

**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Substitute Personnel	<u>Number</u> 6Hx20-4.022
Legal Authority:	s. 1001.64 & s. 1012.855, Fla. Stat.	<u>Page</u> Page 1 of 1
Law Implemented:		

Provisions for substitute personnel shall be as follows:

**I.       Absence for ten (10) days or less**

When any member of the instructional or administrative staff Pensacola State College is absent for any reason for ten (10) days or less and a substitute is deemed necessary by the President or his or her designee to carry on the work effectively, a person properly qualified to act as a substitute shall be sought by the President or his or her designee.

**II.       Absence for more than ten (10) days**

When any member of the instructional or administrative staff shall be absent for any reason for more than ten (10) days the temporary absence may be filled as prescribed in subsection (1) herein, by a properly qualified person until the next meeting of the Board of Trustees, at which time the vacancy shall be filled in the same manner in which the regular positions are filled; provided that the Board may in accordance with the rules prescribed for the appointment of regular instructors authorize and approve employment of properly qualified persons who are to serve regularly as substitutes.

Substitute instructors are compensated on the basis of the Salary Schedule approved annually by the Board.

History:	Adopted 6/18/74 as 6A-8.742; repromulgated 4/2/75 as 6Hx20-14.441; amended 12/18/80; repromulgated 4/29/86; amended 2/21/06.
President's Signature:	Date: 02/21/2017 