



Book	Policy Manual
Section	Vol. 30 No. 2 Ready for the Board
Title	NEW POLICY - EMPLOYMENT OF SUBSTITUTES
Code	po4120.04 *CF READY
Status	First Reading
Adopted	February 8, 2022

#### 4120.04 - **EMPLOYMENT OF SUBSTITUTES**

The Board recognizes its responsibility to procure the services of substitute support staff in order to prevent the interruption of the operation of the schools.

The names of potential substitute personnel and the positions in which they may substitute shall be maintained by the **District Office**.

**[X]** Relatives of staff members may be employed by the Board, provided the staff member being employed is not placed in a position in which s/he is supervised directly by the relative staff member.

**[X]** Preference will be given to candidates for substitute employment who are residents of this School District.

**[X]** The employment of substitute support staff prior to approval by the Board is authorized when their employment is required to maintain continuity of services in the District.

Substitutes will receive in June a letter of reasonable assurance of continued employment.

© **Neola 2021**

Legal	118.19, Wis. Stats. P.I. 3.03(8), Wis. Adm. Code
-------	---

Last Modified by Coleen Frisch on January 23, 2022