

It is the policy of the board to hire properly licensed or qualified individuals to substitute for absent employees whenever possible. Substitute employees shall be retained by the administration and not by the individual employee. The board secretary, or human resources assistant, shall maintain a personnel file on all licensed substitute employees which shall include their licenses and any other relevant personnel information.

Licensed substitutes shall be paid at a daily rate set by the board. Licensed substitutes employed for more than ten (10) consecutive works days in one assignment and licensed to teach in that assignment will be paid per diem at BA, Step 0 on the Master Contract Salary Schedule. This per diem salary, based on the salary schedule, shall only apply for the period of employment in excess of ten (10) consecutive teaching days in a specific assignment. When facing a shortage of substitute teachers, the superintendent will have the discretion to pay substitutes the per diem BA, Step 0 Master Salary Schedule rate, when substitute teachers accumulate more than ten (10) substitute days during a school year, even if those days are not consecutive. This will be done in an effort to attract and retain substitute teachers to our district.

Date of Adoption: 1967

Date of Revision: 01/11/82, 02/02/93, 02/94, 08/99, 05/03, 07/23/07; 9/22/08; 4/22/13; 11/23/15

Dates of Revision: 4/22/13; 7/23/13; 1/24/22