

1 **St. Regis School District**

2
3 **PERSONNEL**

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5 Substitutes

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7 The Board authorizes the use of substitute staff or unsupervised volunteers as necessary to
8 replace staff who are temporarily absent. The principal, secretary, or Superintendent shall
9 arrange for the substitute to work for the absent staff member. Under no condition is a teacher to
10 select or arrange for a private substitute.

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13 The Board annually establishes the rate of substitute pay. Those rates will be in the handbook
14 and approved annually. No fringe benefits are given to substitutes.

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17 Substitute bus drivers will receive the regular bus driver rate of pay even if they are a regular
18 employee.

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20 In the case of an extended illness, for 30 days or more, non-certified staff who bump up to
21 substitute to a higher level in the same department will receive \$1.00 more per hour or the salary
22 of the person being replaced, which ever is least. This pay will be retroactive to the beginning of
23 the illness. This decision will be on a case by case basis with the final decision made by the
24 Board of Trustees.

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28 Policy History:

29 Adopted on: May 12, 2004

30 Revised on: March 8, 2006

31 Revised on : March 14, 2007

32 Revised on: February 13, 2008

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