

SUBSTITUTE EMPLOYMENT: 5610P

All regular certificated and classified employees are to report absences through the District's designated electronic reporting system, or as directed by their supervisor, whether or not a substitute is needed. For those employees for whom a substitute is needed and approved, the following procedures shall be followed:

- A. If the anticipated absence requiring a substitute is known in advance, e.g. professional meeting, medical appointment, etc., the employee shall contact the Human Resources automated reporting system and request a substitute as far in advance is possible.
- B. If the employee becomes ill, or is not able to report to work the next day because of an emergency situation, the employee shall contact the Human Resources automated reporting system and request a substitute as soon as possible. Lesson plans may be attached electronically to the automated system. Voice messages or text messages for the substitute may also be attached.
- C. If the employee becomes ill, or is prevented from reporting to work because of an emergent emergency situation, on the day of work, the employee shall contact the Human Resources automated reporting system and shall leave a message with his/her supervisor/designee at least two (2) hours prior to the start of his/her work shift, or as soon as possible.
- D. In all cases, teachers shall leave detailed lesson plans for the substitute. These can be attached electronically to the automated system on the substitute website, or they can be left on the teacher's desk.
- E. All substitute employees shall be contacted and requested through the Human Resources automated system or the Substitute Coordinator/designee in the Human Resources Department. Any exceptions to this must be approved in advance by the Assistant Superintendent of Human Resources/designee.
- F. All substitutes must wear identifications badges while on site, which will be provided at time of check in.
- G. Prior to leaving for the day, substitutes must check with the office staff at the site where they were working to make sure that timesheets are properly recorded and signed.
- H. The substitute is responsible for turning in his/her time sheet to the Business Services department on or before the fifth calendar day of each month to ensure proper payment for the next end of the month payroll.

In the performance of their duties, substitute teachers shall be expected to:

- A. Follow the lesson plan prepared by the regular teacher or comply with the instructions from the principal.

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- B. On completing an assignment, prepare a definite statement of the work accomplished in each subject.
- C. Maintain the “housekeeping” arrangements of the regular teacher.
- D. The principal should be contacted in the case of a serious behavior problem. Physical contact is not to be exercised as a means of discipline.
- E. Complete building reports, i.e. attendance reports, as directed.
- F. Report to the principal’s office before leaving the building to see if services are needed on the following day.

In the performance of their duties, substitutes for classified employees shall be expected to:

- A. Report to the department/building supervisor/designee and do duties as assigned.
- B. The substitute for a classified staff member should report to the office of the unit administrator at the end of the day to determine if service on the following day will be needed.