

1 **Potomac Elementary**

2  
3 **PERSONNEL**

5314

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5 Substitutes

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7 The Board authorizes the use of substitute teachers as necessary to replace teachers who are  
8 temporarily absent. The Principal shall have final approval of any substitute arranged for by a  
9 teacher or secretary.

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11 The Board annually establishes a daily rate of pay for substitute teachers. No fringe benefits are  
12 given to substitute teachers.

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14 Substitutes for classified positions will be paid by the hour. When a classified employee is called  
15 upon to substitute for a teacher, the teacher sub rate shall apply unless the classified rate of pay is  
16 higher.

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18 All substitute teachers will be required to undergo fingerprint and background checks.  
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22 Policy History:

23 Adopted on: March 14, 2011

24 Reviewed on:

25 Revised on: