



Book	Policy Manual
Section	Vol. 31 No. 2 READY
Title	Copy of EMPLOYMENT OF SUBSTITUTES
Code	po4120.04 CF Revision for 11-8-2022
Status	
Adopted	May 10, 2022
Last Revised	November 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.

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

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

Prior to the end of the school year, District-employed substitutes **Substitutes** who the District intends to employ for the ensuing school year, will receive **in June** a letter of reasonable assurance of continued employment.

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Legal	118.19, Wis. Stats. P.I. 3.03(8), Wis. Adm. Code
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**Last Modified by Coleen Frisch on October 14, 2022**