



Book	Policy Manual
Section	Vol. 31 No. 2 READY
Title	Copy of EMPLOYMENT OF SUBSTITUTES
Code	po3120.04 CF Revision for 11-8-2022
Status	
Adopted	April 13, 2021
Last Revised	November 8, 2022

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 check has been conducted by the Department of Public Instruction or **an** appropriate State agency.

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 substitute employed for twenty (20) consecutive days in the same professional position shall be paid a salary not less than the minimum salary on the current salary schedule and granted the privileges provided regular staff.

Prior to the end of the school year, District employed ~~Employed~~ substitutes, ~~who the District intends to employ for the ensuing school year, will~~ ~~may~~ receive ~~in June~~ a letter of reasonable assurance of continued ~~employment~~ ~~eligibility for assignment during the ensuing school year.~~

© Neola 2022~~0~~

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

Last Modified by Coleen Frisch on October 14, 2022