

FORT LA BOSSE SCHOOL DIVISION

TITLE - **ARRANGEMENTS FOR OPERATIONS
SUPPORT STAFF SUBSTITUTES***

POLICY - **GDGB**

Cross Reference -

Resolution # - 37/98

Legal Reference -

Last Reviewed - 23/04/18

All operations support staff employees, except bus drivers, will engage a substitute to perform their work, or place another in charge of their duties, only after first obtaining permission from the administrative officer in charge of their work station.

Head custodians may obtain their own substitutes from the approved spare list. They must, however, as soon as it is reasonably possible, inform the Supervisor of Operations, or designate, and the Principal, or designate, of the substitute staff member they have arranged to attend in their absence

Where feasible, substitute lists will be kept for all relevant staff positions, and the administrator responsible will select candidates from these lists as required.

