

Classified Emergency Subs

- Classified staff are not approved to sub until they have the appropriate clock code.
- Classified staff may only act as an emergency substitute at their primary campus.
- The assignment should be offered to our traditional subs before placing a classified emergency sub in the assignment.
- Sites should update SmartFind with “8” as the access ID to reflect that a ‘Classified Emergency Sub’ covered the teacher’s absence.

Approval Requirements & Process

- A valid Arizona IVP fingerprint clearance card issued by the [Arizona Department of Public Safety](#)
 - Cost of IVP card is paid for by employee
- Valid substitute, emergency substitute, or teaching certificate issued by the [Arizona Department of Education](#).
 - If the individual has a bachelor’s degree they can apply for certification through the Arizona Department of Education [website](#).
 - If they do not have a bachelor’s degree, they will need to reach out to sub services (Alison Krystek (amkrystek) or Abby Vickers (avickers) to request an emergency substitute teaching application (paper form).
 - Certification cost is paid for by employee
- Site submits **Current Employee Assignment ePar**
 - **MUST** attach a copy of valid IVP card **and** ADE certificate, **par will be returned if documents are not attached.** *The certificate holder can reach out to the issuer (AZ Dept of Public Safety or AZ Dept of Education) if they need a new copy.*
 - Account code to be used - 001.100.1000.6113.xxx.662.0000.01
 - Position Description - Classified Emergency Substitute
 - Start Date: 7/1/2023 (NOT ACTUAL START DATE)
 - Type of Action: Classified Lateral Transfer
 - From School/Department: YOUR SITE
 - From Position/Title: Employees current job title
 - Is new position ELD?: n/a
 - Notes: “In addition to current position”
 - All other fields of the epar can be left blank.
 - **Classified Hourly employees may not be used as an emergency substitute until they have the appropriate TCP clock code to receive the additional \$3/hr. A data specialist will notify the site once this becomes available.**