

## 06-15 SUBSTITUTE PERSONNEL

- (A) Schools and/or departments shall receive a listing of approved substitute personnel. Names of all eligible substitute personnel shall be submitted for Board approval. Employment of persons other than approved substitutes is prohibited. Checks for substitute personnel will be sent to one location as designated by the substitute.
  
- (B) Approval of substitutes is for the school year. Names will be automatically resubmitted each fall except for the following reasons:
  - (1) Failure to work nine (9) times in a school year;
  - (2) Unsatisfactory performance;
  - (3) Arrest and pending charges;
  - (4) Resignation;
  - (5) Repeated refusal to accept substitute positions in substitute's preferred zone.
  
- (C) All substitute employees shall complete appropriate requirements as designated in the "Personnel Procedures."

Statutory Authority: Sections 1001.41(2); 1012.23(1), *Florida Statutes*

Laws Implemented: Section 1012.35, *Florida Statutes*

Adopted: 11/16/99

Revised: 7/13/15