

GDEA-AR Substitute Classified Employees

LINCOLN COUNTY SCHOOL
DISTRICT

Code: **GDEA-AR**
Adopted: 9/3/97
Readopted: 7/9/02
Orig. Code(s): R4330

Substitute Classified Employees

1. Regulations for hiring a classified substitute:

- a. Established need - If a supervisor has an established need to hire a classified substitute to temporarily replace a regular classified employee who is absent due to illness, injury or approved leave of absence, the supervisor may employ such substitutes according to the provisions below.
- b. Temporary positions - If a supervisor has an established need to hire a classified employee for a position which is temporary in nature, e.g., summer maintenance workers, but which is not to be a substitute for a regular employee, a requisition for a temporary employee must be submitted to the department of human resources.

2. Procedure for hiring classified substitutes:

- a. List of approved classified substitutes - The department of human resources will publish a list of approved substitutes. A supervisor may contact and employ any substitute on that list.
- b. Unapproved substitutes - If a supervisor wishes to employ a substitute who is not included in the list of approved substitutes, the supervisor shall contact the department of human resources. The department of human resources will provide the proposed substitute employee with the necessary forms and complete the required criminal records check prior to approving that substitute for hire.

3. Salary for classified substitutes

All classified substitutes will be paid at the hourly rate of the first step of the salary schedule position in which he/she is substituting.