

## **Secretarial Substitutes**

All secretarial substitutes for any period of time longer than two days shall be selected from the substitute list. We will not use our regular employees.

When using regular employees for short periods of need in secretarial jobs, they will not be asked to do confidential work. Whenever possible, no substitute will be used.

The district office will develop and maintain a current substitute list. Administrators may add to the list as they wish. Said list will be available to all offices.