

## C. PERSONNEL

**SUBSTITUTE SERVICE PERSONNEL – REFUSAL TO WORK**

When a substitute service employee has accumulated more than three unacceptable refusals to work the individual shall be deemed to have resigned from the substitute list unless a waiver is granted by the Superintendent.

Acceptable refusals are:

1. A written doctor's statement for personal illness or illness of an immediate family member as defined in Raleigh County
2. An obligation to work at another school on that day
3. Death in the immediate family

Appropriate documentation (doctor's excuse, obituary notice listing employee as survivor, or work excuse from funeral director) must be submitted to the Personnel Office within five days of decline of job offer in order to be an acceptable refusal.

The following conditions shall also apply:

1. Any substitute service employee who fails to return a signed contract within 30 days of its issuance shall be deemed to have resigned from the substitute list.
2. Any substitute service employee who fails to register with the substitute calling system within 30 days of Board approval shall be deemed to have resigned from the substitute list.
3. Any substitute service employee for whom first class mail is returned to Raleigh County Schools shall be deemed to have resigned from the substitute list.
4. Any substitute service employee whose telephone has been disconnected shall be deemed to have resigned from the substitute list.
5. Any substitute service employee for whom contact cannot be made after thirty (30) consecutive days shall be moved to inactive status. Such person shall be notified and given thirty (30) days in which to declare their availability for substitute work. Failure to respond in writing to this notification within the 30-day period shall be deemed to have resigned from the substitute list. Substitute service personnel shall only be eligible for such inactive status once in a school year. Any substitute service employee who is repeatedly unavailable shall be deemed to have resigned from the substitute list.

**IT SHALL BE THE RESPONSIBILITY OF EACH SUBSTITUTE SERVICE EMPLOYEE TO KEEP RALEIGH COUNTY SCHOOLS APPRISED OF HIS/HER CURRENT ADDRESS AND TELEPHONE NUMBER.**

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Substitute service employees shall be given the opportunity to select from three districts in which to be considered for substitute work. A substitute service employee may choose one, two, or all three districts. If a substitute is not available from the "district" list, another substitute may be contacted. A refusal from such out-of-district individual shall not be counted against the individual as an unacceptable refusal. (See attached commitment form.)

The time frame of this policy is restricted to a single term and is not cumulative. Substitute service employees who have worked thirty days for the school system shall have all rights pertaining to suspension, dismissal and contract renewal as is granted to regular service personnel in the Code of West Virginia (18A-2-7, 18A-2-8. and 18A-2-8a).

Legal Source: WV Code 18A-4-15  
Approved: June 9, 2009

C. PERSONNEL

RALEIGH COUNTY SCHOOLS  
SUBSTITUTE EMPLOYEE MANAGEMENT SYSTEM (SEMS)  
Substitute Employee Profile – Service

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_ SS# \_\_\_\_\_ PHONE: \_\_\_\_\_

STREET \_\_\_\_\_ CITY \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

I. **CLASSIFICATION(S):** Please check  appropriate classification(s):

\_\_\_\_\_ Aide \_\_\_\_\_ Bus Operator \_\_\_\_\_ Cook \_\_\_\_\_ Custodian  
\_\_\_\_\_ Secretary \_\_\_\_\_ Other (please specify) \_\_\_\_\_

II. **LOCATIONS:**

If you will work at **all** work locations, please check  here \_\_\_\_\_, then go to III.

Otherwise, you may check your preference for REGION, (place an "X" in front of your choice):

REGIONS

\_\_\_\_\_ 010000 COAL RIVER AREA

012204 Clear Fork District Elem  
012211 Fairdale Elem  
012215 Lester Elem  
012232 Marsh Fork Elem  
013302 Trap Hill Middle  
015503 Liberty High

\_\_\_\_\_ 030000 SHADY SPRING AREA

032209 Daniels Elem  
032212 Ghent Elem  
032227 Shady Spring Elem  
034403 Shady Spring Middle  
035505 Shady Spring High

\_\_\_\_\_ 020000 TOWN AREA

022234 Beckley Elem  
022202 Bradley Elem  
022205 Coal City Elem  
022206 Crab Orchard Elem  
022207 Cran-Pros Elem  
022208 Crescent Elem  
022213 Hollywood Elem  
022217 Mabscott Elem  
022218 Maxwell Hill Elem  
022229 Sophia-S.C. Elem  
022226 Stanaford Elem  
022231 Stratton Elem  
024409 Beckley-Stratton Middle  
024408 Independence Middle  
024402 Park Middle  
025507 Alternative Center  
025502 Independence High  
025506 Woodrow Wilson High  
027701 Academy of Careers

III. **AVAILABILITY:** If you are available to work all periods below check here \_\_\_\_\_.

If you are available part of the week check the periods you are available:

(Before Noon) Mon \_\_\_ Tues \_\_\_ Wed \_\_\_ Thurs \_\_\_ Fri \_\_\_  
(After Noon) Mon \_\_\_ Tues \_\_\_ Wed \_\_\_ Thurs \_\_\_ Fri \_\_\_