

June 21, 2016

Re: Elk Island Public Schools (EIPS) Classified Substitute 2016/2017

In May 2016 you were sent an email invitation to join the (EIPS) Classified Substitute 2016/2017 list once your temporary assignment ends in June 2016. If you choose to join then you are agreeing to follow the requirements listed below, which will keep you active on the list.

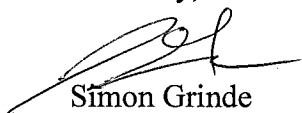
On or before June 25, 2016, complete and submit a copy of the Classified Substitute Unpaid Training Session memorandum, which was originally emailed to you on May 31, 2016.

You will be called for assignments as needed, and required to work at least 5 days in a 90 consecutive day calendar period in order to remain an active classified substitute. Note: EIPS Classified Employees who are working part time/temporarily at an **EIPS school** and who are available to substitute part time (**not to exceed 8 hours of regular pay per day**) or for part of the school year can choose to remain on the substitute list even though they are not available the five days.

If you have a new valid Non-Violent Crisis Intervention Certificate please send a copy to ginette.wainwright@eips.ca, if you have not already done so.

Review now and on a regular basis the Existing Substitutes bulletins (<http://www.eips.ca/careers/substitute-information/existing-substitutes>) and follow all directions.

Sincerely,



Simon Grinde
HR Director Recruitment & Staffing
Elk Island Public Schools

SG/gw