



Pierce County Schools

Post Office Box 349
Blackshear, Georgia 31516
Telephone (912) 449-2044
Fax (912) 449-2046

Terri DeLoach
Superintendent

Mark Dixon
Chairman

Melvin Johnson
Pat Park
Duward Boatright
Jimmy Lynn

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To All Pierce County School District Substitute Employees:

Pierce County Schools are pleased to announce that Kelly Educational Staffing® has been selected to coordinate and manage all aspects of our substitute employee program. First and foremost, please be assured that you are valued contributors to the Pierce County School District.

All future substitute employee needs for Pierce County Schools will be filled by Kelly Educational Staffing. They will be the central point of contact for assignment information and communication among all substitute employees and school district personnel. Kelly Educational Staffing will conduct meetings to discuss the many benefits you will enjoy by transferring your employment to them. This includes access to group medical insurance plans, training opportunities, weekly paychecks, direct deposit, a bonus plan, a 401(k) retirement program, and summer employment opportunities. During this meeting, Kelly will answer any questions you may have, go over their hiring process, and administer any applicable paperwork.

Please plan on attending one of the following meetings. Once you have decided on a date, please call the Kelly Educational Staffing office at (912) 267-9235 to register. At this time, you will receive a link to the Kelly Educational Staffing online application. Length of meeting will be approximately two to three hours.

Date	Location	Time
12/17/12	Pierce County Central Office 834 East Main St	3 pm
12/18/12	Pierce County Central Office 834 East Main St	3 pm
1/7/12	Pierce County Central Office 834 East Main St	3 pm
1/8/12	Pierce County Central Office 834 East Main St	3 pm
1/9/12	Pierce County Central Office 834 East Main St	3 pm

Please bring the following:

- Proof of your eligibility to work in the United States (i.e., a passport or two forms of identification, such as a driver's license and a Social Security card).
- If signing up for Direct Deposit of your paycheck, bring a voided check or deposit slip for a checking account, or the account transit and routing number for a savings account (you can obtain this from your bank).
- Copy of your fingerprint results

We encourage you to contact Kelly Educational Staffing regarding any issues, concerns, or questions that you may have during this transition period. Your Kelly representative, Barbara Frank, can be reached at (912) 267-9235, and is dedicated to making your Kelly assignment at Pierce County School District a pleasant one.

We hope that you enjoy the many benefits and opportunities Kelly Educational Staffing will provide you. Thank you for your hard work, your commitment to Pierce County Schools, and your continued cooperation. We are excited about our partnership with Kelly Educational Staffing and look forward to working with both them and you!

Best Regards,

Terri De Loach, Superintendent
Pierce County School District



FREQUENTLY ASKED QUESTIONS FOR SUBSTITUTE TEACHERS

General

What is Kelly Educational Staffing (KES)?

As the national leader in educational staffing and the largest employer of substitute teachers, Kelly Educational Staffing has partnered with more than 2,900 public and private schools in 35 states. KES is a division of Kelly Services, Inc., which specializes in the recruitment, placement, and management of substitute teacher programs. To date, more than 90 million student learning days have been taught by a Kelly Educational Staffing substitute teacher.

When will this program be in place?

The start date of the KES program will be January 28, 2013.

Do I have to work for KES to stay in my current assignment?

Yes, Kelly will now be the employer for all substitute employees within Pierce County School District.

What benefits do you offer?

As a Kelly employee, you are now eligible for the following benefits:

- Weekly pay
- Service bonus plan
- 401(k) retirement savings plan
- Optional insurance benefits
- Direct deposit
- Certificates for discounts at local retailers as part of Kelly's Employee Discount program
- Scheduling flexibility to accommodate your lifestyle
- Ability to select school districts and school location preferences
- Easy access to assignments, using either the phone or internet 24/7
- Employee recognition programs including Substitute Teacher of the Year
- Paid training for employment information and district policies and procedures

Does Kelly charge me any type of fee for my employment as a substitute teacher?

No, KES does not charge any type of fee for employment.

Who will be my employer and Kelly contact, and where will they be located?

Kelly Services will now be your employer and your Kelly contact will be Barbara Fink, who can be reached at (912) 267-9235.

If I choose not to work for Kelly now, may I apply later?

You are welcome to apply with Kelly any time.

Do you offer any training programs?

Yes, as a Kelly Educational Staffing employee, you'll receive a thorough in-person professional training program prior to working in a classroom that includes comprehensive classroom management techniques, information on legal and health issues, teaching strategies, how to be prepared and professional, plus appropriate fill-in activities. In addition, you will receive paid training on employment and district policies and procedures – all so you know exactly what to expect and what's expected of you. Kelly also offers a variety of free and low-cost trainings, including online educational training courses via the Kelly Learning Center.

Will I be considered for assignments outside of substitute teaching?

If you are interested in taking non-teaching assignments during the summer, holidays, or at any other time, notify a Kelly Representative. We offer a variety of assignments—including, but not limited to—marketing, customer service, and office opportunities.

Will my pay change?

No—you will receive the same pay that you have received working directly for the school/district.

Job Title	Pay Rate
Substitute Teacher	\$55/day
Long-Term Substitute Teacher – Bachelors Degree & Valid GA License	\$80/day
Long-Term Substitute Teacher – Masters Degree or higher & Valid GA License	\$100/day
Paraprofessional	\$8.61/hour
School Secretary	\$9.77/hour
Food Service	\$7.25/hour
Custodial	\$7.25/hour

Kelly Automated Scheduling System (KASS)

What is the Kelly Automated Scheduling System (KASS)?

KASS is our automated tool that lets you manage your schedule and search for/accept substitute teaching assignments via the Internet or Interactive Voice Response (IVR) telephone technology. In addition, you will use KASS to record your time worked, for payroll purposes.

Whom do I contact if I have a question about KASS or an available assignment?

Call the Customer Service Center at 1-866-KELLY-98 and we will be happy to help you. You can also refer to the KASS Substitute Employee Guide at mykelly.com under the Kelly Educational Staffing division.

When do I start using KASS?

Effective 1/14/13 assignments that begin on or after 1/28/12 will appear in KASS. You can review those assignments and choose any that interest you.

What do I use to log on to KASS?

Your ID is your 10-digit phone number with area code noted in KASS (Ex: 9043958734). Your PIN is the last four digits of your Social Security number. After your initial log in, you may change your PIN.

What if I experience technical difficulty using KASS?

Just call 866-KELLY-38 between 8 A.M. and 8 P.M. ET.

When is KASS available?

KASS is available 24 hours a day, seven days a week.

How will I be paid?

Enter your time on your electronic time sheet in the Kelly Automated Scheduling System (KASS) for each day that you work. You will be paid weekly, based on the time recorded in KASS. You will have an opportunity to sign up for direct deposit or payroll card during the hiring process.