

SUBSTITUTE SERVICE FOR SUPPORT STAFF

Background

In order to provide a continuous, well directed program for students, the District will provide the best available substitutes in the absence of support staff.

Procedures

1. The District's operating budget will provide for substitute coverage for all support staff illness and contract commitments.
2. All replacements for support staff will be dispatched by the Automated Dispatch System between the hours of 4:00 p.m. to 10:00 p.m. and 6:00 a.m. to 8:00 a.m.
3. Replacement employees will be dispatched in the following manner:
 - 3.1 Replacement employees with Seniority will be called first;
 - 3.2 Remaining Replacement employees will be called on a rotation basis;
 - 3.3 New Replacement Employees will be added into the rotation, upon receipt of a clear criminal record search;
 - 3.4 The following will result in individuals being bypassed in the rotation:
 - 3.4.1 When the phone calls are unanswered;
 - 3.4.2 When assignment is not accepted.

Reference: Sections 20, 22, 23, 65, 85 School Act

Adopted: November 2019

Revised: