El Rancho Unified School District
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Human Resources Department
Memorandum

IMPORTANT CORRESPONDENCE FROM HUMAN RESOURCES

TO: Site Administrators, Site Secretaries, and Certificated Staff

FROM: Mark Matthews, Interim Director of Human Resources

RE: Certificated Staff - Absence Reporting on Frontline

DATE: October 27, 2020

Site Administrators, Site Secretaries, and Certificated Staff,

The District is making every effort to provide the most effective and efficient procedures for reporting certificated absences during the distance learning model and while abiding by COVID-19 regulations.

The following updates are to be implemented immediately for all certificated employees:

1) Certificated employee reasons for absences are reported by communicating either by phone call, email or text message to secretaries, administrators, supervisors and/or directors. **Reporting reasons for absences is REQUIRED and is the responsibility of the certificated employee. The following steps are ALSO REQUIRED.**
2) All certificated employees are to report reasons for absence(s) by logging in to the online **Frontline Absence Management** system (Link to Frontline Login) which is accessible 24/7 via online or calling into 1-800-942-3767. ***This replaces the use of the half-sheet form titled "Certificated Employee's Absence Report" used currently.***
3) **It is the responsibility of certificated employees to inform themselves and understand how the Frontline Absence Management** online system is used by reviewing the attached guidance and online resources provided below.
    a) ERUSD Frontline Support Web Page with Frontline Login Link
    b) Receiving an Email Invitation for a Frontline Application
    c) Employee QuickStart Guide - Frontline Absence Management
    d) Creating a Basic Absence – Frontline Absence Management
4) If certificated employees are aware prior to the date of absence, then **it is encouraged that certificated employees report future reasons for the absence(s) prior to the scheduled date.**
5) Records for all certificated employee absences will be reported to the Payroll department at Fiscal Services on a regular basis via Frontline Absence Management system. **If you have any questions or concerns regarding your absences or absence balances please contact Payroll at 562-801-7431.**

The District hopes to provide guidance and proper protocol for reporting absences during the distance learning model and while abiding by COVID-19 regulations. These procedures may need to be updated during the school year. In that eventuality, the District will inform certificated staff immediately of those updates. Your adherence to these new procedures is greatly appreciated.