

**SUBSTITUTES FOR CLASSIFIED EMPLOYEES ON LEAVE**

1. A substitute for an employee on leave may be employed by temporary reclassification of a current classified employee for absences of five days or more, or by employment/reassignment of an hourly classified employee for any period of absence, or by employment of an employee who is on furlough in accordance with Human Resources Procedure.
2. The substitute should be advised expressly for whom he/she is substituting.
3. It is desirable that the substitute perform work at the employee's normal desk or work station. Or, if placed on special assignment out of the normal work area, such assignment should be one within the job description of the absent employee and one which would have otherwise been a proper assignment for the absent employee.
4. The substitute is not required to have the same skills, knowledge and abilities as the absent employee, but he/she should perform some tasks which the absent employee regularly performs.
5. The substitute employee shall meet the minimum qualifications of the classification to which he/she is assigned.
6. It is proper to reassign a currently employed hourly classified employee as a substitute for an absent regular classified employee. However, should such reassignment occur on a day in which he/she was scheduled to perform other work, another hourly employee should be obtained for the reassigned hourly employee. If another hourly employee is not obtained for the original assignment, the original assignment should be extended on a day-by-day basis for the period the hourly employee is reassigned to substitute service.
7. Another District Police Services Officer may be employed on an overtime basis to substitute for an officer on leave.