

### **EMPLOYMENT OF SUBSTITUTES**

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.

Classified substitutes will be paid on an hourly basis at a rate set by the Board.

The Superintendent or designee shall perform a criminal background check on each substitute to be employed.

Administrators and principals shall not call on any substitute staff that are within their immediate family.