

## ARRANGEMENTS FOR SUBSTITUTE STAFF

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- (1) The school administrator or designate has the responsibility to ensure that substitute staff are booked in advance whenever possible.
- (2) When a substitute teacher is required on short notice and one is not readily available, the divisional substitute clerk should be contacted before 6:45 a.m. on the day the substitute is required. The divisional substitute clerk will make arrangements for a replacement.
- (3) When a substitute teacher is booked directly by a teacher, the teacher must notify the school of his/her absence.
- (4) If, through teacher default, a substitute teacher is hired when no substitute is required, the teacher will be charged the salary of the substitute teacher for one day. In the event that the substitute concerned should be employed in the division in the afternoon session of the school, then the charge against the defaulting teacher shall be one-half the salary of the substitute teacher for one day.

Effective Date: June 1, 2004

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Amended Date:

Board Motion(s): 385/04

Legal/Cross Reference: