

Unity School District
Administrative Rule 535.5
Long-Term and Substitute Teacher Assignments
12/6/19

1. The assignment of a substitute teacher in a building or program is at the discretion of the principal/director. Further, whether someone is hired and approved as a substitute employee in the District is at the sole discretion of the District Administrator or designee.
2. A substitute teacher may be paid at the long-term substitute teacher rate on the 21st day in an assignment. The rate is the daily rate of the base fundamental compensation rate in the District Compensation plan for certified staff with a Bachelor's degree.
3. The assignment days must be served consecutively, unless an absence is pre-approved by a principal/director and it is determined that it is imperative to have the same substitute remain in the position.
4. Similar positions within the same program/building that have been contiguous, by the same substitute teacher, may be compiled to 21 days to obtain the long-term substitute status or to remain in the long-term substitute status if the principal/director determines that it is imperative to have the same substitute remain in the program for continuity.
5. According to the Wisconsin Department of Public Instruction (DPI), a short-term substitute license is necessary for assignments under 45 days. Assignments of 45 days and longer require the appropriate educator license.
6. The implementation of this rule shall be under the authority of the District Administrator. The final determination of short-term or long-term status shall be made by the District Administrator. Such determination is final.