

MERIDIAN SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURE

Date Adopted: October 6, 2000

Date Revised: September 2, 2004

CLASSIFIED SUBSTITUTE PROCEDURES

Please take into account the following guidelines when arranging to employ substitutes in the various classified positions:

- Each Principal/Department Supervisor and/or designee should be responsible for overseeing the use of the substitute online system to arrange for substitute employees.
- Avoid the practice of taking current classified employees from their assigned positions to substitute in other positions. In the past, this practice has created unnecessary paperwork and confusion for our district payroll and accounting departments and has caused difficulty at the building level in providing continuity of service in the part-time positions. There may be cases where the best possible solution is to ask a current employee to substitute in another role. The decision regarding exceptions will be made by the principal/supervisor on a case by case basis. For example, there could be a situation where no substitute is available for a six-hour position. A current employee in a two-hour position might be our best option if a replacement could be found. Also, where “subbing up” would not take an employee from their regularly assigned job but would simply be additional hours for that day, there would be no objection.