

SUBSTITUTE EMPLOYEES

The local school board may employ qualified persons on a temporary basis to fill positions of regularly certificated/professional employees absent from service. (NPUC Education Code 4026:93) The person substituting **should complete an application form** which will serve as a screening instrument. A copy of these forms are in your Staff Handbook (pages 10-13 and 35-39).

Anticipated and unanticipated absences must be reported as early as possible **to the principal**/head teacher or superintendent.

In order for our office to keep an accurate record of who is present in the classroom as the teacher, the form on page 48 must be completed whenever a substitute is taking the place of the regular classroom teacher regardless of whether or not the substitute is being paid.

The North Pacific Union Conference makes provision for leaves concerned with bereavement, illness, personal reasons, jury duty, and professional growth. Leaves for any other purpose must be approved by the employing organization (UCC). If you have questions concerning specific coverage for leaves, please check NPUC Education Code 4214:98.