

Book	Policy Manual
Section	Policies Recommended for the BOE (42.2 Winter 2024 Update)
Title	EMPLOYMENT OF SUBSTITUTES
Code	po3120.04
Status	
Adopted	September 26, 2016
Last Revised	April 20, 2020

3120.04 - **EMPLOYMENT OF SUBSTITUTES**

The Board of Education recognizes the need to procure the services of substitutes in order to continue the operation of the schools as a result of the absence of regular personnel.

The Superintendent shall recommend and the Board shall approve substitutes to replace temporarily absent regular staff members and fill new positions. Substitute teachers whose license limits them to teach for only one (1) semester in a class will be approved by the Board before the start of each semester. Employment of substitute teachers may be terminated when their services are no longer required.

Substitutes must possess a valid Ohio professional ~~license, license or~~ substitute teaching ~~license, or pre-service teaching~~ ~~permit~~ license to serve as a substitute. No professional staff member employed in a position for which licensure is required may be paid until evidence of such appropriate licensure for the subject area, grade level, ~~or~~ position, etc. has been received by the Superintendent and transmitted to the Treasurer.

Substitutes also must pass a background check performed by the Bureau of Criminal Identification and Investigation and the Federal Bureau of Investigation (see Policy 3121).

Substitutes may be required to undergo a tuberculosis examination in accordance with the law and at the direction of the Ohio Department of Health or the local health department.

In order to retain well-qualified substitutes for service in this District, the Board will offer competitive compensation at a rate set annually by the Board.

A substitute employed for more than sixty (60) days in one (1) specific position will be placed at the minimum salary on the current teachers' salary schedule (e.g. BA/0) and will be eligible for fringe benefits provided to regular teachers, including sick leave.

Casual or daily substitutes shall not earn sick leave nor be paid for days when students are not required to attend school. They are also not entitled to receive notice of non-renewal.

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Legal	R.C. 3307.381(A), 3317.13, 3319.10, 3319.101, 3319.36, 3319.39
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