

BIG HORN COUNTY SCHOOL DISTRICT NUMBER ONE
Box 688
Cowley, Wyoming 82420
POLICIES AND REGULATIONS
File: GDG

PART-TIME AND SUBSTITUTE SUPPORT STAFF EMPLOYMENT

Candidates for substitute support staff assignments must be interviewed and selected in accordance with regular district hiring procedures. When a substitute support staff employee is needed in one of the district schools, the principal of the school will make arrangements, selecting the substitute from a list provided by the superintendent.

Regular bus route drivers shall be given fifteen (15) days of unpaid leave per year. The Transportation Director shall be responsible to select a qualified substitute bus driver from the approved list of drivers. Effective August 1990, regular drivers will no longer be responsible to pay their own substitutes. Both the regular drivers and substitutes must submit a time sheet and payment voucher following the last working day of the month, and will be paid at the approved rate at the end of the month for the number of hours they actually drive.

Adopted: July 18, 1990

Revised: 06/14/2011