

Monument School District 8

Code: GCEA
Adopted: 8/89
Orig. Code: GCEA

Arrangements for Substitutes

Absence of Teachers

A teacher who finds it necessary to be absent shall notify the principal or designee as soon as he/she knows that he/she will be out. The principal or designee should be notified by 6:30 a.m. to arrange for a substitute teacher. Whenever possible, teachers who have been absent should notify the school by 3:15 p.m. of their work status for the following day.

Substitute Pay

Substitute teachers shall receive pay as prescribed by Statute and will receive payment with regular payroll.

END OF POLICY

Legal Reference(s):

[ORS 342.610](#)