

## Non-Teacher Substitutes

No. 544  
(A) 5-5-86  
(R) 2-10-92  
(R) 8-9-93  
(R) 2-12-96  
(R) 3-11-96  
(R) 7-8-96  
(R) 9-14-15

A substitute is defined as a person who temporarily occupies the position of a regular employee who is absent for paid or unpaid leave or vacation but who is contracted to return from such absence. A substitute may be a part-time contracted employee or a non-contracted individual. Salaries for district employed non-teacher personnel who work extra time as a substitute will be paid based on their contracted rate with the district. Salaries for non-contracted individuals hired as substitute administrative assistants, substitute educational assistants, substitute food service employees, substitute maintenance/custodian employees will be reviewed on an annual basis by the Board of Education.

After ten (10) consecutive days of substituting, the person shall be considered a long-term substitute. Long term substitutes shall earn one day sick leave for each twenty days worked, one day paid time off leave for each ninety consecutive days of substituting. Leaves may not be taken by qualifying employees until after they have been earned.

CROSS REFERENCE: PROCEDURES

LEGAL REFERENCE: s.109.03  
s.111.70  
s.111.31  
s.111.395