



Official Policy

Division or Sector:	Human Resources
Responsibility:	Director, Human Resources
Policy Number:	7160-16

Title: Substitute Teachers

PURPOSE:

- i. To ensure that students receive the maximum hours of instruction by minimizing the number of classes cancelled.
- ii. To ensure standards for the hiring of substitute teachers;
- iii. To establish guidelines for the payment of substitute teachers.

FORMS: Request for Substitute Teacher Payment

DEFINITION: A substitute teacher is defined as a teacher hired for a period of up to three (3) weeks to replace a teacher for one of the following reasons:

- a) Illness, including sick leaves of three (3) weeks or less
- b) Union activities as defined in Article 3-1.00
- c) Special leaves covered by Article 5-9.00, among others
- d) Professional Activity leaves covered by Article 5-16.00 (see 7160-14)
- e) Religious holiday

POLICY:

1. A teacher doing substitute teaching is paid on an hourly basis as per article 6-1.04, except in the case of MEDs as per article 4 below.
2. In order to provide students with the instruction indicated for each course, substitute teachers will normally be provided for all absences of faculty members after the first absence per course in the semester; i.e. no more than 1 class per section without substitution should occur. For intensive, extended (three or more hour blocks) and Conted classes, when the length of the scheduled class is greater than the usual maximum in the day, a substitute will be permitted for the excess time. In the case of scheduled exams which cannot be re-scheduled, teachers will normally be replaced right away. The Faculty Dean and Conted Coordinator will monitor the number of classes missed in a section.
3. In the case of classes for which there is no substitution, as in 2 above, and the absence is for

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December 8, 2009

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illness, if the absent teacher indicates in writing that the class will be made up, the absence will not be subtracted from the sick bank.

4. In disciplines where there is a MED who has less than an eighty percent teaching load or less than 80% MED project, the MED must assume the substitute teaching in the discipline if the MED is informed at least 12 hours before the class, and there is no schedule conflict. If 12 hours notice is not provided, the MED is not obligated to do the substitution.

In the case of a sick leave, the CI calculation as per article 6-1.02 is used *for the MED*, retroactive to the first day of absence.

5. Payment for substitute teaching should be avoided as much as possible through teacher exchanges.
6. The seniority will be accounted for as indicated in the collective agreement.

PROCEDURES:

1. The Department/Program coordinator, or Conted Coordinator arranges for substitute teaching, as per Policy 2 above.
2. Each department/program selection committee should have a list of three (3), where possible, qualified teachers who are available to do substitute teaching in the discipline.
3. This list should be based on interviews held during the hiring period each year.
4. The lists should be submitted to the appropriate Faculty Dean or the Conted Academic Coordinator prior to the start of classes of each academic year.
5. All requests for substitute teacher payment are made on the appropriate form by the Department/Program Coordinator. They must be submitted as soon as possible, for Faculty Dean or Conted Coordinator approval as per Procedure 7, preferably by the Monday

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following the week in which the service was rendered.

6. Requests for substitute teacher payment must be accompanied by an absence of employee form for the teacher being replaced.
7. The request is then signed by the Faculty Dean, or the Conted Coordinator, who forwards it to Human Resources for processing, then to Payroll for payment.
8. Classes covered by teacher exchanges as per Policy 5 above should only be done through declaration of the absence and with the prior approval of the coordinator and the Faculty Dean, or to the Conted Coordinator. In such cases, the absence will not be deducted from the teacher's sick bank.
9. In the case of classes to be made up, as per policy 3 above, the absent teacher should submit a note, in writing, to his or her Faculty Dean, or to the Conted Coordinator, indicating the date and time of the make-up class. A copy will be forwarded to Human Resources and the absence will not be subtracted from the sick bank.