

4065-R Temporary and Substitute Employees

Temporary Employees

Based on the needs of individual buildings or departments during the long-term absence of a regular educational support employee, a temporary employee may be hired.

Temporary employees will be paid the base salary for the position they are filling.

Temporary employees will be paid only for hours worked, except they will qualify for holiday pay if they work the last scheduled day before the holiday and the first scheduled day after the holiday for that classification.

Temporary employees will not qualify for paid sick leave, paid bereavement leave, paid vacation or paid convenience days.

Temporary employees will not qualify for retirement, health insurance, dental insurance or other fringe benefits, except as defined in policy and regulation 4250.

Temporary employees may work on staff development days and on non-holiday days during winter break if budget permits and the supervisor feels the work load justifies the time.

Applications will be open to any person who will be at least 16 years old by the time work begins and can meet the essential functions of the position with or without accommodations.

Student Employees

All items listed above for temporary employees will also apply to student employees.

Part-time students employed during the regular school year will be considered for summer employment if they meet the other requirements of this regulation and its accompanying policy. Student employees will be paid at the rate determined by the years of experience and the base salary for their positions. Under normal circumstances, a student employee will receive an additional \$.25 per hour each year they return to employment with Campbell County School District.

Substitutes - Certified and Educational Support Personnel

A substitute is an individual who is qualified to be employed as a substitute for a regular employee.

Substitute employees will be hired on the basis of application and qualification.

Substitute teachers are to report to the building 30 minutes before normal school starting time. Check out times for substitute teachers is 15 minutes after students are dismissed, depending on duties and responsibilities.

Substitute teachers will be paid for the planning period of the teacher for whom they are substituting. They must meet the guidelines listed above. (They must be in the building 30 minutes before school starts and 15 minutes after dismissal time, depending on duties and responsibilities.)

Substitute teachers may be utilized for other supervisory and/or instructional duties if there is no planning that needs to take place during their normally scheduled planning time.

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LEGAL REFERENCE(S):

CROSS REFERENCE(S): 4065, 4250, 4250-R

ADMINISTRATIVE REGULATION: