

**POLICY OF THE BOARD OF EDUCATION OF THE
GALION CITY SCHOOL DISTRICT
ESTABLISHING A PROCEDURE TO
CREATE A LIST OF SUBSTITUTE EMPLOYEES
FOR EXEMPT SECRETARIAL POSITIONS**

PURPOSE

It is the purpose of this policy to create a system whereby substitute secretaries are available to fill temporarily vacant secretarial positions in the Board of Education central office.

POLICY

It is the policy of this Board of Education that in order to have qualified substitute secretaries available as needed in the event of a temporary vacancy in the exempt secretarial positions in the Board of Education central office, a procedure to create a list of eligible candidates is necessary. These positions are not covered by the collective bargaining agreement with OAPSE Local #370 as they are expressly excluded and being temporary positions, are exempt from civil service requirements pursuant to R.C. 124.30(B).

PROCEDURE

The Superintendent shall determine the skills and qualifications necessary to fill vacant secretarial positions in the central office of this school district and shall advertise for or otherwise recruit persons for these positions. These persons whom the Superintendent deems qualified shall be placed upon a list known as the exempt secretary temporary employee list.

In the event of the need to fill a temporary vacancy in a secretarial position in the central office or to obtain additional secretarial help needed for short periods of time in the central office, the Superintendent may request that the Board approve the hiring of a person from this list for an estimated period of time and at an hourly rate of compensation as recommended by the Superintendent or set by the Board. Persons appointed to these temporary positions shall receive no employment benefits except as required by law, e.g. School Employees Retirement System coverage, Workers' Compensation. These employees are "at will" temporary employees and are subject to discharge at any time and without cause. Temporary employees appointed under this policy shall not serve for longer than one hundred twenty (120) days unless a longer period of service is made necessary by a specific sickness, disability or other approved leave of absence, in which case the temporary appointment may continue throughout the period of sickness, disability or other approved leave of absence.

ADOPTED: _____

AUTHORITY:
R.C. 3313.20