

**Policy Statement #6315 (Personnel) of the Board of Education  
Regarding Staff Protocols for Substitute Request, Notification and Assignment**

I. Purpose:

- A. To delineate the protocol for the notification and assignment of substitute staff.
- B. To ensure that all employees understand the mandatory requirements of:
- C. Reporting absences in the designated software application
- D. Entering leave requests in the required timeframe
- E. Requesting a substitute, if applicable, in the required timeframe

II. Definitions

- A. Substitute staff - an eligible person who carries out the duties and responsibilities in the absence of a CCPS employee, as appropriate.
- B. Online leave request platform – online application where employees’ request leave. The platform houses employees’ official leave balances, W2’s, paystubs, demographic information, etc.
- C. CCPS Substitute Online Program – substitute tracking system that requires CCPS employees to enter substitute requests and allows prospective substitutes to be notified of vacancies.

III. Policy Statement

- A. The Board of Education of Calvert County recognizes that employee absences will occur and will sometimes result in the need for substitutes. Therefore, the Board of Education will ensure that proper procedures are followed in the recording of absences and the requesting of substitutes. Calvert County Public Schools will maintain a centralized substitute staff notification and assignment system.

IV. Delegation of Authority

- A. The Superintendent of Schools is directed to develop administrative procedures to implement this policy in accordance with all local policies and local, state and federal laws and regulations and to communicate this policy and accompanying procedures to all relevant parties.

V. Exceptions

- A. There are no exceptions to this policy. However, the Board, by majority vote, may temporarily suspend all or part of this policy. Suspension of all or part of this policy, however, in no way relieves the Board of its obligation to comply with the pertinent local, state and federal laws and regulations or the rules and regulations of the Maryland State Board of Education and the Maryland State Department of Education.

VI. Review

Personnel #6315

Originally Adopted: 7/11/19

Revised:

Page 1 of 2

- A. This policy will be reviewed at the end of four years, or sooner, if approved by majority vote of the Board of Education in public session.

VII. Effective Date

- A. This policy is effective July 11, 2019.

Citations

State Law:

State Reg.:

Federal Law:

Adm. Reg.:

Neg. Agr.:

Other Citation:

Personnel #6315

Originally Adopted: 7/11/19

Revised:

Page 2 of 2