

Living Sky School Division No. 202

Administrative Procedure (AP) Manual



Procedure Name: Substitutes and Casual Staff			
Procedure Type:	Human Resources	Implementation Date:	AUG. 31, 2016
Procedure Number:	5.04	Last Approval Date:	FEB. 26, 2025
AP Owner:	HR Administrator	Last Reviewed:	FEB. 26, 2025
Legal Reference(s):	<i>The Education Act, s 85, 87, 109, 175, 231</i>		

Background

The division requires substitute teachers and casual employees to fill day-to-day absences and short-term vacancies to provide ongoing quality support for students. Management of substitute and casual staff is a shared responsibility between school-based administrators and human resources (HR).

Scope

This applies to all substitute and casual staff employed by Living Sky School Division (LSKYSD) as well as the school-based administrators and HR team that supports them.

Definitions

Casual refers to replacements for out-of-scope and CUPE staff.

Substitute refers to replacements for STF staff.

Roles & Responsibilities

HR Administrator

- Determines who will be employed as substitute and casual staff

Principal

- Determines placement of substitute and casual staff in their buildings
- Informally monitors substitute and casual staff and report concerns to HR

Procedures

1. Substitute Teachers

- a. The HR administrator approves applicants onto the substitute teacher list.
- b. Every substitute teacher must be registered with the Saskatchewan Professional Teachers Regulatory Board (SPTRB) and hold a valid Saskatchewan teaching certificate.
- c. The engagement of substitute teachers shall be reported to payroll and human resources through the use of LSKYSD's absence management system.
- d. At the discretion of the principal, substitute teachers shall perform the duties of the teachers they are replacing or perform other teaching duties assigned by the principal.
- e. Principals shall notify HR if they have concerns about substitute teachers or if they become aware of substitute teachers no longer available for work.

2. Casual Staff

- a. The HR administrator approves applicants onto the casual list.
- b. The engagement of casual staff shall be reported to payroll and human resources through the use



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of LSKYSD's absence management system.

- c. At the discretion of the principal, casual employees shall perform the duties of the staff members they are replacing or perform other support staff duties assigned by the principal.
- d. Principals shall notify HR if they have concerns about casual staff or if they become aware of casual staff no longer available for work.

3. Other

- a. HR shall revise the substitute and casual lists as necessary.
- b. Each year, HR shall contact substitute and casual staff to gather information regarding changes in availability for the following school year.
- c. Substitute and casual staff shall be removed from the approved lists if they have not been employed during the previous twelve (12) months.

Related

5.02 Criminal Record Checks

5.03 Reporting Criminal Charges