



COLTON  
REDLANDS  
YUCAIPA

## INTEROFFICE MEMO

DATE: March 16, 2012  
TO: CRY-ROP Teachers  
FROM: Human Resources  
RE: SUBSTITUTE CALL-IN PROCEDURES FOR FALL & SPRING SEMESTERS



### SAME DAY ABSENCE, ILLNESS OR PERSONAL NECESSITY/BUSINESS NOTIFICATION PROCEDURES

**Special Note: ALL CALLS MUST BE MADE NO LESS THAN 2 HOURS BEFORE THE START OF YOUR ASSIGNMENT.**

Depending on the start of your workday you will do one of the following to report same day illness or absence requiring a substitute teacher.

- A. BETWEEN 7:30 a.m. and 4:30 p.m., Monday - Friday, CALL HUMAN RESOURCES at (909) 793-3115, Ext. 107 OR.....
- B. FOR ALL OTHER TIMES, AFTER BUSINESS HOURS, CALL (909) 793-3115, FOLLOW THE PROMPT. PRESS 2 FOR HUMAN RESOURCES and PRESS 1 TO REPORT AN ABSENCE and/or REQUEST A SUBSTITUTE TEACHER.

In either case, report the following:

1. Name            2. Date of Absence            3. Reason for Absence
4. The class(es) you teach            5. School and room number
6. Location of lesson plans or emergency lesson plans (you need to have these on hand)
7. Any other pertinent information regarding keys, alarms, etc.



**The Human Resources mailbox is for brief messages only after business hours. Please, do not leave long detailed lesson plans, instructions, etc.**

If the absence due to illness is to be longer than one (1) day, subsequent notification for each days absence prior to 1:00pm is required unless the duration of the absence can be stated at the time of the notification.



### IN CASE OF EMERGENCY, SUDDEN ILLNESS OR ACCIDENT

- Call Human Resources at 909-793-3115 **between 7:30am and 4:30pm, Monday-Friday.** You will reach the voice mail system and hear our greeting "Hello, you have reached the Colton-Redlands-Yucaipa ROP. If you know your party's extension please dial it now". In case of an **EMERGENCY PLEASE PRESS 0.** The operator will transfer you to the appropriate department.
- For all other times, after business hours, call 909-793-3115 and follow the prompt. Press 2 for Human Resources and press 1 to report an absence.