

<b><u>DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD</u></b>	
<b><u>POLICY</u></b>	
<b>POLICY NUMBER:</b>	<b>P-1007</b>
<b>SUBJECT:</b>	EMERGENCY SUPPLY STAFF
<b>EFFECTIVE DATE:</b>	January 23, 2001
<b>AMENDED DATE:</b>	November 23, 2010; May 2023

*“The soul who blesses will prosper, whoever satisfies others will also be satisfied.”*

Proverbs 11: 25

The policy of the Dufferin-Peel Catholic District School Board (DPCDSB), for the use of emergency supply staff, is as follows:

1. Candidates selected as emergency supply staff are to be interviewed by the Principal/Vice- Principal and submit the completed package to the Human Resources Department.
2. A criminal reference check with a Vulnerable Sector Screening must be provided to the Human Resources Department prior to the employee commencing work.
3. The mandatory onboarding training be completed and submitted to the Human Resources Department prior to the employee commencing work.
4. The use of emergency supply staff is restricted to circumstances where qualified staff are not available and in accordance with established procedures and applicable legislation.
5. All reasonable steps to fill an absence with qualified staff must be exhausted before the use of an emergency supply staff member.
6. Emergency supply staff are to be used for daily staffing needs only, they are not to cover multiple-day absences.
7. Emergency supply staff will be assigned through the absence reporting system used DPCDSB, which will exhaust all qualified staff first before assigning emergency supply staff.
8. Emergency supply staff shall be given information relevant to perform their duties as required, by the school administration.