

Staff Personnel

Substitute Employees

- 420.1 It is the policy of the Board of Directors to attempt to hire properly certificated or qualified individuals to substitute for absent employees. Substitute employees shall be retained by the administration and not by the individual employee.
- 420.2 Substitute teachers shall be paid at a daily rate set by the Board of Directors, prorated by the hour if substitute teacher works less than a full day. After ten (10) consecutive teaching days in the same assignment, the substitute teacher shall be paid at a daily rate based on the first step of the appropriate educational salary lane.

Date of Review: 6-25-90, 11-15-93, 12-16-96, 09-20-99, 02-19-07
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LEGAL REFS.: 20.4, 279.12, 294A, Code of Iowa