

**Substitute Service Employees Termination for
Assignment Refusals or Unavailability**

1.0 Purpose

- 1.1 It is expected that substitute service employees will be available and accept offered assignments. The unavailability of an employee or the refusal of offered assignments at excessive levels, regardless of the reasons for such unavailability or refusal, has a detrimental effect upon the efficient operation of the school system.

2.0 Lack of Availability of Substitute

- 2.1 In recognition of the occurrence of a reasonable number of circumstances beyond the control of substitute employees, a determination has been made to permit a total of five (5) instances of unavailability and/or refusal (regardless of reason) within a school year before adverse personnel action is recommended.
- 2.2.1 Separate logs shall be maintained for substitute lists in each classification. Each log shall reflect the response to telephone contacts or attempted telephone contacts made to offer available substitute assignments.
 - 2.2.2 If there is no answer or a voice mail message is left and not returned within a 5 minute period the log shall note that the substitute employee was "not available."
 - 2.2.3 If an employee declines an assignment after being contacted the log shall note "declined."
- 2.2 In the event a substitute employee is either "not available" or "declines" work on 3 separate occasions the employee shall be provided with a warning letter indicating that two (2) additional instances of non-availability and/or refusal shall result in a recommendation that employment be terminated.
- 2.3 After a warning letter has been issued and following 2 additional instances or non-availability and/or refusal within a school year, the Superintendent shall meet with the employee and if the circumstances warrant, recommend the termination of the employment of the substitute employee.
- 2.4 A substitute employee who is terminated under the terms of this policy shall not be eligible for employment with Monroe County Schools in any capacity for a period of 3 years following the date of termination.

Revised and newly adopted: August 15,2006

Reviewed by Board February 19, 2013