

Qualified substitute teachers shall be employed by Richmond School District in the absence of the regular teacher. The District Administrator shall maintain a list of eligible substitute teachers and arrange for their work as necessary.

Rates of compensation for substitute teachers and total annual substitute teacher budgets shall be determined by the Board of Education.

When it is not possible to obtain a substitute teacher, regularly employed staff with appropriate certifications will be assigned to substitute. Regular staff used as substitute shall be compensated in accordance with guidelines established by the Board of Education.

Long term substitute teachers of more than 10 days requires Board of Education notification.

Legal Reference: 111.31-111.395 Wisconsin Statutes
 118.19
 118.20
 120.12 (1)
 121.02(1)(a)1.
 PI 34.21-34, 34.24 Wisconsin Administrative Code

Adopted: 5/9/2011