP processes required for all staff. Note that it is your responsibility to be familiar with the process and that failure to follow the process may result in disciplinary action up to and including termination. Please feel free to contact the Office of Human Resources with any questions regarding the contents of this memo.

Providence Schools Absence Reporting Procedure:

The Providence Public School Department uses an automated service that greatly simplifies and streamlines the process of recording and managing absences and finding substitutes. This service is hosted by Frontline Education and is called Absence Management or Aesop. The Aesop service will be available to you 24 hours a day, 7 days a week and can be accessed via internet and phone.

Employees use Aesop to enter absences, while substitutes use Aesop to receive assignments. Aesop can be accessed via phone by calling 800-942-3767 or online at <https://aesoponline.com>.

Please note the following process and expectations regarding the use of Aesop:

- Staff must appropriately notify the District of any absence for illness or personal reasons.
- The expectation is that staff will enter all sick and personal day absences via the Aesop system, either by phone or via the website.
- **The deadline for submission of an absence via Aesop is one (1) hour before the start of an employee's work day.**
- If an absence must be reported less than one (1) hour before the start of an employee's work day, the employee is required to email his/her direct supervisor (e.g., Principal, Assistant Principal, Supervisor, Administrator) as well as the appropriate contact person in Human Resources (see list below).
- At the start of an employee's work day, if the employee has not reported to work and has not appropriately informed the District of his/her absence as outlined above, the employee will be recorded as "No Call No Pay" in Aesop and may be subject to disciplinary action, up to and including termination.

AESOP Login and password help:

- Your login and password are the same whether the system is accessed via phone or website.
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- Your **login** is your primary phone number, ideally a mobile phone. Enter online enter without punctuation (e.g., 4014569100).
- Your **PIN** is your 5-digit PPSD employee number. You can find this on any PPSD paystub immediately to the right of your name in a box marked “EMP. NO.”
- For additional help with your username and password, email suboffice@ppsd.org, call (401) 456-9100, or stop by the Office of Human Resources at 797 Westminster Street.

Absence reporting guidelines:

- All employees **must** use Aesop for all absences reported up to one (1) hour prior to the start of their work day on the day of the absence. Failure to follow the proper procedures for interacting with Aesop may result in loss of pay as outlined above.
- You **must** wait until you have a confirmation number before logging off the system or ending your telephone call.
- In addition to creating an absence in Aesop, you may also be required to notify your supervisor via email or phone call. Please check with your supervisor for your school or department’s procedure.
- Whether you interact with the automated system or with a clerk at your school or office, or in the Sub Office, you will receive a confirmation number for all successful submissions of absence requests to Aesop. It is your responsibility to keep a record of the confirmation numbers your receive from Aesop. If you do not have a confirmation number, the absence was not successfully requested.
- If for any reason you are unsuccessful in recording your absence prior to the deadline, you must send an email to your principal/manager, copying the clerk in your building/department in charge of payroll and the appropriate sub finder in the HR Office.

Contact information:

- After the cut-off time, you are required to email your direct supervisor as well as a designated contact person in Human Resources. To identify your contact, use the chart below.

Karen Lanzieri	Elementary teachers, elementary administrators, non-union employees (M-Z)	karen.lanzieri@ppsd.org
AJ MacLeod-Prignano	Middle/secondary teachers, middle/secondary administrators, non-union employees (A-L)	aj.macleodprignano@ppsd.org
Carol Laird	Teacher Assistants, Child Care Workers, Bus Monitors, Crossing Guards	carol.laird@ppsd.org
Charlene Vela	All clerical staff	charlene.vela@ppsd.org

Note on absences after the start of the work day:

Aesop and email notification are only for absences that are created before the start of the work day. **If an employee is already at work and must leave prior to the end of the work day, the employee must notify his/her supervisor and must email the appropriate Human Resources staff member prior to leaving the building.** Failure to do so will result in a loss of pay.