

Series 400 – Employees

Policy Title: SUBSTITUTES FOR CERTIFIED EMPLOYEES

Policy Code No. 405.2

Employees serving on a substitute or temporary basis in the District must hold a valid teaching or substitute license. Every effort shall be made to fill temporary positions with substitutes who have qualifications at least equal to that of regular contract personnel. When such persons are not available, the employment of employees who are properly licensed is authorized on a purely substitute or temporary basis.

Properly certified substitutes shall be paid for their services at a daily rate set by the Board of Directors.

Substitutes are required to submit proof of a physical examination upon employment. Cost of the physical examination shall be the responsibility of the substitute.

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Revision Date 04/27/2009

Legal Ref.: Iowa Code Sections 20.1; 20.9
Iowa Administrative Code 260.9

Cross Ref.: Board Policy
402.7 Physical Examinations of Certified Employees