

NUMBER: 300A

SUBJECT: SUBSTITUTE TEACHER

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**300A.1 – SUBSTITUTE ~~EMPLOYEE (INSTRUCTIONAL AND NON-INSTRUCTIONAL) TEACHER~~ POLICY**

It is the **College** policy and practice to have the respective **employees** instructor obtain an **appropriately approved substitute** appropriate substitute teacher to cover their job duties class in case of absence(s) by the instructor.

**300A.2 – RESPONSIBILITY FOR OBTAINING A SUBSTITUTE**

When a substitute is required **for essential job duties (including instruction of classes) due to** because of illness or other **legitimate** absences, **the employee** the instructor requiring the substitute is responsible for arranging for an appropriate substitute. Substitutes are hired on a department-by-department basis as determined by the department head and/or supervisor. All substitutes must undergo the College hiring process before being classified or performing as a substitute. ~~Arranging for the appropriate substitute should be accomplished by selecting a substitute from the approved substitute list. This approved list is maintained by the applicable Vice President for Instruction following the procedures listed below, on a department by department basis, and represents a list of qualified substitutes as determined by the applicable Vice President for Instruction. In those rare situations where a substitute from the approved list is not available, the instructor will find a suitable substitute, but must provide the applicable Vice President for Instruction with reasonable justification for using a substitute that is not from the approved list. (The reasoning behind this exception is based on the fact that the need to have a substitute exceeds the need to have a substitute from the approved list. This should be used on a rare exception basis only.)~~

In addition to arranging for the substitute, the instructor must also notify their department head and/or the applicable Vice President for Instruction.

In emergency situations, where the **employee** instructor is unable to find an appropriate substitute, the **employee** instructor should notify their department head and/or supervisor so appropriate coverage plans can be implemented. ~~and the applicable Vice President for Instruction so that one of them can arrange for an appropriate substitute. (This is an exception-only situation and should only be required in cases of actual and significant emergencies.)~~

**300A.3 – SUBSTITUTE DUTIES**

Substitute **employees** teachers are to manage the **job duties** classroom as if the regular **employee was present** instructor were there.

The following are guidelines to help the department accomplish the process of hiring a competent substitute.

**300A.3.1 – Procedures**

300A.3.1.1 – Substitute **employees, under department head direction** teachers on the approved list are expected to participate in the same hiring process as regular **employees** instructors. **This includes an interview utilizing a committee with a minimum of three members** with the department head and/or **instructor** applicable Vice President for Instruction, completion of the new employee forms (employment agreement, W-4 Form, I-9 Form) from the **Human Resources Department** Accounting Department, and a criminal background investigation.

300A.3.1.2 – It is to the benefit of the **College** student to have a substitute with technical experience in which **he or she will be substituting** the class that he or she is to substitute for.