



## Administrative Procedure 461

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### **SUBSTITUTE SERVICE FOR SUPPORT STAFF**

#### **Background**

In order to provide a continuous, well directed program for students, the District will provide the best available substitutes in the absence of support staff.

#### **Procedures**

1. The District's operating budget will provide for substitute coverage for all support staff illness and contract commitments.
2. All substitutes for support staff will be dispatched by the Human Resources personnel.

Reference: Sections 20, 22, 23, 65, 85 School Act  
Support Staff Handbook  
Casual Support Staff Automated Dispatch  
Casual Custodial Automated Dispatch

Adopted: December 15, 2020