

## **ARTICLE 15 - SUBSTITUTES**

- 15.1** When teachers who teach regular classes are absent a substitute shall be provided when available.
- 15.1.1** All other teachers shall be provided substitutes when a qualified substitute is available who meets the specifications determined by the site administrator.
- 15.1.2** An adequate list of qualified substitutes will be maintained by the District's Personnel Services Office to fulfill these needs. The substitute list shall be opened whenever necessary to maintain an adequate supply of substitutes.
- 15.1.3** Secondary teachers can give up prep periods to work as substitutes. They will be paid for such time as set forth in Article 12.12. Each school site will develop reasonable plans for such assignments.
- 15.2** The District will provide an updated certificated substitute list, by segment, to each school twice per year. Teachers shall have the right to request a preferred substitute and wherever possible such a request will be honored. The principal or his/her designee shall have the responsibility to arrange for the substitute through the District office. Nothing in this policy will contravene the present District affirmative action program or affirmative action programs that may be developed in the future.
- 15.3** Substitutes will receive orientation whenever feasible.
- 15.4** Using the most reasonable methods, the District shall notify substitutes on the list when a change in substitute compensation or policies affecting substitutes occurs.
- 15.5** The site administrator will be responsible for providing substitute teachers with necessary schedules and orientation to facilitate their performance at the school. The regular teacher shall be responsible for ensuring that adequate materials, instructions, schedules and other pertinent information are available to enable substitutes to perform their jobs in an effective and reasonable manner.
- 15.6** The liaison committee, or other teacher appointed committee, shall determine the minimum basic information which a substitute would need in order to provide continuity of program in the event of teacher absence. The committee shall, with majority agreement of the staff, and the concurrence of the principal, implement recommended procedures for providing such information for substitutes.
- 15.7** Substitutes for summer school shall be paid at the appropriate per session rate.
- 15.8** **Children's Centers**
- 15.8.1** The assistant supervisor or designee shall be responsible for obtaining substitutes through the Personnel Services Office.
- 15.8.2** It shall be management's responsibility to maintain a list of substitutes qualified to serve in the Children's Centers.
- 15.8.3** Qualified substitutes shall be provided on the same basis as other teachers in the District.
- 15.9** The Personnel Services Office shall establish and enforce a ceiling on the number of substitutes allocated on any one (1) day for reasons other than illness or compelling personal importance. This ceiling shall be reviewed in consultation with the exclusive representative upon the request of either party.