

Book	Policy Manual
Section	Policies for LAT to preview, Vol. 34-2
Title	Copy of EMPLOYMENT OF SUBSTITUTES
Code	po3120.04 TG - Reject option of annually ok TG
Status	
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Last Revised	May 12, 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.

In order to retain well-qualified substitutes for service in this District, the Board will offer compensation at a rate set ~~annually~~ **[END OF OPTION]** by the Board.

A substitute shall be paid actual hours worked.

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 supervised directly by a staff member who is related.

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 6/13/22
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T.C. 5/12/25

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