

# **SANILAC COUNTY COMMUNITY MENTAL HEALTH AUTHORITY**

## **ADMINISTRATIVE POLICY**

**NUMBER: BA159**

**NAME: SUBSTITUTE STAFF UTILIZATION**

|                        |            |                              |
|------------------------|------------|------------------------------|
| INITIAL APPROVAL DATE: | 12/02/2020 | BY: Administrative Committee |
| (LAST) REVISION DATE:  | 01/15/2025 | BY: HR Manager               |
| (LAST) REVIEW DATE:    | 01/16/2025 | BY: Policy Committee         |
| DISCONTINUED DATE:     | N/A        | REPLACE BY: N/A              |

### **I. PURPOSE**

To outline the use of substitute staff within the Agency.

### **II. APPLICATION**

Populations: **NA**

Programs: **Direct - ALL**  
**Contracted - NA**

### **III. STANDARDS**

#### **A. Hiring of Substitute Staff**

Substitutes will be recruited as often as necessary to maintain an adequate list to meet Agency needs. The Human Resources Department will be kept informed by Program Supervisors of the need for substitutes at each site. HR will initiate recruitment of substitutes upon request from Officers.

Substitutes should not be utilized on the call list until they have completed the orientation process and other special qualifications required for the positions they fill. HR will take lead in starting the new hire orientation process, the Supervisor and staff are responsible for ensuring training has been completed and clerical is made aware of when the staff can be utilized on call. The Human Resources Department or designee will notify the designated clerical staff to place that individual's name on the appropriate substitute list upon hire. It is the responsibility of the substitute staff to notify HR of any change in their address and/or telephone numbers and their availability for substituting by completing the Sub On-Call Availability Form and sending to HR.

Separate lists for Clerical, Autism Aides and Technician substitutes will be maintained by the designated clerical staff and forwarded to Supervisors, Officers, and HR Manager on a regular basis, but no less than quarterly.

Substitutes are responsible for keeping current on all Sanilac CMH required trainings for the positions they are substituting for. Substitutes will be removed from the call list if they have not maintained all required trainings and will only be added back to the list when trainings are current.

Substitutes who have been unavailable to work for three (3) months will be contacted by HR to report that their name will be removed from the substitute list unless on an approved leave of absence. Substitutes are expected to return all calls and are expected to generally be available to work a minimum of three (3) days each week. Patterns of non-responsiveness and inability to report may result in being removed from the on-call list.

**B. Daily Substitute Needs**

When notified of the need for a substitute, the designated clerical staff will start calling substitutes between 7:00 and 8:30 a.m. in the following order: Qualified available laid off employees, Supervisor preference for type of position and then all other qualified substitutes. If the substitute called does not respond within 5 minutes of the call, the next available substitute will be contacted. (Note: Messages will be left on voice mail and/or answering machines when available, including the time the message was left.)

**C. Advanced Notice of Substitute Needs**

When notified in advance of the need for a substitute, the designated clerical staff will follow the call order and procedure as noted above, but with a 30-minute response time given to the substitute staff called.

**D. Long-Term Substitutes**

When there is a need for a substitute to fill a position for 10 consecutive days or longer, laid off employees will be contacted first. If a laid off employee is not able to fill the position for the entire length of time needed, substitutes will be called in the order listed above with preference given to an individual who is available for the duration of the need. For positions needing coverage for more than 10 days, a temporary position may be posted for the duration of the leave of absence.

**IV. ATTACHMENTS**

**V. REFERENCES**

Sub On-Call Availability Form