CERTIFICATED STAFF OBTAINING SUBSTITUTE TEACHERS

1. Each non-supervisory certificated employee in need of a substitute shall follow district procedure for obtaining a substitute at any time, but not later than 5:30 a.m. of the day they plan to be absent. Complete instructions for securing a substitute will be issued each year to all certificated staff.

2. If the non-supervisory certificated employee is unable to follow district procedure for obtaining a substitute due to technical difficulties or other emergency, he/she must notify the substitute coordinator or the building principal/supervisor of his/her intentions.

3. When failure on the part of the non-supervisory certificated employee to communicate accurately and timely with the substitute system results in a substitute reporting for work when not needed, the cost of the substitute will be deducted from the employee's salary.

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