

PROCEDURES FOR IMPLEMENTING BOARD POLICY: TEMPORARY TEACHERS

6240

Authorization for payment of temporary teachers is made by the personnel office.

- 1. The associate principal--administrative services will inform the office of human resources when there is need to engage a substitute teacher for an extended period of time that could conceivably result in the substitute becoming a temporary teacher.**
- 2. The associate principal-administrative services will inform the personnel office, in writing, when a substitute teacher has been employed for 30 or more continuous days.**
- 3. Compensation will be determined by establishing the daily rate of pay for a beginning teacher on the BA lane of the salary schedule. This rate will be paid minus any payments previously made at the substitute rate.**
- 4. The office of human resources will notify the business office of the amount to be paid the temporary teacher.**

Adopted: 1974

Revised: September 25, 2000