

Gadsden ISD  
September 14, 2009

**ARTICLE 33  
SUBSTITUTES AND SUBSTITUTE DESK**

1. The parties agree that the District Substitute Procedure (attached as Appendix A) shall be the procedure used at all schools/sites for the purpose of reporting absences. ~~a formalized process for acquiring substitute teachers will be in place for the district. This process shall not alleviate the employee's responsibility for contacting their supervisor or designee in accordance with the written process established at each work site.~~
  - 1.1 At the beginning of each school year, each employee shall receive and sign receipt of the District Substitute Procedure. ~~work site's written substitute process.~~
2. When an employee is to be absent, he/she shall follow the process outlined in the District Substitute Procedure. ~~call the substitute desk in accordance with any written process established by the District.~~
3. When employees becomes ill during the school day, they shall notify their supervisor; and, if necessary, they will use available sick general leave.
4. Employees who are absent shall notify their principal or immediate supervisor one and one half hour (1.5 Hour) prior to the end of the duty day if they do not expect to return the following day.
5. A teacher may request a specific substitute in case where a "planned absence" allows.
6. A teacher or educational assistant may be assigned to substitute cover during an emergency or when there are no substitutes available. Every effort will be made to limit these incidents.
7. Reasonable efforts will be made to provide substitutes for all positions.
8. Both parties understand the importance of maintaining appropriate numbers of professional adults in the classrooms at all times. If the IA is to ~~be placed in the sub. position~~ cover a classroom for a period of time two (2) hours or less the selection of this IA shall be left to the discretion of the building administrator. If the IA is to cover a classroom ~~to be placed in the sub position~~ for more than two (2) hours for the selection shall be on a rotating basis.

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District Signature

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Tentative Agreement

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Union Signature

Gadsden ISD  
September 14, 2009  
Appendix A, Article 33

## District Substitute Procedure

The purpose of this document is to formalize the process for acquiring substitute teachers in the District. This process reaffirms the employee's responsibility for contacting their supervisor/designee and utilizing the District's automated system.

At the beginning of each school year, each employee shall receive and sign receipt of this document.

When an employee contacts his or her supervisor or supervisor's designee, the supervisor or designee shall not use the call as an opportunity to discourage the employee from using leave. The call shall be to inform the supervisor or designee, not to ask for permission. This procedure shall be utilized at each site/campus.

When an employee is to be absent, he/she shall **follow the process outlined in the District Substitute Procedure, and call the substitute desk in accordance with any written process established by the District.**

Employees at sites/departments other than those defined as a school campus (ie Nursing and Health Services, Gadsden Administrative Complex, Physical Plant, Student and Nutrition Program, Construction or any other District satellite facility) are subject to the **current** directives of supervisory/departmental personnel relative to absence reporting procedures.

When an employee becomes ill during the school day, he or she shall notify his or her supervisor immediately; and, if necessary, he or she shall use available general leave.

Employees who are absent shall notify their principal or immediate supervisor one and one half hour (1.5) prior to the end of the duty day if they do not expect to return the following day.

**Your Supervisor is:**

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**The employee designated by your supervisor to contact in the event of an absence is:**

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**The number at which you can reach your supervisor or the supervisor's designee is:**

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The automated Substitute System can be utilized by calling (575)882-6785 or at [sems.gisd.k12.nm.us](mailto:sems.gisd.k12.nm.us)

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Employee Name

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School/Site

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Union Signature

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Tentative Agreement

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District Signature