

## **SUPPORT STAFF SUBSTITUTES**

### **Background**

The District recognizes the importance of support staff to the efficient and effective operation of our schools.

The Assistant Superintendent of Human Resources is delegated responsibility to assign support staff substitutes as deemed appropriate.

### **Procedures**

1. This administrative procedure will apply between the months of September and June of each school year.
2. The District will pay for substitutes' service commencing on a given day of absence, which varies by job class, as outlined in the following table:

Commencement of Payment for Support Staff Substitutes

<i>Job Class</i>	<i>*Payment Begins on Day</i>
Teachers' Assistant – General languages	1
Teachers' Assistant - Library	3
Teachers' Assistant French Immersion	3
Teachers' Assistant - Careers	3
Special Education Assistant – Individuals	1
Teachers' Assistant – Laboratory	1

Receptionist - Secondary Schools)	1
Administrative Assistant - Elementary	1
Secretary – Secondary School	1
Office Support Clerks	3
SIS Database Clerks	1
Secretary – Facilities/Specialized/Board office	1
Facilities: Maintenance and Custodial Staff	3

\* *Issues such as student safety, staff work loads, and facility security must be considered. Supervisors may request substitutes earlier or may alter the work schedules to more effectively deal with the absence.*

3. For all job classes listed above, the District will provide a support staff substitute on the first day of absence in the event of disciplinary suspension of an employee.

Legal Reference: *Sections 22, 65, 85 School Act*