

EMPLOYMENT OF SUBSTITUTE PERSONNEL AND MINIMUM WORK REQUIREMENTS

1.0 Purpose

The Grant County Board of Education shall employ professional and service substitute employees. These substitute employees shall be assigned to work during an absence of the regular employee.

2.0 Procedures

Persons named to each substitute list shall be available to work when called at call times designated by the district. Substitute positions will be assigned through the automated call out system or by other means, when necessary.

2.1 Substitute Service positions shall be filled in accordance with WV Code §18A-4-15.

2.2 Professional Substitute positions shall be filled based on certification for each regular position. This does not preclude the principal of each school having the authority to select substitute teacher to fill any position when extenuating circumstances exist.

2.3 Minimum Work Requirements: A professional or service substitute who does not accept and work at least sixty percent (60%) of offered assignments throughout a school year will be considered to be willfully neglecting his/her duty under his/her substitute employment contract.

2.3.1 Any substitute employee who does not accept and work least sixty percent (60%) of offered assignments by March 1 of each school year shall receive notice via certified mail that the superintendent of schools will be considering they be removed from the substitute list. The employee will be afforded an opportunity for a meeting with the superintendent, or his/her designee.

2.3.2 At this meeting the employee may state the reasons why they have not worked the required sixty percent (60%) of offered assignments. The superintendent shall then consider removal from the substitute list and termination of substitute contract.

2.4 The superintendent of schools may waive the Minimum Work Requirements (2.3) portion of this policy in a situation when a shortage of substitutes in certain areas exist.

AUTHORITY: WV Code §18A-4-15

ADOPTED: 09/24/13

REVISED: _____