

#### **4.01 EMPLOYMENT OF CERTIFIED SUBSTITUTE STAFF**

The Board of Education recognizes its responsibility to procure the services of substitute teachers in order to replace regular personnel who are absent.

The Board shall approve annually the names of potential substitute personnel, except that additional names may be added to the list by the Board during the school year. Such assignment of substitute teachers may be terminated when their services are no longer required.

Substitutes must possess a valid Ohio teaching license or a substitute teaching license on file in the office of the ESC Superintendent.

The Superintendent or designee may select substitutes from the approved list, to work temporarily on a day-by-day basis in the place of an absent teacher. The substitute shall follow the daily lesson plan provided by the regular teacher.

A substitute employed on a day-to-day basis shall be entitled only to the wages approved by the Board on a per diem basis and to no other benefits.

##### **Day to Day Substitute**

Any substitute working day to day in any building in the district will be paid a per diem rate established by the Board.

##### **Long Term Substitute**

The Superintendent or designee may designate a substitute as a long term substitute. This designation may be given to a substitute who works four (4) weeks or more in the same assignment. A long term substitute will be paid a per diem rate set by the Board.

##### **Benefits**

Pursuant to R.C. 3319.10, and regardless of whether a substitute has been designated as "long term substitute," once a substitute has served sixty (60) days in the same position, during an employee's long-term absence, the substitute shall receive a daily compensation equal to the per diem rate of a BA/0 level teacher of the bargaining agreement and is entitled to begin to accumulate sick leave as per state law (one and one-fourth (1.25) days for each twenty (20) days of long-term substitute service) and personal leave (one day for each sixty (60) days of substitute service). Sick and personal leave shall be earned on a pro-rated basis after the initial sixty (60) days of service noted above. The substitute may only use accumulated sick and personal leave earned under this policy when substituting for an employee when the employee is on a long-term absence from work. Long term absence is defined as more than twenty days.

The employment of substitute teachers prior to approval by the Board is authorized when their employment is required to maintain continuity in the educational program. Retroactive approval shall be recommended to the Board at the next regular meeting.

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