



POLICY:
SUBJECT:
APPROVAL DATE:
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PAGE:

GCEA
SUBSTITUTE STAFF
December 8, 1987
November 3, 2003, September 8, 2008
1 of 1

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.