

**SUBSTITUTE SERVICE PERSONNEL – WORK
EXPECTATIONS, INCENTIVE AND REFUSAL TO WORK**

I. Purpose. The purpose of this policy is to set forth the expectation of substitute employees to work when contacted, incentives available to substitute service employees, and consequences for refusing to work when called.

II. Work Expectations.

2.1. Persons on the substitute list shall meet all necessary qualifications and be available to work when called.

2.2. The number of calls to each substitute and the number of, and reasons for, refusals to work shall be noted. If an employee is called and there is no answer, the reason for not accepting employment shall be deemed "Not Available." A hang up will be deemed an unacceptable refusal to work.

2.3. Substitute service employees are expected to work at least sixty (60) percent of the positions offered unless the refusal to work is excused for one of the following acceptable refusals to work listed below. Acceptable refusals are:

- 1-(a) A written doctor's statement for personal illness or illness of an immediate family member as defined in Raleigh County Board of Education (RCBOE) Policy C.1.20: Personal Leave for Illness and Other Causes
- 2-(b) An obligation to work at another school on that day
- 3-(c) Death in the immediate family
- 4-(d) Jury duty

2.4. Appropriate documentation (doctor's excuse, obituary notice listing employee as survivor, work excuse from funeral director, or jury duty excuse) must be submitted to the Personnel Office within five days of decline of job offer in order to be an acceptable refusal.

2.5. Substitute service employees shall not refuse to work more than three (3) days per school year that do not meet the definition of acceptable refusal as specified in sections 2.3 and 2.4.

III. Incentives.

3.1. Substitute service employees who work a minimum of 133 days in a given fiscal year (July 1 – June 30) for Raleigh County Schools shall accrue one year of experience for pay purposes.

3.2. A substitute service employee who fills a posted long-term substitute position will receive all benefits that a regular service employee would receive except retirement contributions/benefit.

3.3. Substitute service employees may be entitled to health insurance benefits. See RCBOE Policy C.1.32: Measurement Periods for Determining Full-Time Employee Status Under the Affordable Care Act.

IV. Termination of Substitute Service Employee.

4.1. A substitute service employee will be recommended for termination when:

- 1-(a) Any substitute service employee fails to return a signed contract within 30-10 business days of its issuance; or

- 2.(b) Any substitute service employee fails to register with the substitute calling system within ~~30~~ **10 business** days of Board approval; or
- 3.(c) Any substitute service employee for whom contact cannot be made after ~~thirty (30) consecutive days~~ **three (3) unaccepted work opportunities** shall be moved to inactive status. Such person shall be notified and given ~~thirty (30)~~ **ten (10) business** days in which to declare ~~their~~ **his/her** availability for substitute work. Failure to respond in writing to this notification within the ~~thirty~~ **ten**-day period shall be grounds for termination. Substitute service personnel shall only be eligible for such inactive status once in a school year. Any substitute service employee who is ~~repeatedly unavailable will be recommended for termination~~ **returns from inactive status within a given school year and fails to provide documentation for one (1) or more unaccepted work opportunity(ies) will be deemed as willful neglect of duty and/or insubordinate and recommended for termination.**
4. ~~Any substitute service personnel who fails to work at least sixty (60) percent of the positions offered within any forty five (45) day period will be moved to inactive status. Such person shall be notified and given thirty (30) days in which to declare his/ her availability for substitute work. Failure to respond in writing to this notification within the 30 day period shall be grounds for termination. Any further failures to work at least sixty (60) percent of positions offered within that school year will be deemed willful neglect of duty and/ or insubordination and grounds for termination.~~
- 4.2. Any substitute service employee terminated and subsequently removed from the substitute list for the reasons referenced above will not be considered for re-employment for a time period of one calendar year following such action by the Board.
- 4.3. Retired service personnel working as substitute service personnel are not generally working as such for the purpose of accruing substitute seniority or experience with the expectation of acquiring regular employment in the school system. Accordingly, this policy shall not apply to individuals who are retired from a school system and who are employed as a substitute and placed on the substitute list.

V. Miscellaneous.

5.1. IT SHALL BE THE RESPONSIBILITY OF EACH SUBSTITUTE SERVICE EMPLOYEE TO KEEP RALEIGH COUNTY SCHOOLS APPRISED OF HIS/HER CURRENT ADDRESS AND TELEPHONE NUMBER.

5.2. ~~Substitute service employees shall be given the opportunity~~ **are required to work in the Town Area to and are required to** select from ~~three~~ **at least one of the two remaining** districts in which to be considered for substitute work. ~~A substitute service employee may choose one, two, or all three districts.~~ If a substitute is not available from the "district" list, another substitute may be contacted. A refusal from such out-of-district individual shall not be counted against the individual as an unacceptable refusal. (See attached commitment form.)

5.3. The time frame of this policy is restricted to a single term and is not cumulative. ~~Substitute service employees who have worked thirty days for the school system shall have all rights pertaining to suspension, dismissal and contract renewal as is granted to regular service personnel in the Codes of West Virginia (18A-2-7, 18A-2-8, and 18A-2-8a).~~

VI. Severability.

If any provision of this policy or application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this policy.

Legal Source: WV Code §18A-4-15

Approved: June 9, 2009

RALEIGH COUNTY SCHOOLS
SUBSTITUTE EMPLOYEE MANAGEMENT SYSTEM (SEMS)
Substitute Employee Profile – Service

DATE: _____

NAME: _____ SS# _____ PHONE: _____

STREET _____ CITY _____ ST: _____ ZIP: _____

I. **CLASSIFICATION(S):** Please check appropriate classification(s):

_____ Aide _____ Bus Operator _____ Cook _____ Custodian
_____ Secretary _____ Other (please specify) _____

II. **LOCATIONS:**

If you will work at **all** work locations, please check here _____, then go to III.

Otherwise, you may check your preference for REGION, (place an "X" in front of your choice):

REGIONS

_____ 010000 COAL RIVER AREA

Required 020000 TOWN AREA

012204 Clear Fork District Elem
012211 Fairdale Elem
~~012215 Lester Elem~~
012232 Marsh Fork Elem
013302 Trap Hill Middle
015503 Liberty High

022234 Beckley Elem
022202 Bradley Elem
022205 Coal City Elem
~~022206 Crab Orchard Elem~~
022207 Cran-Pros Elem
022208 Crescent Elem
022213 Hollywood Elem
022217 Mabscott Elem
022218 Maxwell Hill Elem
022220 Ridgeview Elem
~~022229 Sophia S.C. Elem~~
022226 Stanaford Elem
022231 Stratton Elem
024409 Beckley-Stratton Middle
024408 Independence Middle
024402 Park Middle
~~025507 Alternative Center~~
025502 Independence High
025506 Woodrow Wilson High
027701 Academy of Careers and Technology

_____ 030000 SHADY SPRING AREA

032209 Daniels Elem
032212 Ghent Elem
032227 Shady Spring Elem
034403 Shady Spring Middle
035505 Shady Spring High

III. **AVAILABILITY:** If you are available to work all periods below check here _____.

If you are available part of the week check the periods you are available:

(Before Noon) Mon ___ Tues ___ Wed ___ Thurs ___ Fri ___

(After Noon) Mon ___ Tues ___ Wed ___ Thurs ___ Fri ___

