

LONG-TERM SUBSTITUTE TEACHERS GUIDELINES

Definition: A long-term substitute is a temporary employee hired for the purpose of replacing a permanent certified teacher for more than fifteen (15) consecutive school days in the same position/assignment and for the same teacher.

Qualifications: To be assigned as a long-term substitute, applicants must possess appropriate state department of education certification or a current Statement of Eligibility. If Emergency Permission to Employ is required, the candidate will be responsible for any applicable fees.

Compensation for absence of under 15 days: The District daily teacher substitute rate will apply.

Compensation for absences that are known to be greater than 15 days or that extend into 15 days:

Placement will be determined based on recommendation by the building principal. There are two options:

- Track 1, Step 1
- Track and step based on educational attainment and experience

It is the responsibility of the building principal to make this recommendation to the Superintendent of Schools when the job posting is submitted.

- A long-term substitute will not receive a contract, but will be paid an hourly rate for the associated track and step level of placement for hours worked in the pay period.

Benefits: Long-term substitutes anticipated to work 30 or more hours per week will qualify for single medical coverage on the first day of the month following the date of hire. Long-Term Substitutes are not part of a Collective Bargaining Group.

Pay & Benefits for Existing Employees:

- The District will maintain all benefit levels for existing employees in good standing who assume 100% of the role for defined periods exceeding 40 days.
- The District agrees to provide 1 day of sick leave per month (prorated for part time/partial year assignments).
- An existing employee long-term substitute will not receive a contract, but will receive a letter and be paid a daily rate for each day worked. Time sheets will not be required.
- Estimated pay will be calculated and paid in equalized installments.

Retirement: Participation in state retirement system(s) is mandated per the rules of the applicable state retirement system.

Board Nomination: Candidates for long term substitute positions will be brought to the School Board for election at the next scheduled Board meeting.

Other Considerations/Questions: Any concerns or questions not covered by the above guidelines will be reviewed on a case-by-case basis and determined by the Superintendent of Schools.

FLSA Classification: This assignment is exempt from overtime and is paid on a salary basis.