

Substitute and Part-Time Employees

Introduction

From time to time, GLOBE employs staff on a substitute or part-time basis to fill vacancies resulting from employee illness or injury, leaves of absence, resignations, or terminations, or temporary positions. This policy is intended to provide guidance to the Educational Director and his/her designee(s) in connection with the employment of substitute and part-time staff.

Substitute Employment

- **General**

A substitute employee (“Guest Staff”) is an employee hired by GLOBE to temporarily replace a regular employee who is absent from work as a result of illness or injury, a leave of absence, resignation, termination and the like.

- **Substitute Teachers**

In carrying out his/her responsibilities under this policy, the Educational Director or his/her designee shall develop and maintain a list of authorized individuals who may be employed by GLOBE as substitute teachers. The Board of Directors (the “Board”) authorizes the Educational Director or his/her designee to notify and direct individuals on the list to perform services as substitute teachers for GLOBE, as may be required on a temporary basis. The substitute employee shall be notified that the assignment is temporary and that his/her employment may be terminated by GLOBE at any time. The Board directs the Educational Director or his/her designee to take any necessary steps to increase the available pool of substitute teachers by encouraging qualified individuals to seek appropriate substitute authorization/licensure/certification as provided by state law.

Part-Time Employment

A part-time employee is any staff member who works up to 30 hours per week. They will earn two Paid Time Off (PTO) days annually with accrual amounts at 1.6 hours monthly during the 10 months that teachers work. Part time employees will also earn 3.5 sick days annually at 2.8 hours per month during the 10 months that teachers work. For further details, see PTO and Sick-Leave Accrual Policy in the Employee Handbook. Pursuant to state law, part-time staff (who hold teacher licenses and supervise the instructional program) are not eligible for probationary status regardless of the number of regular school days they work.

Delegation of Authority Regarding Substitute and Part-Time Employees

Subject to the conditions described below, the Board hereby delegates to the Educational Director and his/her designee(s), the ability to employ and terminate the employment of any substitute teacher without obtaining approval from the Board.

• Conditions

Prior to employing any substitute teacher, the Educational Director or his/her designee shall:

1. Conduct a background check on the individual in accordance with applicable law;
2. Confirm that the individual has all appropriate authorizations/licenses/certifications;
3. Ensure that the individual is otherwise qualified for the position;
4. Check employment references; and
5. Confirm whether the individual was previously employed by GLOBE, and if so, whether the individual has been identified by GLOBE administrative staff as eligible for re-hire with GLOBE.

Disclaimer

THIS POLICY IS NOT INTENDED TO CREATE, AND SHOULD NOT BE INTERPRETED AS CREATING, AN EXPRESS OR IMPLIED CONTRACT, INCLUDING A CONTRACT OF EMPLOYMENT. THIS POLICY IS ALSO NOT INTENDED TO CREATE, AND SHOULD NOT BE INTERPRETED AS CREATING, PROPERTY RIGHTS, PRIVACY RIGHTS, RIGHTS TO DUE PROCESS, OR OTHER CONTRACTUAL OR CONSTITUTIONAL RIGHTS. EXCEPT FOR EMPLOYEES WHO ARE SUBJECT TO THE COLORADO TEACHER EMPLOYMENT, COMPENSATION AND DISMISSAL ACT (“TECDA”), ALL EMPLOYEES OF GLOBE ARE AT-WILL EMPLOYEES. THIS MEANS THAT EITHER THE EMPLOYEE OR GLOBE MAY TERMINATE EMPLOYMENT AT ANY TIME, WITH OR WITHOUT ADVANCE NOTICE, AND WITH OR WITHOUT CAUSE.

LEGAL REFS.: C.R.S. § 22-9-106 (1)(b)
 C.R.S. § 22-32-109.7
 C.R.S. § 22-32-109.8 9
 C.R.S. § 22-63-103 (6), (10)