

P4216 SECURING A SUBSTITUTE

BOARD POLICY:

Reporting the need for a substitute teacher is the responsibility of the teacher who will be absent. Arrangements for the assignment of a substitute teacher are the responsibilities of Human Resources.

Administrative Implemental Procedures:

1. The substitute placement and absence management program should be used for making all requests for substitute teachers. The principal or the delegated representative must make the calls to the automatic system.
2. If an employee serves more than one building, it is the base school's responsibility to notify each building administrator of the anticipated absence.
3. The instructions for using the substitute placement and absence management program supplied by Human Resources should be used in requesting a substitute.
4. Requests for substitutes can be made 30 days in advance preceding the absence when it is known that an absence will occur.
5. All requests for substitute teachers must have a job number to verify validation of request on the substitute placement and absence management program.
6. The principal or the delegated representative should call the substitute placement and absence management program for daily status absence reports.

Administrative Responsibility: Human Resources

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