

## **Substitute attendance policy** (effective 12/01/2019)

### Rules for substitute shifts:

Each supervisor makes their work area's desk schedule 2-4 weeks in advance. For anticipated substitute shifts (planned vacation, absences, etc.), supervisors will email the substitutes details about the available shifts and will email shift assignments based on the substitutes' responses. Substitutes should only say they are available for shifts they are certain they can work. Supervisors will email shift assignments in a reasonable amount of time after collecting substitute availability. Supervisors will do their best to spread shift assignments out evenly among substitutes. For emergency substitute shifts (illness, etc), supervisors may email or call substitutes and assign immediately based on a first come, first served response system.

### Canceling a shift:

- Once a shift has been assigned to a substitute, if that person cannot cover that shift, for any reason, it is considered a cancellation.
- If more than 5 shifts are cancelled in a rolling 12 months, then a substitute will be on probation for one month (which means they will not be offered shifts unless no other subs are available).
- If a substitute finds another qualified person to work their shift, this does not count as a cancellation. It is the responsibility of the initial sub to notify the supervisor by email of the swap.
- If a substitute cannot find another qualified person to work their shift, they must give the supervisor at least 48 hours notice of the cancellation or this will be considered a "no show."

### No show/No call:

- If a substitute cancels a shift with less than 48 hours notice or does not show up for an assigned shift 2 times in a rolling 12 months, then that substitute will be on "probation" for one month (which means they will not be offered shifts unless no other subs are available).
- If a substitute is sick on the day of a shift, this will not count as a no show, but will still be considered a cancellation.

### Late to a shift:

- If a substitute has to, for any reason, arrive at work after the start of their shift, they must call in as soon as possible, but no later than 15 minutes before normal starting time.
- If a substitute is late 5 times in a rolling 12 months, then that substitute will be on "probation" for one month (which means they will not be offered shifts unless no other subs are available).

The third time a substitute qualifies for probation, their contract with the library will be terminated.