

CLINTON-ESSEX-WARREN-WASHINGTON BOCES

**Authorization of Employment and Payment of  
Substitutes by the District Superintendent**

The District Superintendent, at his/her discretion, may authorize employment and payment of a substitute/temporary on call prior to Board action. Such authorization and compensation shall not exceed more than three payroll periods prior to the Board appointment.

The District Superintendent, or his/her designee, shall promulgate procedures to be followed by each respective Division, ensuring that an individual does not report to work prior to express authorization by the District Superintendent.

Adopted April 30, 2009