

Tradewind Subs' Assignment Policies

Accepting/Declining work

Tradewind Subs provides temporary assignments based on School Partner needs and educator availability. To ensure smooth scheduling and reliable service, all employees must follow the guidelines below:

- **Assignment Offers:** Temporary assignments will be communicated through the Company's scheduling system, the Tradewind Seek app, or directly by your consultant (phone, email, text).
- **Response Time:** Employees are expected to confirm acceptance or decline an assignment as quickly as possible so the role can be filled promptly and offered to other Tradewind Subs Educators.
- **Accepting Work:** Once you have accepted an assignment, you are expected to honor that commitment. Cancellations should only occur in cases of emergency and must be reported to your consultant immediately by calling our office line at 323-408-8333.
- **Declining Work:** Educators may decline assignments without penalty. However, repeated or last-minute declines may affect future placement opportunities.
- **No-Show Policy:** Failure to appear for a confirmed assignment without prior notice will be treated as a no-show and may result in disciplinary action, up to and including removal from the active pool of temporary staff.
- **Availability Updates:** All Educators are responsible for keeping their availability up to date in the system, so should plans change, please ensure you have updated the team via the Tradewind Seek app. Maintaining accurate availability helps ensure you receive offers that fit your schedule and avoid wasted time.
- **Professionalism:** When declining assignments, employees should do so courteously and in a timely manner. Consistent communication with your consultant is key to maintaining positive relationships and ongoing placement opportunities.