

**Cincinnati CITY SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

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| Procedure Name Employment of Substitutes | |
| Procedure No. 4120.04-00-01 | Eff. Date: 11/15/2010 |
| Implements Board Policy (ies) <u>4120.04 – Employment of Substitutes</u> | Last Reviewed: <u>11/15/2010</u> |

1. Background

Describe relevant background to the implementation of the policy.

To prevent the interruption of the operation of the schools, the Board of Education will procure the services of substitute classified employees, as needed.

2. Responsibilities

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| Title: Paul McDole, Director of Human Resources | |
| Address: 2651 Burnet Ave., Cincinnati, OH 45219 | |
| Phone: 513-363-0149 | Cell phone: 513-207-1945 |
| Describe responsibilities: | |

3. Action Steps

Describe the action steps relevant to the implementation of the policy.

- The names of potential substitute employees and the positions in which they may substitute shall be maintained by the Department of Human Resources.
- The employment of substitute classified staff prior to approval by the Board is authorized when their employment is required to maintain continuity of service in the District. Employment shall be recommended to the Board at the next meeting.

4. Equity Considerations

Describe any equity considerations relevant to the implementation of this policy.

5. Additional Information

Describe any additional information relevant to the implementation of the policy.

- must pass a background check performed by the Bureau of Criminal Identification and Investigation.
- Substitutes also must pass a background check performed by the Bureau of Criminal Identification and Investigation.