

# KANAWHA COUNTY SCHOOLS ADMINISTRATIVE REGULATION

## Substitute Employee Use

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**40.01General.** The amount appropriated within the general budget for substitute employees has been calculated to meet needs occasioned by sick, family, military, vacation, jury service/subpoena, or personal leave use. No general budget monies are available for substitute employees to provide coverage for absences occasioned by professional leave.

**40.02Restrictions.** General budget substitutes shall only be available to provide coverage for absences occasioned by the use of sick, family, military, vacation, jury service/subpoena, or personal leave. Furthermore, no substitutes shall be available to cover for professional employees who do not have students directly assigned (e.g., libraries) until after three consecutive days of absence.

**40.03Special Account Codes.** Principals shall cause special account codes to be entered on payroll reports when substitutes are to be paid from a special account.

**40.04Exceptions.** Any exceptions to the restrictions set forth in Section 40.02 of this administrative regulation must receive prior written approval from the Superintendent.

**40.05Monitoring.** The Payroll and Data Processing offices shall monitor substitute use each payroll period. The detection of excessive or inappropriate use of substitutes shall result in a reduction or unavailability of general budget substitutes at the school in question.

**40.06Notification of Area Clerks.** Principals who arrange for substitute coverage must notify the appropriate area clerk and keep such clerk advised of the use of such substitute for the duration of the absence.