

13.9 SUBSTITUTE EMPLOYEE POLICY

In the event of absence, the employee is responsible to arrange his/her own substitute from a pool of approved substitutes. The employee must inform the school administration immediately upon the securing of a substitute. Failure to notify school administration of a substitute employee and employee leave can result in disciplinary action including termination. When advance notice is given, the employee shall provide the substitute with adequate materials and guidelines as to limit disruption to the daily routine of the school. In the event no substitute can be secured, the employee is not relieved from his/her Duties of Employment as outlined in the Employment Agreement.

Approved: 08/15/2015