POLICY#: 534

SECTION: PERSONNEL

## SUBSTITUTE TEACHERS & AIDES

The school administrators shall maintain an active list of persons certified to act as substitute teachers and aides. Substitute pay will be periodically adjusted to the current market by the Board of Education.

## LONG-TERM TEACHER SUBSTITUTE

When a substitute is assigned for more than ten (10) consecutive days in the same teaching position, then the long-term rates apply, unless the long-term nature of the teaching assignment is known in advance, in which case payment will begin on the first day. The substitute's hourly rate shall be computed based on the number of periods per day in a building (e.g. at elementary level – eight (8) hours).

LEGAL REFERENCE: Wisconsin Stat. 121.02(1)(a)

Wisconsin Administrative Code – PI 3

APPROVED: 07/21/2008 REVISED: 12/17/12