

NUMBER: 300A

SUBJECT: SUBSTITUTE EMPLOYEES

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

It is College policy to have the respective employees obtain an appropriately approved substitute to cover their job duties in case of absence(s).

300A.2 – RESPONSIBILITY FOR OBTAINING A SUBSTITUTE

When a substitute is required for essential job duties (including instruction of classes) due to illness or other legitimate absences, the employee 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.

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

300A.3 – SUBSTITUTE DUTIES

Substitute employees are to manage the job duties as if the regular employee was present.

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, are expected to participate in the same hiring process as regular employees. This includes an interview utilizing a committee with a minimum of three members with the department head and/or supervisor, completion of the new employee forms (employment agreement; W-4 Form, I-9 Form) from the Human Resources Department, and a criminal background investigation.

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