

Summers County Board of Education

Scope:

Authority: WV Code § 18-A-15

Adopted: August 11, 2016.

Amended: July 9, 2020; June 30, 2022.

Reviewed: May 26, 2022.

SUBSTITUTE SERVICE PERSONNEL - REFUSAL TO WORK POLICY

1. Substitute service personnel shall meet all necessary qualifications and demonstrate reliability by accepting positions on an as needed basis at any school or work station, in accordance with their job classification.
2. Substitute service personnel will be contacted on a rotating, county-wide basis, in accordance with WV Code 18A-4-15. The number of calls to each substitute and the number of, and reasons for, refusal to work shall be noted.
3. Substitute service personnel must accept and report to work as a substitute in response to at least ten (10) substitute assignments during a school year. Any substitute service personnel who fails to accept and work at least ten (10) substitute assignments during the school year will not be placed upon the call list for substitutes for the next school year, unless the substitute has received approval from the Superintendent in writing that the substitute may remain on the call list because just cause exists for the substitute to not have accepted and worked at least ten (10) assignments during the school year.
4. All first year substitute employees shall be reimbursed for the cost of their background check and drug test (with proof of cost), once the substitute has worked at least ten (10) days as a substitute.
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