

# Springfield School District 19

Code: **GCEA**  
Adopted: 9/11/95  
Readopted: 4/23/07  
Orig. Code(s): GCEA

## Substitute Teachers

To the extent practicable, the district will provide substitute teachers for approved teacher absences.

Substitute teachers shall be employed and paid on a day-to-day per diem basis at a rate established by the Board, but not less than the minimum provided in Oregon law.

Teachers who serve as substitutes in the district and other day-to-day temporary employees will be paid by check on a regular schedule each month in accordance with a schedule developed by the administrative staff. Administrative and supervisory staff responsible for substitutes and other temporary employees must report the number of days worked and other pertinent information concerning their services to the payroll department on district forms and according to district established procedures.

END OF POLICY

---

### Legal Reference(s):

[ORS 332.507](#)

[ORS 342.420](#)

[ORS 342.610](#)

[ORS 342.815](#)

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