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**HORIZON SCHOOL DIVISION****POLICY HANDBOOK**

**Policy Code:** GH  
**Policy Title:** Substitute Support Staff  
**Cross Reference:**  
**Legal Reference:**  
**Adoption Date:** February 26, 1997,  
**Amendment or Re- January 23, 2023**  
**affirmation Date:**

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**POLICY**

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION AUTHORIZES THE SUPERINTENDENT TO EMPLOY SUBSTITUTE SUPPORT STAFF AS REQUIRED.

**REGULATIONS**

1. The Human Resource department shall maintain a current listing of approved substitute support staff authorized for temporary placement in division schools.
2. Support staff requiring a substitute shall:
  - 2.1. inform the principal or designate of the school, and
  - 2.2. the principal or designate shall arrange for a substitute, if needed, using the process outlined by the division in accordance with division procedures.
    - 2.2.1. Substitute school support staff are to be hired from the approved and current list provided by Human Resources.
3. The duties and responsibilities of a substitute support staff member shall include all regular duties of the employee unless otherwise specified by the principal or designate.
4. It is the responsibility of the support staff's supervisor to provide specific plans and general directions for the substitute.
5. School administration will keep accurate records of support staff absences and substitutes utilized and submit them to division office in accordance with division procedures.