

### **EMPLOYMENT OF SUBSTITUTES**

The Board of Education recognizes its responsibilities to procure the services of substitute classified staff in order to prevent the interruption of the operation of the schools. Thus, substitutes may be employed on a casual or day-to-day basis to take the place of regular personnel who must be absent from duty.

The names of potential substitute personnel and the positions in which they may substitute shall be maintained by the Superintendent or his/her designee.

The employment of substitute classified staff prior to approval by the Board is authorized when their employment is required to maintain continuity of services in the District. Retroactive employment shall be recommended to the Board at the next meeting.

Classified substitutes will be paid on a per diem basis at a rate set by the Board.

The Superintendent or designee shall conduct a criminal records check on each substitute to be employed in accordance with Ohio law.