

**Policy**

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NON-INSTRUCTIONAL SUBSTITUTES

Non-certified personnel shall inform their supervisors of actual or expected absence as soon as possible so that a substitute can be secured if a substitute is deemed necessary.

The superintendent shall recommend to the board annually a list of substitutes to be approved. Should the need arise the list may be supplemented by further board action. Substitutes shall be required to conform to any security and health requirements established by the board.

Adopted: March 20, 1991  
Revised: September 17, 2003  
NJSBA Review/Update: August 2017  
Readopted: March 1, 2018

Key Words

Substitutes, Support Staff

<b><u>Legal References:</u></b>	<u>N.J.S.A. 18A:6-7.1</u>	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment
	<u>N.J.S.A. 18A:11-1</u>	General mandatory powers and duties
	<u>N.J.S.A. 18A:16-1.1</u>	May appoint temporary officers and employees
	<u>N.J.S.A. 18A:17.2</u>	Tenure of secretaries, assistant secretaries, school business administrators, business managers and secretarial and clerical employees
	<u>N.J.S.A. 18A:17.3</u>	Tenure of janitorial employees
	<u>N.J.S.A. 18A:38-33</u>	Tenure of attendance officers in city districts

**Possible**

<b><u>Cross References:</u></b>	*3510	Operation and maintenance of plant
	*3541.23	Transportation safety
	*4112.6/4212.6	Personnel records

\*Indicates policy is included in the Critical Policy Reference Manual.