

# FORT LA BOSSE SCHOOL DIVISION

TITLE – **EMPLOYMENT OF SUBSTITUTE STAFF\***

POLICY - **GCG-R**

Approval Date - 25/10/10

Cross Reference -

Resolution # - 336/10

Implementation - 25/10/10

Legal Reference -

Last Reviewed - 14/02/11

The selection of substitute staff for employ within Division will be as follows.

1. The Superintendent, or designate, will select personnel suitable to serve as substitutes within Fort La Bosse.
2. At appropriate times, updated lists of available substitutes will be forwarded to schools.
3. The Principal, or designate, will have the responsibility of filling the substitute need after consulting the list of substitutes.
4. Individuals within the Division will be given first consideration for substitute duty. Others may be considered only if suitable resident substitutes are not available for duty.
5. In circumstances necessitating the services of a substitute school personnel should, if at all possible, notify their Principal not later than 7:45 A.M. of the day for which the substitute is required.
6. School personnel are expected, if possible, to prepare work to be done by the substitute.

