



Appendix B

Long-term Certificated Substitutes Process Checklist

EEA Collective Bargaining Agreement Section 12.01 - Substitutes Represented by Association

B. Long-term substitute certificated employees shall be defined as:

- 1. Substitute certificated employees employed by the District in one (1) teaching assignment for a period in excess of twenty (20) consecutive work days until completion of that long-term assignment; or,*
- 2. Substitute certificated employees employed by the District to replace a regular certificated employee when, at the start of the assignment or during the first twenty (20) consecutive work days in the assignment, it is clear to the District (because of the nature of the regular employee's leave such as, but not limited to a maternity leave, major operation, or other approved leave) that the absence of the regular certificated employee will continue for more than twenty (20) consecutive work days from the first day that the substitute certificated employee is assigned to the position until completion of the long-term assignment.*

Process Checklist:

- ☐ Need for vacancy identified. Employee submits leave of absence request form and supporting documents to benefits desk or vacancy is identified by building administrator.
- ☐ Leave of absence approved by HR Talent, Acquisition & Retention Director
- ☐ Principal contacts HR Talent, Acquisition & Retention Director to discuss replacement needs
- ☐ HR Talent, Acquisition & Retention Director requests list of qualified substitutes from substitute coordinator
- ☐ HR Talent, Acquisition & Retention Director reviews list of qualified substitutes and provides list to principal
- ☐ Principal interviews qualified candidate(s) using long-term certificated substitute interview questions
- ☐ Principal completes 2 reference checks on recommended candidate
- ☐ Principal submits hiring recommendation form and hiring materials to HR Talent, Acquisition & Retention Director

*If candidate has held a long term position at the school in the last two years, Principal needs only to complete page two of this packet: The Long-Term Certificated Substitute Recommendation Form.