HOLMDEL TOWNSHIP BOARD OF EDUCATION
Holmdel, New Jersey 07733

POLICY

File Code: 4221

# NON-INSTRUCTIONAL SUBSTITUTES

Substitute office services personnel, building services personnel, transportation personnel and other individuals who may be employed in noninstructional positions, may be employed only after screening and interviewing by the Superintendent and/or Assistant Superintendent in Charge of Business/Board Secretary, as appropriate, or their designees, and may not be offered employment by any administrator until placed on the Board of Education's approved noninstructional substitutes list.

The Board of Education will prohibit discrimination regarding appointments because of race, creed, color, national origin, ancestry, age, sex, affectional or sexual orientation, marital status, familial status, liability for service in the Armed Forces of the United States, atypical hereditary cellular or blood trait of any individual, or nonapplicable handicap.

Noninstructional substitutes shall be paid on a per diem basis at a rate established annually by the Board of Education.

Noninstructional substitutes must comply with all federal and state regulations relevant to employment in the Holmdel Township Public Schools.

**Source:** Regular Board Meeting

**Date:** April 1, 1996

**Legal References:**

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| N.J.S.A. | 18A:16.1.1 | May appoint temporary officers and employees |
| N.J.A.C. | 6:29-4.2 | Testing for tuberculosis infection |

**NJSBA POLICY SERVICES**
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