

#99447

## **ARRANGEMENTS FOR SUPPORT STAFF SUBSTITUTES**

### **Employees covered under M.A.N.T.E. Agreement**

In addition to notifying one's supervisor as required, an employee shall notify or cause someone on his/her behalf to notify the Substitute Clerk in accordance with the following schedule:

- A. Immediate Replacement will be provided in the following classifications:
  - 1. Educational Assistant C's
  - 2. Secretaries (in single-secretary schools)
  - 3. Interpreter/Tutors
  - 4. Library Technicians at the high school level
- B. Replacement after two day's absence will be provided for all other employees.
- C. Where exceptions to the foregoing are required, permission may be granted by the Assistant Superintendent, Education and Program.

When the employee is going to be away from work for an extended period of time for hospitalization or "approved personal leave" the Principal shall inform the appropriate Manager, Human Resources, of the dates the employee will be absent. This request should be made well in advance of the leave so that arrangements can be made for extended relief assistance.

### **Employees covered under the C.U.P.E Agreement**

In addition to notifying the Assistant Manager, Facilities and Maintenance of an absence, an employee shall notify or cause someone on his/her behalf to notify the Management Secretary, Human Resources and Maintenance for replacement in accordance with the following schedule:

- A. Where possible replacement will be provided in the following manner:

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1. Caretakers - full replacement;
  2. Cleaners (single cleaner schools) - full replacement;
  3. Cleaners (multiple cleaner schools) - four hours per day for the first three days and all scheduled hours after three days;
  4. Assistant Cleaners scheduled to work five or more hours per day - replacement for the first three days will be four hours per day, then full hours after three days; and,
  5. Assistant Cleaners scheduled to work three or four hours per day - replacement for the first three days will be two hours per day, then full hours after three days.
- B. Replacement after three day's absence will be provided for all other employees.
- C. Where exceptions to the foregoing are required, permission may be granted by the Assistant Superintendent, Education and Program or his/her delegate.

When the employee is going to be away from work for an extended period for hospitalization or "approved personal leave" the Assistant Manager, Facilities and Maintenance in conjunction with the Principal shall notify the Manager, Human Resources, of the dates of the employee will be absent. This request should be made well in advance of the leave so that arrangements can be made for extended relief assistance.

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