



Book	Policy Manual
Section	READY for 9-9-25
Title	Copy of EMPLOYMENT OF SUBSTITUTES
Code	po3120.04 -Revised
Status	
Adopted	April 13, 2021
Last Revised	September 9, 2025
Prior Revised Dates	2/11/2025

3120.04 - **EMPLOYMENT OF SUBSTITUTES**

The Board recognizes the need to procure the services of substitutes in order to continue the operation of the schools as a result of the absence of regular personnel. This policy does not apply to regular contracted teachers hired to serve as permanent substitute teachers and whose employment is governed by Policy 3120 - Employment of Professional Staff.

The District Administrator shall make appropriate arrangements to assure the availability of substitutes for assignment as services are required to replace temporarily absent regular staff members and to temporarily fill new positions. Such assignment of substitutes may be terminated, including permanent removal from the substitute teaching roster, when their services are no longer required or for other reasons as determined by the District Administrator that are not arbitrary, capricious, or discriminatory.

Substitutes must possess appropriate certification to teach as a substitute. The District Administrator may determine what licensure is required and make allowances for the use of alternative forms of certification, emergency certification, and other such options as permitted by law. There must also be verification that a satisfactory background and criminal history check has been conducted by the Department of Public Instruction (DPI), an appropriate State agency, authorized District personnel, or contracted vendor.

The investigation and interview procedures described in AG 3120A - Selection of Professional Personnel will be used, as applicable to the position.

In order to retain well-qualified substitutes for service in this District, the Board will offer compensation at a rate set ~~annually~~ by the Board. A person will be considered a long-term substitute if the person is appropriately certified and the staff member for whom the person has been hired to replace has a leave ~~which that~~ extends for more than twenty (20) consecutive school days **in the same position**. The long-term substitute position will be terminated by the end of the school year.

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

Revised 11/8/22
Revised 11/12/24
T.C. 2/11/25

Legal

118.19, Wis. Stats.

P.I. 3.03(8), Wis. Adm. Code

Last Modified by Coleen Frisch on September 3, 2025