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| Book                | Policy Manual                     |
| Section             | READY for 11-12-24                |
| Title               | Copy of EMPLOYMENT OF SUBSTITUTES |
| Code                | po4120.04                         |
| Status              |                                   |
| Adopted             | May 10, 2022                      |
| Last Revised        | November 12, 2024                 |
| Prior Revised Dates | 11/8/2022                         |

#### 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.

Proper certification shall be on file if the position requires certification. A satisfactory background check shall be conducted consistent with Policy 4121 - Criminal History Record Check and Employee Self-Reporting Requirements.

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

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| Legal | 118.19, Wis. Stats.<br>P.I. 3.03(8), Wis. Adm. Code |
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**Last Modified by Coleen Frisch on October 22, 2024**