

FILE: GCE

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: April 18, 1991 **FILE SECTOR: PERSONNEL**
DATE REVISED: February 21, 1994 **POLICY TITLE: SUBSTITUTE PROFESSIONAL**
DATE REVISED: October 21, 1999 **STAFF EMPLOYMENT**
DATE REVISED: October 20, 2005
DATE REVISED: November 15, 2012

Substitute teachers may be employed for short or long term periods of time. A substitute teacher shall possess the appropriate license or permit issued by the Wisconsin Department of Public Instruction.

A list of eligible substitute teachers shall be prepared by the district office. When substitutes cannot be obtained, either from the list or by alternating staffing arrangements, faculty members may be asked to act as substitutes during their preparation periods. In such cases compensation shall be made in accordance with the current employee handbook.

Short-term substitute teachers, those who teach for ten (10) or less consecutive days shall be compensated at the rate to be determined by the board of education. Long-term substitute teachers, those who teach more than ten (10) consecutive days at the same assignment, shall be compensated at the rate of 1/(number of teacher contract days) of the salary schedule base pay starting on day eleven (11). Substitute teachers shall receive neither contracts nor benefits.

If the District Administrator determines there is an urgent need to fill a position or that another exceptional and good cause exists, standard hiring practices may be modified for all potential candidates.

CROSS REFERENCE: Employee Handbooks
LEGAL REFERENCE: Section 121.02(1)(a), Wis. Statutes, PI 8.01(2)(a) & PI 34 Wis. Admin. Code