

PART-TIME AND SUBSTITUTE PROFESSIONAL
STAFF EMPLOYMENT

The District shall maintain an active list of persons qualified to act as substitute teachers. All substitute teachers will be required to have appropriate certification as specified by the Wisconsin Department of Public Instruction.

Contacting and scheduling of substitutes for individual assignments will be centralized and accomplished by one person hired by the District for that purpose.

A short term substituting assignment is defined as 20 or fewer continuous working days in the same assignment. A long term substituting assignment is defined as 21 or more continuous working days in the same assignment.

The daily wage for substitutes shall be established annually by the Board of Education. Part-time and substitute professionals do not receive fringe benefits unless required by law.

It is the policy of the District that no person may be illegally discriminated against in employment by reason of any protected category under State or Federal law.

LEGAL REF: WI. ST. 118.20, 118.21, 121.02
PI 3.01 (23), (35), (41) and PI 3.03 (8)

Adopted: _____
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