

Policy Number:

Substitutes

Code No. **404.1**

It is the policy of the Board of Education to attempt to hire properly certificated, licensed or qualified individuals to substitute for absent employees. Substitute employees shall be retained by the administration, or designee, and not by the individual employee. A personnel file of all licensed substitute employees, including their licenses, shall be maintained.

Licensed substitutes shall be paid at a daily rate set by the Board of Education. The licensed substitute shall be paid for at least one-half day and in accordance with a schedule adopted by the Board of Education.

Date of Adoption: June, 1965

Dates of Revision: November, 1974
September 10, 1979
December 11, 1989
November 11, 1996
November 25, 2002
October 13, 2008
May 13, 2013
August 8, 2016