

## **PAYMENT OF SUBSTITUTE STAFF**

**(This policy applies to staff not covered by the Teachers' Collective Agreement.)**

When substitute workers are required they will be paid as follows:

- (a) For up to and including 20 consecutive days they will receive the hourly wage for casual help in that category, as established from time to time by the Board.
  
- (b) For service beyond 20 consecutive days in a position in duration they will receive a wage equal to the starting wage of the established wage scale for that particular type of work.
  
- (c) Staff currently employed by the Division will receive their regular rate of pay when they are requested by the Division to substitute for an absent employee. If this reassignment continues beyond 20 consecutive days then the actual pay for that job class will be paid from the 21<sup>st</sup> day onward.

Approved June 30, 1982  
Revised October 18, 1994  
Revised February 17, 2009