



HUMAN RESOURCES MANAGEMENT 11 – Hiring of Substitutes for Support Staff

Date: August 23, 2002

Responsible Administrator: Associate Superintendent; Human Resources

1.0 RATIONALE

This Administrative Practice is provided to ensure that there is clear communication regarding the procedures to be followed when hiring substitutes for support staff.

2.0 PROCESS

The Associate Superintendent, Human Resources is responsible for administering a pool of support staff substitutes that will be utilized by schools.

3.0 GUIDELINES

- 3.1 The principal or designate will make the arrangements for the hiring of substitutes for support staff at the school level.
- 3.2 The school will pay substitute support staff costs for illness or compassionate reasons for the first two (2) days. Central Office will pay for consecutive absence beyond two (2) days.
- 3.3 Only support staff on the registered substitute list may be hired.
- 3.4 Individuals wishing to register as substitutes should be referred to the Human Resources Department.

References: *Board Policy: E/1/1*