

TRI-COUNTY SCHOOLS SUBSTITUTE CLASSIFIED CONTRACT (RENEWAL)

Name:

Date:

E-mail:

Address:

Phone No.:

Alt. Phone No.:

Emergency Contact:

Phone No.:

CHECK THIS BOX TO KEEP YOUR EMPLOYMENT PREFERENCES THE SAME AS LAST YEAR -OR-

Make changes to employment preferences: (applicant may change these by calling or emailing the substitute coordinator)

Check position desired:

Custodian

Food Service

Secretary

Check all school district(s) in which you would like to substitute.

Ashland County:

Ashland Co. Board of DD (Dale Roy)

Heartland Technical Education Center

Hillsdale Local

Loudonville-Perrysville EVS

Mapleton Local Schools

Tri-County Preschool Locations:

Mapleton Elementary

McMullen Elem.

Holmes County:

East Holmes Local Schools

Tri-County Preschool Location:

Walnut Creek Elementary School

Wayne County:

Beacon Hill Comm. School

Chippewa Local Schools

Green Local Schools

Northwestern Local

Norwayne Local Schools

Orrville City Schools

Rittman EVS

Triway Local Schools

Wayne Co. Board of DD

Wayne County Schools Career Center

Waynedale Local Schools

Wooster City Schools

Wooster Montessori School

Tri-County Preschool Locations:

(Old) Dalton High School

Cornerstone Elementary

Hazel Harvey Elementary

Waynedale Elem.

Orrville Elementary

Northwestern Elementary

Norwayne Community Center

Triway Elementary

Rittman HS (Heritage Hall)

Smithville Historical Society Church

OR I only want to serve
the following school
building(s):

I am willing to substitute ½ day if needed.

Days of the week or time periods

I am not available:

(over)

CONTRACT FOR EMPLOYMENT AS A CLASSIFIED SUBSTITUTE ON A SUBSTITUTE, TEMPORARY, OR CASUAL BASIS UNDER PROVISIONS OF RC 3319.10

The Ashland Co. Board of DD (Dale Roy), Beacon Hill, Chippewa Local, East Holmes Local, Green Local, Heartland Technical Education Center, Hillsdale Local, Loudonville-Perrysville Exempt. Village, Mapleton Local, Northwestern Local, Norwayne Local, Orrville City, Rittman Exempt. Village, Triway Local, Wayne Co. Board of DD, Wayne Co. School Career Center, Waynedale Local, Wooster City, Wooster Montessori, the Tri-County Educational Service Center ("The Board of Education") and the undersigned ("**Substitute**") agree to this contract to employ said classified substitute on a substitute, temporary or casual day-to-day basis for assignment as services are needed to take the place of regular staff during the **current school year**.

1. The classified substitute agrees to work upon request of the Local Superintendent/designee, hours or days as needed and as scheduled by the Local Superintendent/designee. It is expressly understood that the Board of Education does not guarantee any minimum number of work hours or work days, for the classified substitute. The work hours or work days of the employee may be increased, decreased, or made unnecessary, as determined by the Local Superintendent/designee. It is further understood that classified substitutes employed as substitutes on a casual day-to-day basis are not entitled to the notice of non-renewal ordinarily required for limited contracts under RC 3319.11.
2. For work performed as requested and as authorized by the Local Superintendent/designee, the Board of Education shall pay the employee the rate(s) it has adopted. The employee shall not be entitled to Board paid insurance, paid leave days or any other fringe benefit accorded to regular classified staff.
3. It is understood that this contract is renewable from year to year upon the proper submission of a current background check and a current contract.
4. Valid for the **2026-2027** school year.

"I understand and affirm that my electronic signature is the valid, legal equivalent of my handwritten signature and that I am bound by my electronic signature in the same manner as my manual signature."



Employee Signature

President, Tri-County Educational Service Center

Date

Treasurer, Tri-County Educational Service Center

READ CAREFULLY and SIGN

All applications for employment are subject to a criminal records check through the Bureau of Criminal Identification and Investigation and Federal Bureau of Investigation pursuant to the authority of Section 3319.39 and Section 109.572 Revised Code.

ANY PERSON WHO KNOWINGLY MAKES A FALSE STATEMENT IS GUILTY OF FALSIFICATION UNDER SECTION 2921.13 OF THE REVISED CODE, WHICH IS A MISDEMEANOR OF THE FIRST DEGREE.

"I understand and affirm that my electronic signature is the valid, legal equivalent of my handwritten signature and that I am bound by my electronic signature in the same manner as my manual signature."



Employee Signature

Date

For Office Use Only:

- Signed Contract
- FBI Background Check
- Fraud Training Certificate