

Policy

**BOARD OF EDUCATION
HORTONVILLE AREA SCHOOL DISTRICT**

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EMPLOYMENT OF SUBSTITUTES

The Board recognizes the need to procure the services of substitutes in order to continue the operation of the schools as a result of the absence of regular personnel. This policy does not apply to regular contracted teachers hired to serve as permanent substitute teachers and whose employment is governed by Policy 3120 – Employment of Professional Staff.

The District Administrator shall employ substitutes for assignment as services are required to replace temporarily-absent regular staff members and fill new positions. Such assignment of substitutes may be terminated, including permanent removal from the substitute teaching roster, when their services are no longer required or for other reasons as determined by the District Administrator that are not arbitrary, capricious, or discriminatory. The names of potential substitutes personnel and the positions in which they may substitute shall be maintained by the Human Resource Office.

Substitutes must possess appropriate certification to teach as a substitute. The District Administrator may determine what licensure is required and make allowances for the use of alternative forms of certification, emergency certification, and other such options as the District Administrator deems appropriate. There must also be verification that a satisfactory background and criminal history check has been conducted by the Department of Public Instruction (DPI) or an appropriate State agency, authorized District personnel, or contracted vendor.

The Human Resource Department is to develop procedures that ensure all necessary forms, trainings and Physical & TB report have been completed through Frontline and placed on the Substitute List. Each principal is to develop procedures that ensure each substitute has completed necessary forms; received appropriate instructions, plans and other resources needed to function properly in the position and building.

In order to retain well-qualified substitutes for service in this District, the Board will offer competitive compensation at a rate set annually by the Board. A person will be considered a long-term substitute if the person is appropriately certified and the staff member for who the person has been hired to replace has a leave which extends for more than ten (10) consecutive school days. The long-term substitute position will be terminated at the end of the school year. A substitute employed for ten (10) consecutive days in the same professional position shall be paid according to the Board approved long-term substitute rate.

A substitute shall be paid on a per diem basis.

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.

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Other needed paperwork to complete Personnel File:

- Current Background Investigation
- DPI License – must have:
 - 3 Year Short-Term Substitute License (45 days or less)
 - 5 Year Long-Term Substitute License (long-term sub positions)
 - Provisional License
 - Life License
- Certificate of Completion – substitute Teacher Training – (1st Year holding Substitute License)
- Physical & TB Testing
- Frontline Employment Process including all necessary paperwork, State and Federal Trainings

118.19, Wis. Stats.

P.I. 3.03(8), Wis. Adm. Code

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