POSITIONS DEFINED

FULL TIME
Full-time positions are created for the assignment of employees who are designated full time because the sum (total) of the person's assigned standard work hours is 40 hours per week with the only exception being 30 hours for food services employees.

PART TIME
Part-time positions are created for the assignment of employees who are designated part time because the sum (total) of the person's assigned standard work hours is less than 40 hours per week and are recorded as part time.

SUBSTITUTE
Substitute employees are considered “on call” and therefore positions do not exist for substitute employees.

"EMPLOYEE" DEFINED

FULL TIME
Persons employed to work a minimum of six hours per day or 30 hours per week as food services employees, or other employees who work 40 hours per week for the requisite contract days are considered full-time employees. Full-time employees may be paid on a salary or hourly basis and may be eligible for supplemental pay based on job duties. Full-time employees will be eligible for District-provided benefits in accordance with the specific benefit plan rules.

PART TIME
Persons employed to work less than eight hours per day or 40 hours per week are considered part-time employees, except for food service workers who work less than 30 hours per week. Part-time employees may be paid on a salary or hourly basis and may be eligible for supplemental pay based on job duties. Part-time employees will be eligible for District-provided benefits in accordance with the specific benefit plan rules.

SUBSTITUTE
Persons employed to work “on call” for a standard workday or a short period of time as replacement for persons absent or on approved short-term leave will be classified as substitute employees. Persons in this category will include teachers, school clerks, and custodial and food services personnel. Substitute employees are paid an established daily rate of pay or an hourly rate of pay for the position they are assigned and may be eligible for supplemental pay. Eligibility for District-provided benefits will be in accordance with the specific approved benefit plan rules.

SUBSTITUTE TEACHERS
Principals or their designee will be responsible for securing substitute teachers. To assist in this procedure, Human Capital Management will:

1. Issue to all approved substitutes a current identification card;

2. Provide Internet connection and an automated substitute calling system for all schools and substitutes that is accessible 24 hours per day, seven days per week; and
3. Provide whatever substitute assistance possible for principals on an individual basis.

Substitute teachers, when enrolled, are encouraged to visit schools and advise principals of their availability for assignment. Principals will require each substitute to present his or her identification card for inspection when reporting to school for assignment the first time during the current school year.

Principals will ensure that substitutes are paid in accordance with approved substitute pay rates. Teachers will provide specific instructions such as lesson plans and seating charts for substitutes, so that class progress will continue. Principals or their designee will provide adequate instructions and orientation for substitutes new to the school.

Under defined circumstances, the principal may, with the authorization and approval of the executive director or a designee, utilize teachers as substitutes when a registered substitute teacher is not available.

**TEMPORARY EMPLOYEES**

Persons employed to work a minimum of six hours per day, 30 hours per week on a regular full-time basis but for a limited period of time will be considered temporary. Temporary employees will be transferred to full-time status should their continuous employment extend to or beyond four and one-half calendar months; however, temporary employees hired for bond-funded projects will continue on temporary status for the duration of the bond fund work. Eligibility for District-provided benefits will be in accordance with the specific approved benefit plan rules.

**MINIMUM DAY SUBSTITUTE ASSIGNMENT ACCEPTANCE**

Substitute employees are required to work a minimum of five days per month within a school year to remain active in the substitute pool.

A warning “separation notice” will be sent to all substitute employees not meeting the required number of days to remain active in the substitute pool.

**EXCLUSIONS**

The campus principal or designee reserves the right to exclude substitute employees based on performance concerns. Examples of actions determined to be good cause for exclusion from a campus are as follows:

1. Failure to acknowledge and submit an annual Reasonable Assurance Re-Enrollment form.

2. Failure or refusal to comply with policies, orders, and directives of the Board, Superintendent of Schools, and/or designees.
3. Any act or conduct while at school, whether in or out of a classroom, that is either indecent, obscene, illegal, cruel, abusive, or is otherwise contrary to and inconsistent with the ordinary standards set by the performance and conduct of the other professional public employees of the District.

4. Failure of the substitute employee to use his or her best efforts in carrying out any one or more of the following areas of professional substitute duties and responsibilities:
   a. Creating a climate for learning in the classroom.
   b. Instilling a desire for learning in the classroom.
   c. Improving teaching techniques.

5. Neglect of duty that constitutes peril of any degree to students.

6. Failure to complete substitute assignment once on campus.

7. Failure to show for accepted assignments.

8. Failure to timely report suspected child abuse.

9. Receiving suspected child abuse reports.

10. Consumption in any amount, or possession, of alcoholic beverages while on duty or on school grounds.

11. Use of alcoholic beverages and/or use of narcotics at any time that in any way affects the ability to successfully perform duties.

12. Stealing or misappropriation of property of the District, or property of others on District premises.

13. Malicious mischief, defined as the abuse, misuse, or deliberate destruction or damaging of property, tools, or equipment of other employees, students, or of the District.

14. The making or publishing of false, vicious, or malicious statements concerning any employee or supervisor of the District.

15. Insubordination, including refusal or failure to perform work assigned and/or refusal to obey orders of supervisors or designee.

16. Bullying, physical or verbal abuse of students, parents, coworkers, or other persons.

17. Physical or mental incapacity preventing performance of the substitute employment.
18. Inefficiency, incompetence, or inability to perform assigned substitute duties.

19. Failure to meet acceptable standards of conduct for employees in like or similar positions, which would make retention of the substitute employee detrimental to the best interests of the District.

20. Failure or refusal to fulfill duties or responsibilities as set forth under the terms and conditions of the substitute employment or contained in the substitute employee’s job description or local Board policy.

21. Pattern of excessive absences, tardiness, or lack of job acceptance in Aesop.

22. Any other reason constituting “good cause” under Texas law, or otherwise determined to be in the best interest of the District.

The following are determined to be good cause for termination from the substitute pool:

1. Three or more exclusions from campuses by administrator or designee and/or at least one child abuse allegation.

2. Failure to acknowledge and submit an annual Reasonable Assurance Re-Enrollment form.

3. Reporting to a campus once a suspected child abuse investigation is initiated.

4. Any other action or conduct determined to be good cause for exclusion from a campus, as enumerated above.

If persons are to be reemployed as temporary employees after the temporary employment status has been terminated, a period of one to five days will normally be allowed to process the reemployment documents.

This regulation was last adopted or amended on April 4, 2017.