

Requested by SENATE COMMITTEE ON EDUCATION

**PROPOSED AMENDMENTS TO
SENATE BILL 322**

On page 6 of the printed bill, after line 28, insert:

“DUE PROCESS FOR SUBSTITUTE TEACHERS

“SECTION 12. (1)(a) A school district shall provide to each substitute teacher who works in the school district a print or digital copy of an employee handbook that includes all the employment policies and expectations for the substitute teacher.

“(b) The employee handbook of a school district must provide, at a minimum:

“(A) Pursuant to subsection (2) of this section, the process for submitting a complaint against a substitute teacher, for notifying a substitute teacher of a pending complaint and for providing a substitute teacher an opportunity to respond to a complaint.

“(B) Definitions for the terms ‘serious misconduct’ and ‘serious performance deficiency,’ as adopted by the school district.

“(c) The Department of Education shall develop best practices for the content of employee handbooks and distribute the best practices to school districts.

“(2)(a) If a school district determines that a substitute teacher has violated a provision of the employee handbook, the school district shall

1 provide the substitute teacher:

2 “(A) Written notice of the specific provision of the employee hand-
3 book that was violated and the facts that constitute the basis of the
4 violation;

5 “(B) An opportunity to respond in writing, or by meeting with an
6 administrator of the school or school district, to the notice provided
7 under subparagraph (A) of this paragraph; and

8 “(C) Except as provided in paragraph (b) of this subsection, an op-
9 portunity to take corrective steps to avoid in the future the conduct
10 constituting the violation and continue to be considered by the school
11 district for employment.

12 “(b) If a school district determines that a violation constitutes se-
13 rious misconduct or serious performance deficiency, as those terms
14 are defined by the school district, the school district may exclude the
15 substitute teacher from consideration for future employment.”.

16 In line 32, delete “12” and insert “13”.

17 In line 37, delete “13” and insert “14”.

18 In line 43, delete “14” and insert “15”.