

	Lloydminster Catholic School Division – Administrative Procedures	
	AP 460 – Substitute Staff	
Related LCSD AP's		
Form(s)	F 460.1 – Application for Substitute Teaching Position F 460.2 – General Application F 460.3 – Application for Substitute Educational Assistant	
References:	<i>The Education Act, 1995</i> sections 85, 87, 175	
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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 support staff in the absence of the regular staff. The following procedures govern their employment and conduct.

Procedures

1. A Deputy Director and/or Chief Financial Officer must authorize the use of substitutes for employees who have been granted leave of absence.
2. A Deputy Director of Learning shall review the applications of substitute teachers' staff for placement on an approved list.
3. A Deputy Director and/or Chief Financial Officer shall review the applications of substitute support staff for placement on an approved list.
4. The Human Resources Section shall:
 - 4.1 Receive applications from teachers and support employees who are interested in substitute work in the system.
 - 4.2 Interview and approve applicants for inclusion on a substitute list and ensure all necessary documentation is submitted.
 - 4.3 Circulate lists of approved substitutes to school administrators.
5. The Deputy Director and/or Chief Financial Officer, Principal or designate shall:
 - 5.1 Employ substitute staff. Preference is to be given to Catholic applicants.
 - 5.2 Evaluate the performance of substitute employees and communicate such information to Division Office as deemed necessary.
6. Substitute teacher staff shall be paid in accordance with the prevailing Saskatchewan Teachers' Federation Local Collective Bargaining Agreement for Teachers.

7. Substitute support staff shall be paid in accordance with AP 404 Appendix A Support Staff Pay Scale, step 1 as per job position.
8. 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.
9. It is expected that substitute staff will adhere to all administrative and school procedures (e.g. discipline, supervision).
10. It is the responsibility of the substitute staff employee to inform Division Office of changes within availability or removal from the list.
11. The Deputy Director and/or Chief Financial Officer may remove the substitute staff without notice from the substitute list based on no availability and insufficient performance.
12. Substitute teaching staff is expected to adhere to the same standards of professional conduct as regular staff including conforming to the Saskatchewan Teachers' Federation Code of Professional Ethics.