

**South Umpqua  
School District 19**

Code: **GCEA**  
Adopted: 11/14/07  
Revised/Readopted: 8/02/17  
Orig. Code(s): GCEA

**Substitute Teachers**

Teachers will use the ESD online substitute service to fill short term vacancies caused by their absence from work. Only licensed teachers registered with the ESD may be hired as substitutes.

Substitute teachers will be paid through the ESD business office and pay will not be less than the minimum required by law. Building principals will create a site specific process for teachers to inform them in advance when any absence is planned, or as soon as it is feasible in an emergency. Personal Leave must be approved in advance by the building administrator or leave may be denied.

Neither the absent teacher nor the building principal may assign a substitute to fill an absent teacher's position who is a relative or member of the absent teacher's household.

Necessary information on school rules, administrative regulations, procedures and plans for instruction will be provided to substitute teachers at each building to ensure efficient operation of the school.

END OF POLICY

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**Legal Reference(s):**

[ORS 332.507](#)  
[ORS 342.420](#)  
[ORS 342.610](#)  
[ORS 342.815](#)

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