

SUBSTITUTE PERSONNEL
NON-INSTRUCTIONAL/SUPPORT PERSONNEL

The Terrebonne Parish School Board requires the maintenance of a list of properly qualified and approved substitute personnel eligible to substitute for non-certified school employees absent from work. Appropriate administrative judgment as to actual need shall be exercised before employment of a substitute for non-certified school employees.

BUS OPERATORS

A substitute bus operator may only be used as a temporary resource until a permanent operator can be appointed to a route. A substitute operator may not drive a route for a period that exceeds the end of the school year during which the operator began driving the route.

A substitute bus operator shall be paid a daily rate as approved by the Board, but in no case *less* than sixty-five percent (65%) of the daily rate of pay being paid the regular bus operator to be computed by dividing the annual pay of the regular operator by the number of school days in the regularly scheduled session, exclusive of any compensation or mileage allowance for use of a privately owned bus.

FOOD SERVICE TECHNICIANS

The food service technician shall not be required to replace absent food service technicians at another site unless a substitute cannot be hired.

Revised: October 1998

Revised: July 2007

Revised: November 2012

Ref: La. Rev. Stat. Ann. §§17:81, 17:493.1, 17:500; Board minutes 3-5-91, 10-20-98, 7-17-07, 11-20-12.