

**FILE: GCE**

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

**DATE ADOPTED: April 18, 1991      FILE SECTOR: PERSONNEL**  
**DATE REVISED: February 21, 1994      POLICY TITLE: SUBSTITUTE PROFESSIONAL**  
**DATE REVISED: October 21, 1999                      STAFF EMPLOYMENT**  
**DATE REVISED: October 20, 2005**  
**DATE REVISED: November 15, 2012**  
**DATE REVISED: April 22, 2019**

Substitute teachers may be employed for short or long term periods of time. A substitute teacher shall possess the appropriate license or permit issued by the Wisconsin Department of Public Instruction.

A list of eligible substitute teachers shall be prepared by the district office. When substitutes cannot be obtained, either from the list or by alternate staffing arrangements, staff members may be asked to act as substitutes during their preparation periods. In such cases compensation shall be made in accordance with the current employee handbook.

Short-term substitute teachers, those who teach for 10 or less consecutive days shall be compensated at the rate to be determined by the board of education. In addition, short-term substitute teachers will receive a free district provided lunch. Long-term substitute teachers, those who teach more than 10 consecutive days at the same assignment, shall be compensated at the long-term sub rate as determined by the board of education starting on day 11. Substitute teachers shall receive neither contracts nor benefits.

If the district administrator determines there is an urgent need to fill a position or that another exceptional and good cause exists, standard hiring practices may be modified for all potential candidates.

**CROSS REFERENCE: Employee Handbooks**  
**LEGAL REFERENCE: Section 121.02(1)(a), Wis. Statutes, PI 8.01(2)(a) & PI 34 Wis. Admin. Code**