

*Absences of Non-instructional Employees*

Illness or other causes necessitating absence from work shall be reported as early in the day as possible. Custodial and secretarial employees shall report to the principal of the building in which they are employed or to the responsible administrator. Bus drivers shall report absence to the Transportation Manager and maintenance staff employees shall report to the Supervisor of Maintenance and Operations.

*Substitutes*

It shall be the duty of the building principal or office manager to fill a temporary vacancy from a list of approved substitutes.

*Payment of Substitutes*

The rate of pay for substitute clerical, secretarial, cafeteria and custodial workers shall be based upon the wage range for the position to be filled. Such rate will be approved by the Board.

Payment for all substitutes shall be made by the District. An employee shall not pay a substitute directly.