

SERVICE PERSONNEL SUBSTITUTE EMPLOYMENT

Persons on the substitute list shall meet all necessary qualifications and be available to work when called. A log of the calls made to each substitute shall be maintained. 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 "Not Available".

Should a person decline the offer to work or not be available on any 10 consecutive offers to work, a letter shall be sent to the employee denoting dates of calls and refusals. This letter will specify that, if the employee continues to decline the offer to work, measures will be taken to remove the employee from the substitute list. Should the employee decline the opportunity to work or be unavailable to work for a total of 50% of the total offered opportunities for work, from July 1 to June 30, such refusals shall be considered as willful neglect of duty and/or insubordination and a recommendation will be made to the Board of Education, pursuant to West Virginia Code 18A-2-8, regarding termination of the substitute employee's contract and removal of the employee from the substitute list.

Substitute employees meeting the following criteria are exempt from this section of the policy:

1. Must have been a regular service employee who has retired from a West Virginia County School system: and
2. Must be receiving benefits from the West Virginia Consolidated Public Retirement Board.

With approved documentation, the following are considered legitimate reasons for refusal to accept work when called. These reasons, when verified, will not be held against substitute employees who have not accepted a sufficient number of assignments:

- a. Illness or accident and recuperation therefrom of more than two weeks duration of an employee or immediate family member with verification from the treating physician. (Immediate family for purposes of this policy shall include employee, spouse, father, mother, son, daughter, brother, sister, grandparents, grandchildren, stepparents, stepchildren, legal guardian, or any other relative living in the household of the employee.)
- b. Military service.
- c. Jury duty.
- d. Death in the immediate family, as defined above, including travel time to and from funeral services.
- e. Substitute employment in another county, provided notification is provided to Pleasants County officials.
- f. Other causes as authorized or approved by the superintendent.

The employee shall be contacted by certified mail of a recommendation of termination and shall be afforded an opportunity for a hearing before the Board prior to such action. Upon completion of the hearing, the Board shall hold ultimate authority in whether or not the employee shall be terminated and, therefore, removed from the list.

ADOPTED: June 12, 2014
 REVISED: March 31, 2016