

**SUPPORT STAFF SUBSTITUTES AND PAY RATE**

1. Administration and department heads shall hire support staff substitutes based on their qualifications, experience, and evaluation of their work for the District.
2. Substitute bus drivers will be paid at the same rate as the regular drivers.
3. Substitute pay for all other support staff positions shall be established by the District

Substitutes filling in for the same individual for a period of 40 consecutive working days shall, starting with the 41<sup>st</sup> day, be paid at the base pay for the position for which they are substituting.

4. Sixty days after the substitute employee is on the base pay, they shall be eligible to receive one paid sick day for each month of employment beyond the sixty days.

Adopted: February 10, 2003  
Revised: December 9, 2013  
Reviewed: May 11, 2020

Legal Administrative Code:  
References: Wisconsin Statutes: 104