

Washington South Supervisory Union

Hiring Protocol: Substitutes

1. Applicant applies and sends materials to Human Resources and Support Services' Specialist (HRSSS). A completed job application, and three (3) letters of reference, must be received in order for information to be processed.
2. HRSSS will enter the applicant's name, date of application, position applied for, and appropriate administrator's name into the applicant information spreadsheet.
3. HRSSS will then copy and distribute the application to the appropriate administrator(s). Applications will be distributed according to the applicant's *primary* school preference, and will **only** be interviewed at the primary choice location. Original application will be filed in SSAA's office.
4. Administrators review all applications and select which applicants to interview.
5. Administrator completes appropriate hiring form following interview.
6. Administrator sends hiring form, along with any other materials to Executive Supervisory Union Assistant (ESUA) in the Central Office.
7. ESUA reviews all of the materials and schedules an appointment with the applicant to complete the paperwork for their criminal record background check, abuse registry check, as well as their I-9 and W-4 forms, and to receive information packet/schedule training.
8. After the applicant's criminal background check has been received, ESUA will update the substitute list and notify school secretaries that the employee is eligible to begin work.
9. ESUA will notify the Business Office of the new substitute by giving them the original forms for payroll. Copies of the form will be made and placed into their employee folder.
10. All substitutes are to be processed through the Central Office. This will allow for one master list to be maintained and updated so that information is kept current and is available to all schools.
11. When a substitute is called by a school for the first time (other than where they were initially interviewed), a school administrator must meet with that individual prior to the placement in the school.