

POLICY TITLE: <b>Substitute Employees</b>		
ADOPTION/EFFECTIVE DATE:	MOST RECENTLY AMENDED: 4/14/1997	MOST RECENTLY REAFFIRMED: 4/22/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: <b>Personnel</b>		

It shall be the obligation of the school principal to secure as substitutes capable persons who most nearly meet the full State of Maryland and local requirements for the positions in which they are employed to substitute.

**Board Approval Acknowledged By:**

*Patricia L. Skebeck*

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Patricia L. Skebeck, Secretary and Treasurer  
Board of Education of Harford County

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE
Reaffirmed	3/10/1980	Reaffirmed	4/22/2002		
Amended	2/11/1991				
Amended	10/14/1991				
Amended	4/14/1997				

Responsibility for Policy Maintenance & References		
LAST EDITOR/DRAFTER NAME: <b>Unknown</b>		JOB POSITION OF LAST EDITOR/DRAFTER: <b>Unknown</b>
PERSON RESPONSIBLE:		JOB POSITION OF PERSON RESPONSIBLE:
DESIGNEE NAME: <b>N/A</b>		JOB POSITION OF DESIGNEE: <b>N/A</b>
REFERENCE 1 TYPE:	REFERENCE 1 NO.	REFERENCE 1 DESCRIPTION:
REFERENCE 2 TYPE:	REFERENCE 2 NO.	REFERENCE 2 DESCRIPTION:
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: School Administration - .02.08.005		