
and must be filed no later than November 1 for the first semester and April 1 for the second semester.

- (4) Where a reclassification is delayed beyond its proper effective date solely through an administrative error or delay, the reclassification shall be made effective retroactive to the date it was properly due.
- (5) Failure on the part of the teacher to file application for reclassification as provided for under Section, shall result in the reclassification being made effective the beginning of the subsequent semester in which the application is filed, and shall not be retroactive to the date it was due had the teacher complied with Section 904.701(3).

904.702 ADDITIONAL TYPES OF APPOINTMENTS FOR CERTIFICATED PERSONNEL

- (1) Certificated personnel, for purposes of these appointments, are either emergency-certified or fully-certified for the position.
 - (a) Full certification- is a certification according to standards adopted by the Board for the position.
 - (b) Emergency certification is temporary certification, in a particular professional area, of a person who has basic capabilities to teach in the emergency-certified area. Emergency certification can only be used for a particular area when there is no person on the eligibility list who meets the certification requirements for a vacant position.
- (2) Short-term appointments - A short-term appointment may be made for a permanent position requiring certification when the services of the applicant are needed only for a specific period of time. Such appointment may be terminated at any time without cause and without advance notice. Short-term appointments are of two (2) types:
 - (a) Regular - This is a short-term appointment of a person

fully-certified in the area of appointment. Such a person shall be paid for the duration of the appointment as if he were permanently employed in the position.

(b) Emergency - This is a short-term appointment of a person emergency-certified for the area of appointment. Such person shall be paid for the duration of the appointment as if he were permanently employed in the area of his full certification.

(3) On-Call Substitutes - A person may be appointed to a position as an on-call substitute. This appointment may be terminated at any time without cause and without advance notice. This appointment only entitles the person to be considered on-call for substitute teaching. If the person is called and accepts the substitute teaching assignment, the person becomes a limited-term appointee to a temporary position for the duration of the assignment.

On-Call Substitutes may be fully-certified or emergency-certified for purposes of assignment to substitute teaching.

(4) Short-term appointees and on-call substitutes are not entitled to employment benefits, except for optional participation in the retirement system, and are entitled to pay only for hours worked, except that assignment for 5 consecutive school days or more (to substitute for the same teacher) shall entitle the person to pay for an 8 hour day beginning on the sixth day if the assignment includes lesson preparation and grading.

904.703

PERFORMANCE RATING PERIOD FOR SCHOOL-YEAR EMPLOYEES

Performance evaluations for school year employees shall comply with the current Board/Union agreement for teachers and the Professional Teacher Evaluation Program (PTEP)