



Book	Policy Manual
Section	Second Reading by Board
Title	EMPLOYMENT OF SUBSTITUTES
Code	po4120.04
Status	Second Reading
Adopted	May 25, 2016
Last Revised	November 20, 2024

4120.04 - **EMPLOYMENT OF SUBSTITUTES**

The Board recognizes its responsibility to procure the services of substitute support staff in order to prevent the interruption of the operation of the schools.

The Superintendent shall make appropriate arrangements to ensure the availability of substitutes for assignment as services are required to replace temporarily absent regular staff members and to temporarily fill new positions. Such assignments of substitutes may be terminated, including permanent removal from the substitute roster, when their services are no longer required or for other reasons as determined by the Superintendent that are not arbitrary, capricious, or discriminatory.

The names of potential substitute personnel and the positions in which they may substitute shall be maintained by the Talent and Culture Department.

Proper certification shall be on file if the position requires certification. A satisfactory background check shall be conducted consistent with Policy 4121 - Criminal History Record Check and Employee Self-Reporting Requirements.

In order to retain well-qualified substitutes for service in the District, the Board will offer compensation at a rate set by the Board.

A person will be considered a long-term substitute if the person is appropriately certified and the staff member for whom the person has been hired to replace has a leave that extends for more than five (5) consecutive school days. The long-term substitute position will be terminated by the end of the school year, subject to issuance of reasonable assurance to the substitute support staff member regarding intent to provide substitute assignments in the subsequent school year, whether in the same or different assignment.

Relatives of staff members may be employed by the Board, provided the staff member being employed is not placed in a position in which they are supervised directly by the staff member who is related.

~~The employment of substitute support staff prior to approval by the Board is authorized when their employment is required to maintain continuity of services in the District. Retroactive employment shall be recommended to the Board at the next meeting.~~

Prior to the end of the school year, District-employed substitutes, who the District intends to employ for the ensuing school year, will receive a letter of reasonable assurance of continued employment.

Revised 12/15/21
Revised 6/15/22
Revised 10/25/22

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Legal 118.19, Wis. Stats.
P.I. 3.03(8), Wis. Adm. Code

Cross References [ag4120.04 - EMPLOYMENT OF SUBSTITUTE SUPPORT STAFF](#)

Last Modified by Ellen Suckow on June 22, 2026