

Use of Substitutes

Head Start Performance Standards

§ 1302.21 (b) (1)

Policy

Community Action Head Start maintains a roster of qualified substitute teachers who can fill-in for regular teaching staff members when they are absent. This ensures compliance with the required ratio of qualified staff members to children at each of our centers and sites.

There are two main deadlines to submit the **Absence Notification and Substitute Request Form**. If staff know the night before a scheduled workday that they are going to miss work, they are asked to submit their notification/request form by 7:30 p.m. Otherwise, if it is the morning of the workday, submit all requests no later than 6:00 a.m.

The Compliance Supervisor will attempt to provide coverage for the absence based on the needs of the classroom/site. Substitutes must report their time worked in ADP. The Compliance Supervisor is responsible for reviewing and approving Substitute and Floater timesheets.

Staff Available to Cover Classroom Absences

The following non-classroom employee groups are eligible to act as a classroom substitute:

- Classroom Floater
- On-Call Substitute Teachers
- Center Assistant (where applicable)
- Family Services Teachers
- Education/Behavioral Specialists
- Program Area Supervisors (PAS)
- Additional members of CDLT
- Transportation Staff (special circumstances)

Procedure

Unplanned Call-Out Process

If staff need to miss work unexpectedly, regardless of whether it is on a child contact day or not, they will need to submit an **Absence Notification and Substitute Request Form**. This form is available on the Community Action Intranet for staff to use either the night before or the morning of an unscheduled absence or when staff are on site and need to leave early or will arrive late.

As stated in the Policy Section, staff who will be absent must submit the **Absence Notification and Substitute Request Form** no later than 6:00 a.m. Except in cases of approved family, medical leave or prearranged vacations, staff members must submit the **Absence Notification and Substitute Request Form** each day that they will be absent. If notification of a staff member's absence arises after 11:30 a.m., the PAS may need to coordinate coverage without the help of the Compliance Supervisor. PAS will update Compliance Supervisor of final coverage plan.

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After a staff member submits an entry through the **Absence Notification** form, a summary of their notification will be sent to a global email distribution account at HSSubRequest@caowash.org. The Compliance Supervisor is the administrator for that email account and controls who can access it. The account includes the Compliance Supervisor, Program Area Supervisors, and Program Managers.

Upon receiving an unscheduled absence notification, the Compliance Supervisor will document the absence notification. The Compliance Supervisor will assess each site's needs based on priority (number of students, needs of the classroom and/or the number of absences a site is experiencing) including preplanned absences, vacant positions and various family or medical leaves.

After documenting and analyzing all placement needs, the Compliance Supervisor will contact the appropriate staff who are available to cover classroom absences, in an attempt, to secure coverage. Contact is made through various methods such as text messaging, a phone call, Teams, or email.

Note: As stated in the Community Action Handbook, Casual On-Call employees are individuals hired to supplement Community Action's workforce on an on-call or as-needed basis. Employees in this position will not be retained if call in is refused more than twice in any 30-day period.

Note: In acute situations, depending on the responses received from staff who are available to cover classroom absences, the Compliance Supervisor may also involve Program Managers, applicable PAS's, Transportation Supervisor and the Director of Head Start to determine a viable coverage plan.

Whether or not coverage can be secured, the Compliance Supervisor will notify the appropriate PAS and Manager of the coverage details and the PAS will communicate them to the classroom staff.

Teacher Call-Out Process

When the teacher submits a call-out notification, the following classroom staffing pattern will be maintained; except in cases of approved family, medical leave, prearranged vacations or otherwise decided by the PAS or Program Managers.

- The Assistant Teacher will fulfill the responsibilities of the absent Teacher.
 - If no Assistant Teacher is in place, the Family Services Teacher will support the absent Teacher.
- The appropriate staff who are available to cover classroom absences will fulfill the responsibilities of the Assistant Teacher.

Alternative Method for Calling Out

If a staff member does not have access to the Intranet on a regular basis, therefore preventing them from submitting an **Absence Notification and Substitute Request** form, they need to inform their PAS. Their PAS will then contact the Compliance Supervisor and together they will create an alternative plan for that staff member.

Last-Minute Absences

Occasionally, classroom staff may not anticipate their need to miss work until after 6:00 a.m. the day of their scheduled shift, or they may need to unexpectedly leave during their shift. In both cases, the staff member should notify their PAS immediately and submit an **Absence Notification and Substitute Request Form**.

Upon being notified of a staff member's last-minute absence, if the PAS would like to arrange for a last-minute substitute and it is before 11:30 a.m., the PAS can notify the Compliance Supervisor via phone call or text. The Compliance Supervisor will then work with the PAS to contact the appropriate staff who are available to cover classroom absences in an effort to secure coverage. The Compliance Supervisor will follow all standard processes to document and track coverage.

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Program Area Supervisors (PAS)

Preplanned Absences

Occasionally, classroom staff will know ahead of time that they will need to miss work. In this case, classroom staff need to submit a request for a preplanned absence with at least two weeks' notice and get approval from their PAS.

Note: Approval of a preplanned absence is required regardless of whether the absence falls on a non-contact day.

After a PAS has approved a preplanned time-off request or determined another reason that a staff member will need to miss an upcoming shift, the PAS is responsible for submitting a **Preplanned Absence Notification** form. This form is available on the Community Action Intranet.

A PAS may elect to coordinate coverage ahead of time or they can elect to involve the Compliance Supervisor to secure coverage. Regardless of their decision, all preplanned absences must be submitted using the **Preplanned Absence Notification** form.

If the PAS needs help securing coverage, they must notify the Compliance Supervisor who will then attempt to contact the appropriate staff who are available to cover classroom absences in an effort to secure coverage.

If an available staff member can only cover part of a preplanned shift, the Compliance Supervisor will work with the PAS and available staff on an appropriate coverage plan.

Once the appropriate staff member has been assigned, the Compliance Supervisor will notify the site's PAS of the coverage details, and the PAS will communicate them to the classroom staff.

Preplanned Absence Notifications Approved Within Two Weeks

If a preplanned absence is approved within two weeks of the date staff will need to be absent, the PAS may need to coordinate coverage without the help of the Compliance Supervisor; except in acute cases that are to be approved by the Program Managers or Director of Head Start.

Cancelled Preplanned Absences

Occasionally, a staff member may have requested personal time off only to change their plans later. In this case, the staff member must notify their PAS directly. If it is prior to the preplanned absence day, the PAS must then send an email to the Compliance Supervisor.