

**Board of Trustees
Douglas County School District**

PERSONNEL

EMPLOYMENT OF SUBSTITUTES

The Board recognizes its responsibility to procure the service of substitute employees. Absent the high quality instruction a regular classroom teacher provides, providing substitute instruction is appropriate and necessary to assure that students continue to learn and grow.

This policy is meant as a guide to encourage administrators and supervisors to consider actual workload requirements on any given day before assuming a substitute is imperative. Administrators and supervisors are encouraged to recognize that certain other positions for which qualified substitutes cannot be found could possibly be covered temporarily in some other way.

SUBSTITUTE COMPENSATION

The Board also recognizes the need to compensate substitutes in a manner as to be competitive with counties that border Douglas County. As such, the Executive Director of Human Resources will conduct an annual survey of substitute compensation and propose any changes to the Board during the July meeting.

SHORT-TERM SUBSTITUTES

"Short-term" herein shall mean: an absence for a duration of five days or less for classified employee absences and 20 or less for certified employee absences of incidental illness, personal business, conferences, etc. The District will seek to fill absences for all employees' assigned students. The District will prioritize the filling of all classroom teacher absences first, and prioritize all other licensed vacancies based upon availability of short-term substitutes

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LONG-TERM TEACHING SUBSTITUTES

In order to be eligible for long-term teaching substitute compensation, a substitute must first serve twenty consecutive full days in the same assignment. Consecutive days herein will mean actual full teaching days in the same assignment. Incidental days absent because of illness or other good cause will not subtract from nor count toward fulfilling this stipulation.

The District will continue to seek highly qualified replacements for any positions that have been permanently vacated; causing the need for a long-term substitute.

Reference: NAC 391.332

Revised: 01/87
Revised: 09/90
Revised: 09/15
Revised: 06/18