

PERSONNEL MANAGEMENT

820.04.1 SERVICE SUBSTITUTES

PURPOSE

1. The purpose of this policy is to set forth the procedures for assigning all service substitute employees.

APPLICATION

2. This policy shall apply to all service personnel positions for which substitute personnel are employed.

IMPLEMENTATION

3.1 Upon employment, each substitute shall be issued a contract which represents an obligation on the part of both the Board of Education and the substitute employee. The Board shall offer substitute work in a fair and equitable manner in accordance with the provisions of the West Virginia Code, which require in most instances that substitutes be assigned from a rotating list based on seniority determined by the date the substitute entered into the duties of a substitute in the classification category of the assignment.

3.2 It is expected that substitute service employees will be available for and accept offered assignments. The unavailability of an employee or the refusal of offered assignments at excessive levels, regardless of the reasons for such unavailability or refusal, has a detrimental effect upon the efficient operation of the school system.

3.3 A log shall be maintained of telephone calls placed to offer substitute assignments to each substitute employee. If there is no answer, or if a voice mail message is left and not returned within a five minute period, the log shall note that the substitute employee was "not available." If an employee declines an assignment after being contacted, the log shall note "declined" and state any reason given by the employee for declining the assignment.

3.4 Acceptable reasons for declining an assignment are personal illness or injury, death in the immediate family, life-threatening illness of an

immediate family member, and substituting for the Board in an assignment with a conflicting work schedule. Other acceptable reasons beyond the employee's control may be approved in writing by either the Superintendent or the Board. Any other reason shall be deemed unacceptable, including declining an assignment because the employee's work for another employer prevents the employee from accepting the assignment. An employee who gives no reason for declining an assignment or who gives an untruthful reason shall be deemed to have declined the assignment for an unacceptable reason.

3.5 In the event a substitute employee is either "not available" or "declines" work on three consecutive occasions in one school year or a total of five occasions in one school year, the employee shall be provided with a warning letter indicating that two additional instances of non-availability and/or of refusal for unacceptable reasons during the school year shall result in a recommendation that employment be terminated.

3.6 After a warning letter has been issued and following two additional instances of non-availability and/or of refusal for unacceptable reasons within the school year, the Superintendent shall recommend the termination of the employment of the substitute employee.

3.7 A substitute employee who finds that (s)he is experiencing unusual circumstances such as an extended personal or family illness may contact the office and request, in writing, that (s)he be temporarily removed from the list. The letter must specify the exact reason for temporary removal and provide starting and ending dates for the removal. Upon approval of this request, the employee will be temporarily removed from the substitute list for the time specified.

Adopted: January 6, 2005