## **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 a per diem basis at a rate set by the Board of Directors.

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

Adopted: September 7, 2017