

## **EMPLOYMENT OF SUBSTITUTES**

**Substitute teachers will be obtained for employees who are absent from their regularly assigned position. Only persons who are properly licensed by the Kansas Department of Education will be employed as substitute teachers.**

- I. Substitutes are employed and paid by the school system, either directly or through an employment service. All arrangements for substitutes must be made through the Human Resources Office. Employees are not permitted to secure the services of a substitute. Substitutes will be paid at an established rate.**

**If a substitute teacher is continuously in one assignment, beginning with the 10<sup>th</sup> consecutive day of the assignment, the pay shall be increased to the established amount. Substitutes are employed only for days they teach.**