

BEND-LA PINE SCHOOLS

Administrative School District No. 1

Deschutes County, Oregon

ADMINISTRATIVE REGULATION

Name: Substitute Employees

Section: Personnel

Code: GDEA-AR

The school district strongly believes fully qualified substitutes should be employed as needed to ensure the uninterrupted provision of services during the absence of a regular employee. The district shall establish compensation for substitute employees. Substitute employees are employed "at the will" of the district and are not subject to any collective bargaining agreement. Substitute experience shall not be considered as years of experience related to placement on the salary schedule.

If a substitute is required, the employee will notify his/her immediate supervisor and follow appropriate procedures to arrange and prepare for the substitute.

Reviewed: 8/25/10, 12/2/13

Approved: 8/26/10, 12/2/13