

ADMINISTRATIVE POLICY

The online version of this policy is official.
Therefore, all printed versions of this
document are unofficial copies.

SUBSTITUTE PROBATIONARY STATUS AND REVIEW PERIOD

Probationary Substitute Status

When hired by the CMCSS Substitute Program, the employee enters Probationary Substitute status. The Probationary Substitute status and review period begins on the first day of employment and concludes on the 30th school day of employment. The first day of employment is equivalent to the orientation date the employee attended.

During the review, the following criteria must be met in order for a probationary substitute to advance to the status of CMCSS Substitute.

1. Minimum of 10 positions accepted and completed within the 30 school days;
2. Overall positive feedback ratings from classroom teachers/assistants;
3. Meets all other Substitute Program expectations as covered in orientation.

CMCSS Substitute Status

At the completion of the 30-day Probationary Substitute period, the Director of Classified Employment will review each employee's probationary period and will make a final decision regarding his/her status. Probationary substitutes will either advance to CMCSS Substitute status or will be released from the CMCSS Substitute Program. Substitutes who exhibit behaviors that are unbecoming of a professional may be dismissed at any point during the probationary period at the recommendation of the Director of Classified Employment.

The Probationary Substitute will receive an e-mail notification via CMCSS email informing them of the Director of Classified Employment's decision following the 30-day review period.

ID Badges

Probationary Substitutes will receive a temporary ID badge that must be worn and visible at all times while on school premises. If the provided ID is not available, the Probationary Substitute will follow the school level procedures for identification requirements, which may include a visitor's badge provided by the school.

Upon successful completion of the Substitute Probationary period, the CMCSS Substitute will be issued a CMCSS Photo ID Badge.

Associated Documents: [HUM-A074](#) Substitute Inactivation/Termination

Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
3/16/15	IR	
5/1/17	A	Removed Job Visibility information.
4/2/18	B	Para. 1, clarified 30 th school day. Added #3 to first section. Added para. 3 through 6 under section 2.

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| 10/1/18 | C | Removed all information pertaining to provisional substitutes due to no change in program. Removed SUB-P001 and SUB-F011. |
| 8/12/19 | D | Replaced "Classified Employment and Substitute Coord." With "Human Resources Coord." |
| 1/27/20 | E | Added "Substitutes who exhibit behaviors that are unbecoming of a professional may be dismissed at any point during the probationary period at the discretion of the Human Resources Coordinator." |
| 9/11/23 | F | Updated title throughout to "Director of Classified Employment." |

***** End of Policy *****