

445 SUBSTITUTE EMPLOYMENT

I. PURPOSE

Periodically substitutes may be needed for certified per certified personnel for a daily or a long-term absence. It is the employee's responsibility to notify the District early of intended absence and to always leave lesson plans and instructions for the substitute teacher.

II. OCCASIONAL SUBSTITUTE

A substitute who is called on a daily, or for what is anticipated to be a short period of time basis, is called an Occasional Substitute. The following rules apply to the employment of an Occasional Substitute:

- A. The Occasional substitute daily pay rate is established by the Board of Education. Substituting for 3.5 hours or less shall constitute a half day's pay; anything more than 3.5 hours shall be a full day's pay.
- B. Occasional Substitutes who work for more than thirty (30) days in one continuous absence for the same teacher are placed on the salary schedule at the B.A. Step 0 on the 31st and ensuing days.
- C. Occasional Substitutes are not eligible for fringe benefits.

III. CONTRACT SUBSTITUTE (LONG-TERM SUBSTITUTE)

A Contract Substitute is one who is called to replace a teacher for a period of thirty (30) or more contract days. Contract substitutes shall be paid according to education, experience, or as agreed between the substitute and the District. They are paid on a semimonthly basis and receive fringe benefits and prorated days for emergency leave, sick leave, and personal leave. A contract substitute who works part-time will have fringe benefits prorated accordingly.

Contract Substitutes are approved by the Board of Education and should meet State licensure requirements.

IV. PREPARATION FOR SUBSTITUES BY CERTIFIED STAFF

- A. In case of an unanticipated absence, every possible effort must be made to inform the Principal/Supervisor concerned as soon as possible. In case it is impossible for the employee to communicate with the Principal/Supervisor, arrange to have a member of the family or friend to do so.
- B. Absences for reasons other than illness must conform to terms of the Master Agreement and/or policy.
- C. In cases where it is necessary to be absent for more than one day, and no arrangements for extended absence have been made, the Principal/Supervisor shall be informed of the continued absence so that substitutes may be told of the continued absence.
- D. Special teachers, nurses, etc., for whom no licensed substitutes are available are subject to the same obligations as other employees and should inform their Principal/Supervisor of their absence and keep him/her informed of their extended absence.
- E. Teachers are responsible for providing substitutes with complete lesson plans, materials, and general instruction necessary for the conduct of instruction and having available any special information on procedures, special student needs, etc.