

3.46 SERVICE PERSONNEL – SUBSTITUTE CALL OUT POLICY:

Approved & amended by the LCBOE in session: June 14, 2007 – Policy effective date: July 1, 2007

- 3.46.1 Substitute Service... ~~Substitute service personnel that can not be contacted or refuses to work ten (10) consecutive times will receive a warning letter that the next no contact or refusal may result in removal from the substitute list. If the substitute accepts work after receipt of the warning letter, then the no contact or refusal count will start over.~~
- 3.46.2 Substitute Service... ~~If the substitute continues to be unavailable or refuses to work, then a certified letter will be mailed notifying the employee that a written explanation is required within five (5) days. The written explanation will be reviewed by the Superintendent or his designee for approval or rejection. If rejected, an informal hearing will be scheduled with the substitute to present his/her case. If no explanation is received within five (5) days, after receipt of the request for an explanation, then a certified letter will be sent to the employee affording him/her an opportunity to be heard before the Board. If no request for a hearing is received, then the substitute's name will be presented to the Board for possible removal. If the substitute does not want to continue employment with the Board, a letter of resignation should be submitted to the Office of Personnel.~~
- 3.46.3 Substitute Service... Persons on the substitute list shall meet all necessary qualifications and be available to work when called.
- 3.46.4 Substitute Service... A log of the calls made to each substitute shall be maintained. The number of calls to each substitute and the number of, and reasons for, refusals to work shall be noted. If an employee is called and there is no answer, the reason for not accepting employment shall be "Not Available".
- 3.46.5 Substitute Service... Should a person decline the offer to work or not be available on any five (5) offers to work, a letter shall be sent to the employee denoting dates of calls and refusals. This letter will specify that, if the employee continues to decline the offer to work, measures will be taken to remove the employee from the substitute list.
- 3.46.6 Substitute Service... Should the employee decline the opportunity to work or be unavailable to work for a total of ten (10) days, from July 1 to June 30, such refusal shall be considered as willful neglect of duty and/or insubordination and a recommendation will be made to the Board of Education, regarding termination of the substitute employee's contract and removal of the employee from the substitute list.