

EMPLOYMENT OF SUBSTITUTE SERVICE PERSONNEL

The county board shall employ and the county superintendent, subject to the approval of the county board, shall assign substitute service personnel in compliance with West Virginia law.

Substitute service personnel shall be required to attend an annual orientation program and other staff development programs, as deemed necessary by the County Staff Development Council. Orientation will include information of pertinent county policies and procedures, expectations of Tyler County Schools' employees, confidentiality, and effective discipline techniques.

It is the policy of the Tyler County Board of Education that an individual may be employed as a substitute in only one service personnel classification category or title. PROVIDED THAT when the Superintendent, in her/his sole and exclusive judgment, determines that there is a critical shortage of qualified substitute service personnel in a particular service personnel classification category or title to meet the needs of the Board, she/he may authorize current substitute service personnel to apply for employment as a substitute in the service personnel classification category or title in which there are insufficient substitutes to meet the needs of the Board. .

Substitute service personnel must be available to accept substitute assignments at all times when the schools and offices of the Board are open.

Substitute service personnel who fail to accept and complete at least 75% of offered substitute assignments during an instructional school semester may be refused regular employment by the Board in favor of less senior applicants who have met this standard and may be recommended for dismissal from their substitute employment with the Board. The 75% work rule will be calculated at the end of each instructional semester. Individual must be employed by the board for at least one instructional semester to be eligible for full time employment.

Medical reasons verified by the employee's attending physician or serious emergency situations may be considered, on an individual basis as just cause for refusing to accept an offered substitute assignment. It shall be the substitute's responsibility to provide the Board office with the necessary documentation regarding his or her failure to accept an offered substitute assignment. Substitutes who do not wish to be considered for full-time employment will be exempt from the 75% assignment acceptance rule, provided that the substitute submits a letter verifying that he or she does not want to be considered for a full-time position.

No later than the last work day of the end of the first semester each school year, all substitute employees who did not meet the 75% work rule will be notified, in writing, and reminded about the provisions of this policy.

REFERENCE: School Laws of West Virginia: 18A-4-15

EFFECTIVE DATE: 4/1/96, 9/15/03, 8/22/05, 9/2/08, 2/20/12, 11/20/17