

2020-21 Annual Sub Activation Process

If you have been an active sub throughout the school year, sub services assumes that you will continue to be a substitute the following year.

Every year the process to stay active as a sub is as follows:

- 1) **Complete SafeSchools paperwork** within 45 days after it becomes available.
- 2) **Maintain an email address**
- 3) **Report** any personal **changes** such as address or phone number and update in Aesop
- 4) If you need to **change deductions**, contact payroll services: 541-957-4803
- 5) **Keep availability current.** If you know there are days you cannot sub, you must **add non-work days**. For complete instructions on how to **add a non-work day select this.**
- 6) **Keep license current.** Make sure you renew your license prior to expiration date.

If you follow these steps, you will remain an active substitute! If you are no longer able to sub or have a special circumstance please contact sub services.

Annual Substitute Activation Fees

Every year subs will be charged an activation fee after the first day subs work. The fee will be deducted from your first paycheck.

- ✦ Returning Subs: \$10
- ✦ **New Subs: \$20**
- ✦ New Retired Teachers: \$10

(New subs that retired from a Douglas County School District)

There are no additional fees for badges or lanyards. However, if you lose your badge, the replacement badge costs \$10.00.