



| | |
|--------------|---------------------------|
| Book | Policy Manual |
| Section | First Reading by Board |
| Title | EMPLOYMENT OF SUBSTITUTES |
| Code | po3120.04 |
| Status | First Reading |
| Adopted | May 25, 2016 |
| Last Revised | April 16, 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 Superintendent 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 Superintendent that are not arbitrary, capricious, or discriminatory.

Substitutes must possess appropriate certification to teach as a substitute. The Superintendent may determine what licensure is required and make allowances for the use of alternative forms of 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) or 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 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 extends for more than five (5) consecutive school days. The long-term substitute position will be terminated by the end of the school year, subject to issuance of reasonable assurances to the substitute teacher regarding intent to provide substitute teaching assignments in the subsequent school year, whether in the same or different assignment. **[END OF OPTION]**.

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 10/24/18
 Revised 9/16/20
 Revised 4/21/21

Revised 1/31/22
Revised 10/25/22
Revised 11/20/24
T.C. 4/16/25

© Neola 20245

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

Last Modified by Ellen Suckow on August 29, 2025