

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.