

SUBSTITUTES FOR AIDES AND SECRETARIES

Substitutes for aides and secretaries may be obtained only when the normal program of the school will be severely hampered by the absence of the employee as determined by the principal.

PROCEDURES

I. Application

Persons desiring employment as a substitute for aides and secretaries must file written application on forms available in the Personnel Office located in the School Administration Building.

II. Eligibility

Persons having met the requirements of a substitute for teachers would automatically be eligible for substituting for an aide or secretary. All substitutes will indicate if they would desire to substitute for aides and secretaries in addition to teachers.

III. Assignment

Principals are furnished a list of available substitutes for aides and secretaries. Calls are made as far in advance as possible, but often emergencies occur and a substitute is needed on very short notice.

IV. Time Sheets

Time sheets will be kept in the principal's office for substitute aides and secretaries. This is the same time sheet that is kept for substitute teachers and will be turned into the Business Office at the same time. Aides and secretaries will be identified by writing "Aide" or "Secretary" in the column headed name and employee #. Substitutes will initial this sheet at the close of each day he works. This will constitute a record for payment of salary for the work performed.

V. Payment

Checks for substitute aides and secretaries are ready on about the 15th of the month. Deductions from this payment will be made for Social Security. The time period covered will be for the previous calendar month's work. Checks will be mailed to the substitute's home address.

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