

Formal rules on replacement of absent teachers in the secondary cycle

SUMMARY:

The rules foresee replacement of absent teachers from the first day of absence either by the school's own teachers (seconded or locally hired) or by qualified locally recruited substitute teachers. Replacement of absent teachers apply to all year levels and subject courses, but special provisions apply to replacement by seconded teachers (Art. 38 in the Regulations for Members of the Seconded Staff of the European School and the "Pinck Memorandum" on the application of Art. 38). A seconded teacher is for example not expected to replace an absent colleague on the first day of an unforeseen absence (sickness, accident), whereas such absences can be covered by qualified locally hired teachers or qualified locally recruited substitute teachers. **There are no formal restrictions on replacement by qualified locally hired teachers or qualified locally recruited substitute teachers** (Art. 31 in the Service Regulations for the locally recruited teachers in the European Schools).

EXCERPT OF THE MAIN FORMAL RULES:

Educational Responsibilities of Directors (...) He/she shall make arrangements for cover for absent staff in accordance with the provisions laid down by the Board of Governors and the Secretary-General.
(Art. 4 in the General Rules of the European Schools)

The Director will ensure that teachers are replaced [by seconded teachers] in the following cases:

- Absences foreseen in advance (courses, meetings, school trips, etc.)
- Unforeseen absences (sickness, accident): in this case, teachers will only be replaced as from the second day's absence).

(Pinck Memo)

Replacements of teachers will be pedagogical in nature. (...) In drawing up the replacement roster [of seconded teachers], the Director will apply the following preferential order:

- a teacher of the same language and of the same subject will be requested to replace the absent colleague;
- a teacher of the same language and of the same subject area will be requested to replace the absent colleague.

(Pinck Memo)

A [seconded] member of staff may be required, on the basis of a roster drawn up by the Director (...) to replace colleagues who are briefly absent. Such replacements shall not be remunerated additionally. From the seventh calendar day's absence or immediately if the absence is expected to last for more than six days, the Director (...) shall take the steps necessary to engage a substitute, who shall be remunerated in accordance with Annex VII.
(Art. 38 in the Regulations for Members of the Seconded Staff of the European Schools).

The Director will ensure that the replacements required of a [seconded] teacher during a school year do not exceed a maximum of one weekly period calculated on an annual basis" [i.e. 36 periods per school year.] A method for that purpose will be devised by each School in order to guarantee clarity and fairness. An account will be published each term showing the replacement duties performed by every teacher.

(Pinck Memo)

The hours/periods of replacement [carried out by locally recruited teachers or locally recruited substitute teachers] are remunerated in accordance with the scales laid down in Annex 2.

(Art. 31.7 in the Service Regulations for the locally recruited teachers in the European Schools).

Only if no replacement is possible [i.e. no availability of a qualified seconded teacher, locally recruited teacher or locally recruited substitute teacher] will pupils go to the study room or to free class rooms under the supervision of an Educational Advisor.

(Pinck Memo)

Replacement rosters [of seconded teachers] are not applicable to years 6 and 7 classes (...) [and to] ethic and religion classes in secondary.

(Pinck Memo)

To the knowledge of the APEEE PedGroup there are no rules preventing replacement by qualified locally recruited teachers or qualified locally recruited substitute teachers in years 6 and 7 classes and in ethics and religion classes.

School wide data such as (...) absences of teachers are regularly collected and scrutinized in order to determine specific needs and enable the establishment of strategies to meet those needs.

(Quality Assurance and Development in the European Schools - doc. 2000-D-264-en-2)

The Secretary-General/Deputy Secretary-General and each Director establish appropriate supervision arrangements to ensure the School's activities run efficiently and comply with applicable provisions.

(Internal Control Standards for the European Schools).