

Wood County Schools
Standard Operating Procedure

Event: _____ Substitutes (Professional) – Decline/Do Not Call

Wood County Reference: _____

WV Code Reference: _____

Wood County Contact Person: _____ Asst. Superintendent, Human
_____ Resources

The Wood County Board of Education expects substitute employees to be available and to accept offered job assignments. The unavailability of a substitute employee or the refusal of offered assignments at excessive levels has a detrimental effect upon the efficient operation of the school system. Calling substitutes that do not wish to work delays the assignment of positions causing some positions to go unfilled. Substitute employees may remove their names from the sub list for particular schools and/or assignments. In addition, administrators may request that employees do not work in specific schools due to performance issues and/or other reasons as documented on the substitute evaluation form and/or the do not call list form. Below, are step by step procedures that shall be followed when declining a professional substitute from working in a school.

Procedure:

- _____ 1. Complete the Substitute Evaluation Form and/or the Do Not Call List Form.
(Both forms attached.)
- _____ 2. Request a meeting (in writing) with the professional substitute.
- _____ 3. Meet with the substitute, state your reason(s) for placing the substitute on the do not call list and have them sign the completed Do Not Call List Form.
- _____ 4. If the substitute refuses to meet with you, document your attempts at notifying the employee and send, by certified mail, a copy of the completed Do Not Call List Form to the substitute.
- _____ 5. Send the Assistant Superintendent, Human Resources, all pertinent documentation.

- _____ 6. Thereafter, the substitute may request, at any time, to meet with the principal/administrator to be removed from the do not call list.
- _____ 7. If permission is granted by the principal/administrator, the principal/administrator shall notify the Assistant Superintendent, Human Resources, in writing immediately.
- _____ 8. If the professional substitute does not agree with the principal of her/his placement on the do not call list, the substitute may appeal, in writing, to the Assistant Superintendent, Human Resources.

Comments and/or Notes: