



Book	Policy Manual
Section	For Board Review - Vol. 33, No. 2
Title	EMPLOYMENT OF SUBSTITUTES
Code	po4120.04 rescind (see replacement policy)
Status	
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4120.04 - **EMPLOYMENT OF SUBSTITUTES**

The Board recognizes its responsibility to procure the services of substitute support staff in order to prevent the interruption of the operation of the schools.

The names of potential substitute personnel and the positions in which they may substitute shall be maintained by the Business Manager.

Proper certification shall be on file if the position requires certification. A satisfactory background check shall be conducted consistent with Policy 4121 - Criminal History Record Check and Employee Self-Reporting Requirements.

Relatives of staff members may be employed by the Board, provided the staff member being employed is not placed in a position in which ~~she~~ the staff member is supervised directly by the relative staff member.

The employment of substitute support staff is authorized when their employment is required to maintain continuity of services in the District.

Prior to the end of the school year, District-employed substitutes, who the District intends to employ for the ensuing school year, will receive a letter of reasonable assurance of continued employment.

Revised 1/17/22

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