

401.4 Employee Absences Requiring Substitutes

Policy

The Superintendent or designate is authorized to employ substitute teachers and support staff as required to temporarily replace employees absent from work.

Regulations

Teachers:

1. The Associate Superintendent, Human Resources shall maintain a current listing of substitute teachers authorized for temporary placement in Division schools.
2. A substitute shall receive appropriate orientation to the Division and the specific school, program or site prior to or upon arrival.
3. Teachers requiring a substitute for a period of up to 5 consecutive working days shall:
 - 3.1 inform the principal or designate of the school; and
 - 3.2 arrange for a substitute teacher using the process outlined by the Division.
4. If the absence is expected to be more than 5 consecutive working days, the principal or designate shall consult with the Associate Superintendent, Human Resources prior to engaging a substitute teacher.
5. Teachers shall ensure, prior to engaging in approved professional learning, that a qualified substitute teacher is confirmed through the process outlined by the Division, if required.
6. The duties and responsibilities of a substitute teacher shall include all tasks associated with the instruction and supervision of students in the absence of the regular classroom teacher.
7. It is the responsibility of the teacher to provide specific plans and general directions for the substitute.

Support Staff:

1. The Associate Superintendent, Human Resources, or designate shall maintain a current listing of substitute employees authorized for temporary placement in Division schools.
2. A substitute shall receive appropriate orientation to the Division and the specific school, program or site prior to or upon arrival.

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3. Support Staff requiring a substitute for a period of up to 5 working days shall:
 - 3.1. inform the principal or designate of the school and
 - 3.2. arrange for a substitute using the process outlined by the Division in accordance with Division procedures.
4. If the absence is expected to be more than 5 consecutive working days, the principal or designate shall consult the Human Resources Director prior to engaging a substitute.
5. The duties and responsibilities of a substitute support staff member shall include all regular duties of the employee unless otherwise specified by the supervisor.
6. It is the responsibility of the support staff member to provide specific plans and general directions for the substitute.

The Board delegates to the Superintendent the authority to develop the procedures necessary to implement this policy.

References

Alberta Education Act:	Sections 196, 208, 225
Division Policies:	401.1 Staff Hiring, 402.8.2 Medical Examinations
Other:	Employee Collective Agreements, Substitute Teachers' Handbook, Student Support Staff Substitute Handbook, Caretaker Manual, Procedure 401.4 Employee Absences Requiring Substitutes
Description:	Caretaker Replacement Schedule