

## **Policy Information**

### **Series 5000 - Personnel**

#### **Temporary & Part Time Employees**

Policy # 5152, 1.5.2

## **POLICY**

1995

5152

Personnel

### **SUBJECT: TEMPORARY AND PART-TIME EMPLOYEES**

The District Superintendent is authorized to fill vacant positions on a temporary basis when such positions are necessary for the maintenance or continuity of a program or service. A recommendation for appointment is to be presented to the Board of Cooperative Educational Services at its next subsequent regular Board meeting.

#### **Student Teachers**

The Genesee-Livingston-Stauben-Wyoming BOCES shall cooperate with teacher training institutions in the placement of student teachers in order to provide beginning teachers with the best possible student teaching experience.

Student teachers shall be protected from liability for negligence or other acts resulting in accidental injury to any person by the District, as provided by law.

#### **Substitute Teachers**

- a. The District Superintendent's designees are responsible for obtaining the services of a qualified substitute teacher after having been notified that the regular teacher shall be absent.
- b. Substitute teachers should be qualified in the subject matter area in which they are asked to substitute.
- c. The salary for substitute teachers shall be determined annually by the Board upon the recommendation of the District Superintendent.
- d. Qualified aides may be employed to substitute for teachers under certain circumstances after approval by the District Superintendent/designee. When employed in this capacity, aides shall be paid at the regular substitute teacher rate.
- e. All substitutes are to be approved by the Board of Cooperative Educational Services following the recommendation of the District Superintendent.

#### **Administrative Interns**

The Board will, upon the recommendation of the District Superintendent, determine the disposition of each internship application on the merits of each individual case.

The needs of the Board of Cooperative Educational Services must be the primary consideration.

Appointment of an Administrative Intern will be made only if the purposed duties and responsibilities clearly indicate that the services provided will help achieve and enhance the mission of this organization.

Commissioner's Regulations Section 80.36  
Education Law Section 3023

Board Approved  
2/2/94  
7/18/95

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