

**Administrative Procedures for Policy #6315 (Personnel) of the Board of Education
Regarding Substitute Employee Notification and Assignment**

I. Definitions

- A. Substitute Employee - an eligible person who facilitates and/or follows the sequence of planned activities in the absence of the regular employee as appropriate
- B. Electronic Substitute System – the centralized substitute employee notification and assignment system

II. Process

- A. Every effort will be made to provide a sufficient number of substitute employees to meet the needs of Calvert County Public Schools.

The Director of Human Resources or designee will implement and administer a centralized substitute notification and assignment system. The following guidelines are to be followed in its implementation.

III. Guidelines

A. Responsibilities of the Absent Employee utilizing the Electronic Substitute System

1. Notify principal prior to workplace absence, with the exception of absence due to illness where accrued sick leave is used
2. Enter absences due to illness and charged to accrued sick leave directly in the electronic substitute system
3. Enter absences charged to accrued personal leave in electronic substitute system with prior approval by the principal or designee
4. When entering the absence data in electronic substitute system for accrued sick or personal leave, include date of absence, reason for absence, time frame for absence, and whether a substitute is required for that specific absence
5. Except in emergency situations, employees requesting a substitute should enter their absence in the electronic substitute system no later than one hour prior to the employee's assigned reporting time
6. Employees may assign a specific substitute when entering their absence in the electronic substitute system only if they have confirmed the substitute's availability in advance
7. Absent employees requesting a substitute must also follow the Administrative Procedures 6070.1 regarding entering leave in the Employee Access Center (EAC)

B. Responsibilities of the Absent Employee not using the Electronic Substitute System

1. Notify supervisor or designee prior to workplace absence
2. Absent employees must also follow the Administrative Procedures 6070.1 regarding entering leave in the Employee Access Center (EAC)

C. Responsibilities of the Principal or designee

1. Enter absence data in the electronic substitute system for any absences that are not entered by an employee
2. Review the electronic substitute system daily for employee absences and substitute assignments
3. Orient the substitute employee on instructional plans for the day and any procedures unique to the school
4. Reconcile employee absences and substitute employee assignments in the electronic substitute system by the close of business each day
5. When an anticipated long-term (ten days or more) absence is necessary, consult with the Director of Human Resources or designee to secure a substitute employee to serve in a consistent substitute role for the duration of the absence
6. Report any concerns regarding substitute employees to the Director of Human Resources or designee

D. Responsibilities of the Director of Human Resources or designee

1. Coordinate and conduct the hiring process for substitute employees
2. Schedule and facilitate substitute employee orientations throughout the year
3. Maintain all substitute employee data in the electronic substitute system and make modifications as needed
4. Monitor the rate of substitute employee vacancies
5. Strives to increase the fill rates of substitute employees
6. Maintain an official list of substitute employees in the electronic substitute system
7. Communicate with schools to ensure substitute staffing needs are met for long-term and emergency absences
8. Process bi-weekly payroll records for substitute employees and submit to the Finance Department
9. Compile substitute employee utilization reports as needed
10. Survey substitute employees each year to determine which substitutes wish to remain on active status
11. Investigate and resolve complaints and/or concerns about substitute employees

12. Review substitute employment database annually and purge non-active substitute employees
13. Maintain a current substitute staff handbook resource for substitute employees

E. Responsibilities of the Substitute Employee

1. Satisfy substitute employee requirements pursuant to CCPS Administrative Procedures 6030.2 Regarding Hiring: Substitute Instructional Personnel
2. Utilize electronic substitute system to select preferred schools, review employee absences and secure available substitute assignments
3. File a renewal request with the Human Resources Department each year to maintain active status

F. Preferred Substitute Listings

1. Principals may select substitute employees who are familiar with the school and/or provide special skills or knowledge to support the instructional program in the absence of the regular employee.
2. Individual employees may select substitute employees who are familiar with their classroom and/or provide special skills or knowledge to support the instructional program in their absence.
3. Substitute employees do not have to be on the preferred substitute listing to be eligible to fill an absence.