**Substitute Policy**

**Approved by Personnel Committee:** 7/5/17

**Last Updated:** 1/11/23

**Last Review:** 1/11/23

Substitutes are paid staff who are assigned on an on-call basis to either replace other paid staff who are absent or to perform special temporary assignments that are authorized by the Executive Director or their designee.

Substitutes work in a busy, team-oriented Library location or department serving a diverse, urban, rural, or suburban community. All substitutes are paid at the currently budgeted hourly rate for the position they are assigned.

Substitutes are required to attend trainings provided by their supervisor or Public Services employee to keep current on changes to policies and procedures. Substitutes must have complete and updated mandated reporter training certification and Employee Disclosures on file, as required by The Library. Substitutes are to attend scheduled Staff Enrichment Days.

# Responsibilities

They will be expected to perform duties as assigned by the person in charge of the department or location to which they report.

# Desk Coverage

Aids in locating information via print and electronic resources in person and on the telephone. Responds to members' questions and concerns. Check-in and check-out materials to members. Interprets and enforces library policies. Refers members to other departments and institutions as appropriate.

# Programming

Provides predesigned programs to library members following The Library’s guidelines.

# Other Assignments

Filing, computer assistance, special projects, shelving materials.

# Schedules

There are no set hours. The need for substitutes is unpredictable. Substitutes will be scheduled as far in advance as possible but may be requested to report immediately in cases of emergencies or when an employee is out sick or on vacation. Shifts are a minimum of 3 hours and may be in the morning, afternoon, evening, or weekends.

A substitute’s scheduled time can be canceled, or shift reduced if a supervisor determines the hours are no longer needed.

In the event of an emergency closing of The Library, substitutes will not be compensated for time lost. Refer to section Emergency Closing.

It is understood that substitutes, by the nature of their position, may refuse an assignment. They may also have long periods when no requests for services are made.

They may be used for temporary short-term projects or rush periods of predictable duration but are not to be used as regular part-time employees. Refer to section Employment Categories.

An active substitute list will be maintained by The Library. Substitutes may be removed from the active substitute list and payroll if they do not work within any 3-month period, do not keep a phone number active, or do not regularly respond to offers of assignments.