

PERSONNEL: PROFESSIONAL

TEMPORARY AND PART-TIME: SUBSTITUTE TEACHERS

- I. THE OFFICE OF TEMPORARY SERVICES WILL ESTABLISH THE CRITERIA FOR SUBSTITUTE TEACHER ELIGIBILITY. THE CRITERIA WILL BE PART OF THE OFFICE OF TEMPORARY SERVICES PROCEDURES MANUAL.
- II. ARRANGING FOR SUBTITUTE ASSIGNMENTS:
 - A. EMPLOYEES DESIGNATED AS USERS OF THE AUTOMATED SUBSTITUTE EMPLOYEE SYSTEM WILL RECORD THEIR ABSENCES IN THE AUTOMATED SYSTEM.
 - B. SCHEDULING AND JOB ASSIGNMENTS FOR DESIGNATED USERS WILL BE COORDINATED THROUGH THE SUBSTITUTE EMPLOYEE MANAGEMENT SYSTEM.
- III. PAYMENTS/BENEFITS:
 - A. SUBSTITUTE TEACHERS WILL BE PAID IN HALF OR FULL DAY INCREMENTS.
 - B. SUBSTITUTE TEACHERS WILL BE PAID AT THE LONG-TERM SUBSTITUTE PER DIEM RATE AFTER COMPLETING A MINIMUM OF TEN CONSECUTIVE WORKDAYS IN THE SAME ASSIGNMENT FOR THE SAME TEACHER. THE PAY WILL BE RETROACTIVE TO THE BEGINNING OF THE LONG-TERM ASSIGNMENT.
 - C. SUBSTITUTE TEACHERS IN LONG-TERM STATUS WILL BE PAID FOR SCHEDULED HOLIDAYS AND FOR DAYS WHEN SCHOOLS ARE CLOSED BECAUSE OF INCLEMENT WEATHER/EMERGENCY CONDITIONS.
- IV. CONTINUED EMPLOYMENT:
 - A. SUBSTITUTE TEACHERS ARE AT-WILL EMPLOYEES AND THE SUPERINTENDENT OR DESIGNEE RESERVES THE RIGHT TO ADD OR REMOVE INDIVIDUALS FROM THE SUBSTITUTE LIST AT

HIS/HER DISCRETION AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT PRIOR NOTICE.

- B. THE SUPERINTENDENT OR DESIGNEE ALSO RESERVES THE RIGHT TO LIMIT THE PLACEMENT/ASSIGNMENT OF SUBSTITUTES AT HIS/HER DISCRETION.

RULE
ADOPTED: _____

SUPERINTENDENT OF SCHOOLS