

AP 460 – SUBSTITUTE STAFF

Background

In order to provide a continuous, well-directed educational program for students, the Division approves the hiring of the best-available substitute teachers and educational assistants in the absence of the regular staff. The following procedures govern their employment and conduct.

Procedures

1. A Deputy Director of Education must authorize the use of substitutes for employees who have been granted leave of absence.
2. A Deputy Director of Education shall review the applications of substitute teachers and support staff for placement on an approved list.
3. The Human Resources Section shall:
 - 3.1 Receive applications from teachers and support employees who are interested in substitute work in the system.
 - 3.2 Interview and approve applicants for inclusion on a substitute list and ensure all necessary documentation is submitted.
 - 3.3 Circulate lists of approved substitutes to school administrators.
4. The Principal or designate shall:
 - 4.1 Hire substitute staff. Preference is to be given to Catholic applicants.
 - 4.2 Evaluate the performance of substitute employees and communicate such information to Division Office as deemed necessary.
5. Substitute staff shall be paid in accordance with the prevailing collective bargaining agreement (STF or local agreement).
6. Substitute staff must conform as closely as possible to the established routine of the school and perform such duties as normally devolve upon the absent personnel.
7. It is expected that substitute staff will adhere to all administrative and school procedures (e.g. discipline, supervision).
8. Substitute staff is expected to adhere to the same standards of professional conduct as regular staff including conforming to the Code of Ethics of the Saskatchewan Teachers' Federation.

Reference: Sections 85, 87, 108, 109, 175 Education Act
Collective Agreement