

## AR GCG-R Part-Time and Substitute Professional Staff-Employment

Issued ~~6/13/00~~/21

The administration will follow these procedures for the employment of part-time and substitute staff.

### Substitutes

Substitutes must be at least 21 years of age and have ~~at least 60 semester hours of college credits~~ a high school diploma. Applicants who do not meet the minimum qualifications as stated may be approved as a substitute upon review and approval by the chief human resources officer.

#### Long-term substitutes

These individuals must meet all qualifications of a substitute and will be designated as long-term substitute after serving for 10 consecutive days. The administration will require long-term substitutes to be certified, whenever possible.

Long-term certified substitutes who are assigned to a position due to leaves of absence (LOA) for the remainder of the year may be issued a letter of agreement for the duration of the assignment not to exceed the length of the school year.

### Part-time employment

Part-time personnel will be issued a letter of employment or contract to include dates of employment, salary and assignment. The letter/contract must be signed by both parties and will be filed appropriately. There is no guarantee of continued employment for part-time personnel.

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**Richland County School District One**