TEMPORARY STAFF

Belief

From time to time, it may be necessary to engage the services of temporary staff in order to provide a continuous, well-directed educational program for students.

Procedures

1. The responsibility for securing the services of temporary staff shall rest with the Principals, the Directors, the Associate Superintendents, and the Superintendent in accordance with their respective duties.

2. A site administrator may delegate the responsibility of securing temporary staff. Staff members who are sick shall not be expected to secure their own substitute.

3. Personnel shall be selected for temporary employment on the same basis as regular staff and lists of approved persons eligible for temporary employment shall be kept up to date and circulated to all locations.

4. Maintenance personnel shall be required to fill in for custodial staff in emergency situations such as times of illness or at such other times as the Principal is unable to arrange for temporary staff during periods of absence of members of the custodial staff.

5. School vacation periods may provide time over and above that required for custodial work. Once time for necessary custodial work, annual vacations, and holidays has been provided, custodians shall be required to provide service for the Director of Maintenance as directed by the Principal. Principals shall forward a list covering possible dates for reassignment, by June 15 of each year.

Reference: Section 60, 61, School Act