

## **SUBSTITUTE PERSONNEL FOR SCHOOL BASED SUPPORT STAFF**

### **Background**

School based support staff provide an integral part of effective program delivery; extended absences in these positions have a serious effect on school operation.

### **Procedures**

1. When an instructional support staff person is absent from work for three (3) or more consecutive school days the Principal may arrange for temporary replacement by a suitably qualified person.
  - 1.1 In cases where the aide provides one to one service to a special needs program, temporary replacement may be immediate rather than after three (3) days.
  - 1.2 Where a learning commons assistant is absent from work, the Principal may arrange for temporary replacement by a suitably qualified person immediately rather than after three (3) days.
2. Where an office manager/school secretary is absent, the Principal may arrange for replacement by a suitably qualified person.
3. Payment for such a replacement shall be on the basis of the starting rate for the position in accordance with the Division's current salary schedule pro rated on a day by day basis.
4. If this arrangement is implemented, the Principal shall report the details electronically to Division Office to support payroll and personnel records.

Adopted/Revised: JUN 2016/NOV 2019

Reference: Section 33, 52, 53, 196, 197, 222 Education Act