

SUBSTITUTE SERVICE FOR SUPPORT STAFF

Background

In order to provide a continuous, well-directed program for students, the District will provide 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 Collective Agreement commitments.
2. All substitutes for support staff will be dispatched by Human Resources personnel between the hours of 6:00 a.m. and 11:00 a.m.
3. Substitutes will be dispatched on a systemic basis. Specifically:
 - 3.1 Substitutes without seniority will be called out in rotation. Substitutes with seniority will be called out in seniority order.
 - 3.2 New casuals will be added into the rotation upon receipt of a successful criminal record search and orientation.
 - 3.3 All part-time employees (with qualifications) are included in the rotation of specific classifications. For example: an appointed Noon Hour Supervisor who has passed clerical testing, or; an appointed Education Assistant (who is qualified) for other casual Education Assistant assignments in other categories.
 - 3.4 The following will result in individuals being bypassed in the rotation:
 - 3.4.1 When the phone call is unanswered
 - 3.4.2 When assignment is not accepted
 - 3.4.3 When an appointed employee's assigned hours conflict with school/District request
 - 3.5 Principals may request to assign extra hours to a part-time clerical employee currently appointed to their school. Please note that increased hours may not exceed 7 hours per day or 35 hours per week.
4. All requests, including assigning extra hours to a part-time support staff member in their appointed school, must be approved by the Human Resources Officer.

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

Adopted: September 1, 2018