

# School District of the Menomonie Area

## Substitute Agreement

### Substitute Understanding:

Substitute assignments are made available during the academic school year (on-call; as needed) and will resume following customary vacation periods. Although Substitute assignments will be offered by the school district, it is also the responsibility of the substitute to proactively search for assignments on an on-going basis. We cannot predict nor guarantee the number of assignments made available to our substitutes. Substitutes are not eligible for employee benefits (paid time off, health/dental insurance, etc.). Substitutes have no rights to the positions they are temporarily assigned, nor are they guaranteed a long term sub assignment and/or permanent employment with the School District of the Menomonie Area (SDMA). Additionally, you are not considered part of any union; therefore, you do not have rights to available internal positions.

### Substitute Assignment / Hours of Duty:

If you have a compelling reason why you cannot fulfill the assignment or work the hours stated in the assignment, please notify the office as soon as possible.

- Once you have accepted an assignment, your attendance and promptness are expected.
- Substitute assignments can end earlier than expected or may change upon arrival at the site.
- Once on-site, the school office may ask you to work additional assignments.
- Substitutes are paid only for the hours they work and in accordance with the Substitute Handbook.
- Substitutes are not entitled to holiday pay; nor are substitutes paid for winter, spring, or summer break periods.

### Substitutes Teacher:

A person holding a current Wisconsin Department of Public Instruction (DPI) Substitute Permit or Teaching license is eligible for our substitute teaching vacancies. A substitute teacher with an invalid license is ineligible for substitute teaching assignments. It is the responsibility of the substitute to update the SDMA with their licensure status in order for substitute teaching assignments to be reinstated. A substitute teacher may be requested for the following types of assignments:

- Short Term – Any assignment for up to 45 days duration for the same teacher/absence. (Substitute with any DPI license is eligible.)
- Long Term – An assignment of 45 consecutive days or longer for the same teacher/absence. (Substitute with a DPI license certification specific to the content area is eligible.)

### Conditions of Employment:

The following may result in termination of substitute employment with the SDMA and may affect your chances for permanent employment with the district:

- Inappropriate behavior and interaction with students (including, but not limited to, confrontational and violent behavior)
- Violation of district policies
- Written reports of unsatisfactory performance
- Tardiness and/or failure to report to the site locations after accepting the position
- Continuously declining / not accepting assignments
- Reducing / manipulating work availability in such a way that assignments cannot be offered or obtained
- Falsification of employment records; including failure to disclose criminal background information
- Failure to complete annual training (i.e. Blood Borne Pathogens, ALICE, Mandatory Reporting, etc.)

### Confidentiality:

I am aware that the data and materials to which I may have access are to be treated in a professional and confidential manner. I agree herein, as a consideration of my employment, that I will not disclose or cause to be disclosed any record or information which I may have knowledge of at any time. I understand and agree to preserve the security and confidentiality of information I access during or related to my employment at the SDMA. I will respect student confidentiality and agree not to disclose any student information including, but not limited to, behavior, disability, education plan and educational status. I am aware that any breach of the confidentiality of this material or any abuse of my position, including but not limited to, alteration of records, destruction of records, disclosure of information, or other similar acts, may constitute a basis for immediate termination of employment and disciplinary action.

**This Agreement serves as reasonable assurance of school year (on-call; as needed) substitute employment. This Agreement may be terminated by either party at any time. This Agreement shall be effective on the date of signing and shall automatically roll-over (school year by school year) unless written termination is received.**

I, (print name) \_\_\_\_\_, have read and understand the above agreement. I will abide by the SDMA policies and the contents of this Agreement. Furthermore, I authorize the SDMA to conduct a criminal background check at any time to determine my substitute eligibility.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_