

## Welcome to TLC's Certificated Support and Information!

### *What is the difference between classified and certificated employees?*

- **Certificated Employees-** You must have a teaching, or counseling certificate to be considered a certificated employee. This includes teachers and counselors.
- **Classified Employees-** This includes most support personnel, such as clerical, instructional assistants, food service workers, and custodial workers.

### *Completing the New Hire Process*

After you have been offered a job and accepted it, you will need to complete the new hire process.

- **Transcripts-** Original transcripts are required (they can be unsealed)
- **New Hire Processing-** You will meet with Carolyn Woods, the Director of Human Resources, to sign your contract and process the new hire paperwork.
- **Fingerprint Clearance-** Fingerprinting must be done for TLC.
- **TB Clearance-** You must submit proof of a negative TB result. TB results are good for four years.

### *Employee Benefits*

Eligible employees are offered a comprehensive benefits package. These benefits include medical, dental, and vision. Additional insurance coverage is also available, as well as retirement plans, such as a 403b plan. Interested employees can meet with Carolyn Woods to go over options.

### *How to Request a Sub*

The Tracy Learning Center uses an automated computerized Substitute Management System (Frontline, formerly Aesop). This system provides the ability to report an absence and request a substitute now and into the future. **All absences must be reported on Aesop.**

- To report an absence, go to [www.aesoponline.com](http://www.aesoponline.com)
- For same day absences you **MUST** submit your request by 7:00 AM- no exceptions. If you have difficulty, you **MUST TEXT** Carolyn Woods, at 209-855-1911 immediately to report the difficulty, and notify your school leader of the absence.