

Coos Bay School District 9

Code: **GCEA**
Adopted: 11/18/91
Readopted: 7/20/11
Orig. Code(s): GCEA

Substitute Teachers

Teachers will utilize the approved system to request a substitute teacher to fill a temporary vacancy caused by their absence. The request for a substitute will be made from an approved list of properly licensed and otherwise qualified substitute teachers. The principal has final approval in the assignment of substitute teachers. Substitute teachers will be made aware of school rules and regulations necessary for carrying out their assignments.

Substitutes working more than one-half day shall receive a full day's pay. In determining consecutive days of substitute teaching, weekends, school holidays, days schools are closed due to inclement weather or other school closures and days teachers are not required to appear in person at school shall not be considered.

Substitutes working for a part-time teacher shall receive a full day's credit in determining consecutive days worked.

Pay will not be less than the minimum required by law.

END OF POLICY

Legal Reference(s):

[ORS 332.507](#)

[ORS 342.420](#)

[ORS 342.610](#)

[ORS 342.815](#)

[OAR 584-020-0000](#) to -0045