



Book	Policy Manual
Section	For Board Review - Vol. 33, No. 2
Title	EMPLOYMENT OF SUBSTITUTES (replacement policy)
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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.

Relatives of staff members may be employed by the Board, provided the staff member being employed is not placed in a position in which s/he is of being 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.

~~4120.04 – EMPLOYMENT OF SUBSTITUTE SUPPORT STAFF~~

~~The Superintendent approves the employment and fixes the compensation for each substitute staff member.~~

The screening procedure shall be as follows:

- ~~A. A criminal background check of any applicant will be completed prior to offering employment.~~ 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.
- B. All applications for substitute positions shall be made through the District Office.
- C. Each applicant should show evidence of good health, good character, knowledge, ability, and skills to carry on the work in the area in which substitute employment is sought.
- D. Each applicant should demonstrate sufficient maturity to deal with students and other employees.
- ~~E. Preference will be given to candidates for employment who are residents of this School District.~~

- F. Screening tests may be used to determine the candidate's ability to perform the tasks for which s/he is being considered.
- G. Recommendations from former employers and others may be requested. Such records shall be retained confidentially and for official use only.
- H. ~~Police checks of any applicant may be made.~~
- I. Substitutes will be paid at the Board approved rates:

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