



### **Substitute Handbook Updates for 2025-2026**

- Year updated from 2024-2025 to 2025-2026 throughout the document
- Page 2 - Removal of "Our Mission" since it states above, "SBPS Mission Statement"
- Page 4 - Added language that in the event an employee is a permanent employee with SBPS, they will be paid an hourly rate instead of a half or full day rate
- Page 5 - Updated language under Tobacco Free Workplace to reflect exact language from Board Policy
- Page 6 - Updated the definition of Harassment to reflect what is in Board Policy 4003
- Page 9 - Addition to substitute pay table of permanent employees being paid an hourly rate of \$20/hour
- Page 10 - Addition of the word "Executive" in front of Director of Student Services
- Page 11 - Change language that our MSDS information can be found on our staff intranet side instead of the previous staff secure site
- Page 12 - Update phone number in the event a job needs to be canceled with less than an hour's notice
- Page 16-17 - Updated addresses for Bear Cub Preschool, ReConnect, and District Office, updated administration information for Westmoor and Scottsbluff High School, and removal of language for District Office summer hours.
- Page 17 - Updated requirements under certification for the local substitute certificate
  - Minimum of 48 hours instead of 60
  - Removal of language that one professional education course dealing with the education of children
- Page 18 - Update language to reflect changes to Board Policy 5401
- Page 18 - Update address to reflect the District Office's new location