

SECURING SUBSTITUTES

A list of approved substitutes' names, employee numbers, and eligibility categories, e.g., teacher, aide, bus driver, etc., is generated by the Payroll Office. To ensure that applicants have met the qualifications to substitute in a specific category, only persons whose names appear on the approved SUBSTITUTE LIST should be used to substitute. Contact the Personnel Office to determine the status of applicants whose names do not appear on the list.

A current SUBSTITUTE LIST is sent to each school/worksites at the beginning of each month and the principal/supervisor is responsible for establishing a procedure for securing substitutes from this list.