FILE: GDE

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED:	**March 17, 2016**	**FILE SECTOR:**	**PERSONNEL**
DATE REVISED:	**October 29, 2018**	**POLICY TITLE:**	**SUBSTITUTE SUPPORT STAFF EMPLOYMENT**

Substitute support staff may be employed for short or long term periods of time. A long-term special education assistant shall possess the appropriate special education aide license as issued by the Wisconsin Department of Public Instruction.

A list of eligible substitute support staff shall be prepared by the district office.

Short-term substitute support staff and custodial staff shall be compensated at a rate of at least $11.00 per hour. Long-term substitute support staff and custodial staff including summer custodial help that work in the same position for more than ten (10) days shall be compensated at a rate of at least $11.50 per hour. Substitutes shall receive neither contracts nor benefits. Support staff substitutes shall work school days only. All substitutes will be required to complete any necessary training as directed by the district.

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: