

**All Personnel**

AR 4161.12(a)  
4261.12  
4361.12

**PROCEDURE FOR ASSIGNMENT OF CERTIFICATED/CLASSIFIED  
SUBSTITUTES**

The system for providing substitutes for certificated and classified employees will be centralized through Human Resources Development (HRD). The Employee Substitute Clerk shall be responsible for assigning substitutes and maintaining records. Employees, principals/supervisors, or school secretaries will not assign substitutes for employment. Exception: Supervisors of Transportation, Maintenance, Custodial/Grounds, and Nutritional Services may assign substitutes approved for employment by HRD.

Except in case of an emergency, an employee shall notify the district of any personal illness or injury requiring him/her to be absent from duty as least one (1) hour prior to the time the employee is scheduled to begin work. Failure of the employee to notify the district and/or designated supervisor may result in a sub deduct from the salary of the employee.

Employees will use the following procedures:

1. All employees must register on the district's automated attendance system, SubsOnLine, at 730-7450.
2. As soon as it is known that an absence will occur, a call shall be made to SubsOnLine, at 730-7450, following the telephone menu options to properly report the absence. Daily attendance reports will be available for site managers.
3. In addition, Transportation, Maintenance, and Custodial/Grounds employees will call a designated supervisor(s) to report an absence. Daily attendance reports will be available for Operation Center supervisors.
4. Nutritional Services cafeteria employees will not call SubsOnLine. They will call a designated supervisor to report an absence. Nutritional Services will maintain all required records and provide daily attendance reports to the Substitute Clerk.
5. No employee shall enter school business absences on SubsOnLine. Written requests for substitutes for employees attending workshops, conferences, inservices, etc., shall be submitted to the Substitute Clerk at least 10 days in advance of the event.

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**PROCEDURE FOR ASSIGNMENT OF CERTIFICATED/CLASSIFIED  
SUBSTITUTES (continued)**

The principal/supervisor is responsible for maintaining substitute time sheets. The principal/supervisor will record the time in each assignment and sign each entry. The Substitute Clerk will verify the information in preparation for payroll input.

Qualified candidates may submit application forms to the Human Resources Development Office.

Regulation  
approved: February 28, 2002  
Board Policy Committee

**VISALIA UNIFIED SCHOOL DISTRICT**  
Visalia, California