

SUBSTITUTE CLASSIFIED STAFF EMPLOYMENT

The annual district budget will include provisionn for estimated substitute employee wages.

Building principals or supervisors will arrange for qualified substitutes to replace, if necessary, classified employees who are under their supervision and who are temporarily absent from work.

Supstitutes who are new to the district will fill out all employment papers at the District Office as soon as hiring is confirmed.

The District will pay substitutes a reasonable salary for their work. Such salary shall take into account salary for a first year employee in the particular position.

Substitute employees will mark their time on forms provided by the District office.

Approved: 3/11/85