

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 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'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 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:

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

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

The automated Substitute System Can Be utilized by calling (575)882-6785 or at sems.gisd.k12.nm.us

Employee Name

School /Site