

# ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 7291

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CATEGORY: **Personnel, Certificated Staff**

EFFECTIVE: **6-18-62**

SUBJECT: **Request and Release of Certificated Substitutes**

REVISED: **10-21-2002**

## A. PURPOSE AND SCOPE

1. To provide administrative procedures and current telephone numbers to be used by schools for requesting substitutes for contract teachers and staffing vacant positions, and to define instructions and procedures pertaining to the use of the Substitute Assignment Management System in absence reporting and substitute assignment.
2. **Related Procedure:**  
 Certificated substitutes for illness/emergency ..... 7290

## B. LEGAL AND POLICY BASIS

1. **Reference:** Board Policy I-3010.

## C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Human Resource Services Division, Office of the Superintendent.
2. Refer to Procedure 7290 for simplified terminology and definitions.
3. Absences are called in to the Substitute Assignment Management System (SAMS).
  - a. SAMS is available 24-hours a day, seven days a week. An employee has to register and get a PIN Number to be able to communicate with the system and do the following:
    - (1) Review work location and job description
    - (2) Report absences
    - (3) Order substitute
    - (4) Review or cancel an absence, or modify special instructions
    - (5) Review PIN Number or change recording of name
  - b. It is the responsibility of the employee to report absence. If the employee is not available, it becomes the responsibility of the school secretary.

- c. To report absence or call for assistance dial:
  - (619) 293-8003 – System Phone
  - (619) 725-8089 – Substitute Management Help Desk
  - (619) 725-8090 – Secretaries’ Help Line
- d. Substitutes may be requested to fill vacancies or to provide substitute coverage for prescheduled activities. Telephone or e-mail such requests to the Human Resource Services Division.

#### **D. IMPLEMENTATION**

1. **Instruction for Reporting an Absence and Requesting Substitute.** A computerized system is used (E.1., Attachment).
2. **Assignments.** As absences are reported, substitutes are called from the available pool.
  - a. **SAMS call out periods:**
    - 5 to 11:55 a.m. – Each morning for current absences
    - 5 to 9:30 p.m. – Each evening for future absences
    - 5 to 9:30 p.m. – Weekends and holidays
  - b. **Absence has to be called in** and a job number generated before the assignment starts. A substitute may *not* work without a job number assigned through SAMS.
  - c. **Modifying a previously reported assignment.** Substitute has to be notified of any changes on existing assignments.
3. **Unsatisfactory Performance of Substitutes.** A negative evaluation has a 10-day timeline, starting from the day of the assignment. Written evaluations can be mailed or faxed to the Substitute Management Help Desk, Human Resource Services Division.

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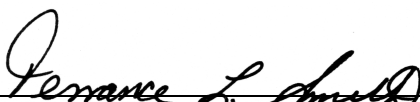
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**E. FORMS AND AUXILIARY REFERENCES**

1. Instruction Brochure, Attachment

**F. REPORTS AND RECORDS**

**G. APPROVED BY**

  
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Chief of Staff, Terrance L. Smith  
For the Superintendent of Public Education