

SUBSTITUTE TEACHERS AND CASUAL SUPPORT STAFF

Background

The Good Spirit School Division (Division) authorizes employment of substitute and casual staff (Approved Substitutes) to fill day-to-day absences and short-term vacancies. These positions include Teachers, Educational Assistants, Administrative Assistants, Library Technicians, Caretakers and Bus Drivers who are required to replace an employee who is absent.

Temporary contracts may be offered to substitute teachers, at the sole discretion of the Board, if the length of contract is thirty (30) or more consecutive school days. The principal will endeavor to maintain consistency in teachers whenever possible for periods less than forty (40) consecutive school days.

Casual support staff who work thirty (30) or more consecutive days may be issued a temporary contract. (Article 5.4 Casual Employees of the CUPE 4874 Collective Bargaining Agreement).

Employees are required to notify the principal in advance of their absence. In the event that the employee is responsible to finding their substitutes, they must notify their principal regarding their replacement.

Procedures

1. Substitute Teachers

- 1.1. Teachers may be offered employment as substitutes to support the operational needs of schools throughout the Division.
 - 1.1.1. A job posting is placed on the Division's employment page where applicants if interested in substitute teaching will complete an online application.
 - 1.1.2. Education Council will review all substitute teacher applicants prior to approval by Human Resources.
 - 1.1.3. All substitute teachers must hold a valid Saskatchewan teaching certificate and be registered with the Saskatchewan Professional Teachers Regulatory Board (SPTRB) to be considered for the substitute teacher position for any given academic year.
 - 1.1.4. Approved applicants are notified, and their names are added to the substitute list and/or system which is maintained by Human Resources.

- 1.1.5. The approved substitute list is confidential and is kept current and stored on the Division's portal in an area accessible to all principals or designates.
- 1.1.6. At the discretion of the principal, substitute teachers are to perform the duties of the teachers they are replacing and other duties as assigned.
- 1.1.7. Principals are to monitor the performance of substitute teachers. In the event a performance concern is raised, it is expected that principals must have a conversation with the substitute prior to sharing the concerns with Human Resources.
- 1.1.8. At the discretion of Human Resources or designate in consultation with the principal, a substitute teacher may be removed from the list and notified of this action.
- 1.1.9. Annual maintenance is conducted with the substitute list and any names not registered with the SPTRB by August 31st of each year will be removed. Changes can be made to availability, location preferences and contact information throughout the year by emailing Human Resources at hrinfo@gssd.ca.
- 1.1.10. After five (5) consecutive student contact days, of substitute teaching for the same teacher, the substitute teacher is required to prepare and assess for the classes they are substituting in and will be provided prep time based on their replacement.
- 1.1.11. The principal or designate shall report the absence of a teacher and indicate the substitute's name (if applicable) in the current Payroll System.
- 1.1.12. Substitute teachers on the approved list who have not worked during the previous school year will be removed and their personnel file closed unless the record indicates "on hold" for reasons given.
- 1.1.13. The SPTRB has implemented an annual registration fee for all substitute teachers beginning with the 2019-2020 School Year. Responsibility to pay these fees will be determined every May by the SPTRB. If the Division does not see you have registered prior to August 31st of the School Year, your name will not be included in the upcoming approved teacher substitute list.
 - 1.1.13.1. It may be determined Teachers registering with the SPTRB after September 30th may be required to pay their annual registration fee at the time of registration with the SPTRB.

2. Casual Support Staff

- 2.1. Casual support staff may be offered employment as substitutes to support the operational needs of schools throughout the Division.
- 2.2. A job posting is placed on the Division's employment page where applicants if interested in substituting as casual support staff may complete an online application.
- 2.3. Human Resources has final approval of all casual support staff applicants.

- 2.4. Approved applicants are notified, and their names have been added to the substitute list or system which is maintained by Human Resources.
- 2.5. The employee, principal or designate will select from this list to engage approved casual support staff when required.
- 2.6. The approved substitute list is confidential and is kept current and stored on the Division's portal in an area accessible to all principals or designates.
- 2.7. At the discretion of the principal, casual support staff are to perform the duties of the absent employee and other duties as assigned.
- 2.8. Principals are to monitor performance of casual support staff. Performance concerns are to be communicated with the employee and Human Resources.
- 2.9. At the discretion of Human Resources or designate in consultation with the principal, casual support staff may be removed from the list and notified of this action.
- 2.10. Annual maintenance is conducted with the substitute lists and any casual support staff not responding to the Division's request at the end of each academic year will be removed from the substitute list at the beginning of the following academic year. Changes can be made to availability, location preferences and contact information throughout the year by emailing Human Resources at hrinfo@gssd.ca.
- 2.11. Casual support staff on the approved list who have not worked during the previous year will be removed and their personnel file closed unless the record indicates "on hold" for reasons given. This will assist the Division Office in maintaining an up-to-date substitute list.

3. Distribution and Use of Substitute Lists

- 3.1. It is understood that all GSSD employees, including Approved Substitutes, are bound by the *Local Authority Freedom of Information and Protection of Privacy Act* and guided by Administrative Procedure 180 – *Local Authority Freedom of Information and Protection of Privacy*. Employees who have access to substitute lists in order to perform their duties are required to protect the information and to use the information only as intended, which is to contact a substitute.
- 3.2. Substitute lists include the following information of each approved substitute: full name, personal telephone numbers, email address, preferred grade levels and subjects (if applicable), school preferences and notes to supplement the approved substitute (ie. availability).

4. Employee Code of Conduct (ECC)

- 4.1. All employees including approved substitutes are required to review and acknowledge the administrative procedures comprising the ECC. Every employee must be fully aware of their obligations to ensure their behaviors, actions and words reflect the Division's Foundational Statements and adhere to the administrative procedures.

- 4.2. Upon hire, the approved substitute will be required by Human Resources to complete the initial declaration within 10 days of their welcome to the Division or as requested.
- 4.3. At the beginning of each subsequent school year, approved substitutes must reaffirm they have reviewed and acknowledge the ECC.

Legal Reference: Section 85, 87, 175, 231 Education Act
Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP)

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