

**HUMAN RESOURCE****SUBSTITUTE EMPLOYEES**

Well trained and dedicated substitute employees are vital to the efficient and effective operation of a school system when regular employees are absent. The purpose of the policy and regulation is to assure that the needs of the students continue to be met pursuant to state and county policies.

In accordance with current and subsequently enacted federal and state statutes and policies, the Ohio County Board of Education directs the administration to develop regulations governing substitute employees. Furthermore, as a condition of employment, substitute employees shall comply with all policies and regulations controlling employee conduct in the workplace.

**POLICY REVIEWED:** June 9, 2014

**POLICY REVISED:** May 11, 1998

**POLICY ADOPTED:** November 22, 1993

**OHIO COUNTY BOARD OF EDUCATION**