

PERSONNEL

Other Substitutes

~~Substitutes was be employed for non-instructional positions
Substitute teachers may be employed for all classroom teachers, specialists, and librarians
whenever absences occur on teaching days. In instances when substitutes are employed on
a long-term basis, employment on nonteaching days is authorized.~~

~~1.—~~

A. Clerical Staff

~~2.—~~Substitute ~~secretaries-clerical staff~~ may be employed when absences occur due to sick leave, emergency annual leave (on teaching days), or professional leave beginning with the first day of absence.

With prior approval of the appropriate ~~personnel services administrator~~ Human Resources Specialist, substitute ~~secretaries-clerical staff~~ may be employed in other circumstances.

B. Substitute teacher assistant

Substitute teacher assistants may be employed whenever absences occur on teaching days.

C. Substitute school nurses

Substitute school nurses may be employed whenever absences occur on teaching days.

~~3.~~ D. Substitute cafeteria employees

Substitutes may be employed for cafeteria ~~employeeworkers~~ on all work-days.

E. Substitute custodians

Substitute custodians may be employed when absences occur on teaching days due to sick leave or emergency annual leave beginning with the first day of absence.

With prior approval of the appropriate ~~personnel services administrator~~ Human Resources Specialist, substitute custodians may be employed in other circumstances.

Editor's Note

See also school board implementing Regulation 4-90.1.

Related Links

School Board Regulation 4-90.1

Approved by Superintendent: January 18, 1994
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APPROVED AS TO
LEGAL SUFFICIENCY

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