

**SCHOOL DISTRICT OF PITTSVILLE  
BOARD POLICY**

**PERSONNEL**

**PROFFESIONAL STAFF POLICIES**

**SUBSTITUTE TEACHERS**

534

- 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 short-term substitute teacher shall be paid at a rate of \$110.00 per day for the first 1-10 days and \$120.00 beginning on the 11<sup>th</sup> non-consecutive day (includes long-term sub who continues to sub after long-term sub position is completed). For long-term assignments, the daily rate will be \$150.00. Half day assignments will be at the daily rate of \$50.00.  
  
A licensed teacher substitute for long-term or short-term assignments will be paid at a rate of \$190.00 per day.
- 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: Faculty/Staff Handbook

*First Reading of Updates:                     June 21, 2022*  
*Second Reading of Updates:                 July 11, 2022*