

## PROCEDURES FOR HIRING SUBSTITUTES

May hire a sub if:

- A teacher is absent
- A Pre-K Para is absent (except for Fridays)
- A PE aide is absent
- An ESE Para is absent
- Lunchroom worker is absent
- Custodian subs should only be hired if the employee is out for an extended time or several custodians are out at the same time. Never when vacation is used

Rules for hiring subs:

- Perm subs should be used for long term absence
- Elementary schools cannot use their Title I Classroom sub for pre-k, office, AE or PE – only classrooms

Of course there are always unique circumstances with ADA, ESE, work comp and federal funding that can override these guidelines. Any exceptions from these guidelines would need district office approval.

Beginning 7/1/09 all General Funds substitutes, for sick and personal reasons, will need to be charged to a new project number that will be announced at a later date.