



**POLICY:**  
**SUBJECT:**  
**APPROVAL DATE:**  
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**GCEA**  
**SUBSTITUTE STAFF**  
December 8, 1987  
**November 3, 2003, September 8, 2008**  
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## **1. GENERAL**

1.1 Employees are required to report all absences from work in accordance with the procedures established for their particular employee group.

1.2 The Division will maintain a pool of teaching and non-teaching staff who may be called to act as substitute for absent staff where such absence affects the provision of services.

### **1.3 Administrative Staff**

1.3.1. The Chief Superintendent or designee shall be authorized to engage the services of a qualified person and to determine the temporary salary rate within the appropriate classification when assistance is required during the temporary absence of any employee within the Administrative 1 to 20 salary classifications.

1.3.2. The Chief Superintendent or designee shall be authorized to engage the services of a qualified person when assistance is required during the temporary absence of a school administrator.

### **1.4 Non-Administrative Staff**

The Director of Human Resources or designee shall be authorized to place staff into positions on a short-term basis to act as substitute employees for all classifications excepting those in the Administrative 1 to 20 groups.

### **1.5 Professional Staff**

1.5.1 The Principal shall be responsible for the preparation of a list of procedures to be followed by substitute teachers in that school.

1.5.2 Teachers insofar as it is reasonably possible, shall ensure that adequate plans and Instructions are available at any time that it is necessary for a substitute teacher to take over the regular work of the teacher.

## **2. EMPLOYEES COVERED BY COLLECTIVE AGREEMENTS**

2.1 Where provisions regarding substitute staff exist within a collective agreement, they shall apply.

**ADMINISTRATIVE RULE:****PROCEDURE:****GCEA-R****SUBJECT:****SUBSTITUTE STAFF****APPROVAL DATE:**

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Regulations governing procedures and operations for the arrangement of substitute staff as determined by the Chief Superintendent, are as follows:

**1. Employees Other Than Custodial Staff**

- 1.1 An employee who is going to be absent, shall telephone the Absence Reporting and Substitute System or any other place that may be designated by the Administration and record the absence, the reason for the absence, and whether or not the absence requires a substitute, prior to 7:00 a.m. on the morning of the day on which the substitute is required.
- 1.2 If an employee is going to cancel an absence previously recorded on the Absence Reporting and Substitute System, the employee shall telephone the System to cancel. If the cancellation is less than 24 hours prior to the start of the absence, or part-way through the absence, the employee shall telephone the System Help Line to cancel. In the case of an employee returning in the afternoon, the employee shall telephone the System Help Desk and the school before 11:00 a.m.

**2. Custodial Staff**

- 2.1 Custodial Staff who are going to be absent shall telephone the custodial absence reporting line prior to 6:00 a.m. on the morning of the day of the absence. If the absence is for the afternoon or evening shift, the custodian shall telephone prior to 11:00 a.m. on the morning of the day of the absence.
- 2.2 If a custodian is going to cancel an absence previously recorded, the custodian shall telephone the custodial absence reporting line to cancel. Cancellations shall be made prior to 6:00 a.m. on the morning of the day of the absence or 11:00 a.m. on the morning of the day of the absence if the absence is for the afternoon or evening shift.
3. To avoid misunderstanding with regard to the cancellation of an absence requiring a substitute, it should be understood by the individual that a substitute request cannot be cancelled without notification from the employee.
4. When, through the fault of an employee, a substitute reports for duty and is not required, the employee concerned will be charged with the salary of the substitute, for the extra shift.
5. When permission for leave has been granted for an absence other than illness, the employee shall report the absence as far in advance as possible.
6. School Administrators and supervisors shall give continuing attention to such matters as the supervision of substitutes and the procedures for reporting and cancelling absences. All employees shall be provided with a copy of the procedures for reporting and cancelling absences.