

**SCHOOL DISTRICT OF PITTSVILLE
BOARD POLICY**

PERSONNEL

STAFF POLICIES

PROFESSIONAL STAFF

TEMPORARY AND PART-TIME PERSONNEL, SUBSTITUTES

532.3

- A. All substitute teachers must be certified by the Wisconsin Department of Public Instruction.
- B. Substitutes shall have on file:
 - 1) A substitute teacher application.
 - 2) A copy of their license.
 - 3) Withholding statements for payroll records.
- C. A substitute teacher shall be paid at a rate of \$100.00 per day for the first 10 consecutive days at a particular position. For long-term assignments, substitutes on day 11 will be paid a daily rate of \$130.00. The daily rate of \$100.00 will be in effect for all other short-term assignments. Half day assignments will be at the daily rate of \$50.00.
- D. A teacher who needs a substitute must contact their building principal, or designee, no later than 6:00 a.m. on the day of their illness.
- E. In the event a substitute teacher is not available, the principal will use a certified staff to cover classes. Amount of compensation for such assignment will be provided in the Faculty/Staff Handbook.
- F. Unless there are unusual circumstances, the substitute teacher will follow the regularly scheduled workday from 7:30 a.m. to 3:30 p.m.
- G. Substitute teachers are not eligible for sick leave, emergency leave, personal days, or insurance benefits.

Legal Reference: Sections 120.12(1) Wisconsin Statutes
121.02(1) (a)
PI 3.03

Other Reference: Substitute Teacher Handbook
Faculty/Staff Handbook

Adopted: August 14, 1989

Updated: August 8, 2011