

Book Policy Manual  
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Title Copy of EMPLOYMENT OF SUBSTITUTES  
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### 3120.04 - **EMPLOYMENT OF SUBSTITUTES**

The Board ~~of Education~~ 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.

The Superintendent shall employ substitutes for assignment as services are required to replace temporarily-absent regular staff members and 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 ~~valid Wisconsin professional certificate and a permit, if substitute teaching in a subject for which s/he is not certified.~~ The Superintendent District may determine what license is required and make allowances for the use of alternative forms of certification, emergency certification, and other such options as the Superintendent deems appropriate. ~~declare that an emergency exists due to the lack of qualified available substitutes and permit the use of a substitute with a bachelor's degree but not a professional certificate.~~ There must also be verification that a satisfactory background check has been conducted by the Department of Public Instruction or appropriate State agency.

In order to retain well-qualified substitutes for service in this District, the Board will offer competitive compensation at a rate set by the Board.

A substitute employed for ten (10) consecutive days in the same professional position shall be paid an amount not less than the minimum of the current BA base wage.

Employed substitutes may will receive an annual letter of reasonable assurance of continued eligibility for assignment during the ensuing school year. ~~employment.~~

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

Last Modified by Jennifer Hagemann on December 10, 2018