

# Nashwauk-Keewatin Public Schools ISD#319

*Adopted:*      **December 20, 2011**

Nashwauk-Keewatin Public Schools  
Internal Policy #451  
Orig. 2011

*Revised:* \_\_\_\_\_

## **451 PERSONNEL-SUBSTITUTE TEACHERS**

### **I. PURPOSE**

The purpose of this policy is to ensure that appropriate instruction occurs with students when an assigned teacher is absent from completing his/her duties.

### **II. GENERAL STATEMENT OF POLICY**

Nashwauk-Keewatin Public Schools uses the services of substitute teachers in its schools. While performing their duties as a substitute teacher, substitute teachers are considered employees of the district, and assist in ensuring that the instructional program continues for all students.

### **III. DEFINITIONS**

A. Itinerant Substitute Teacher: An itinerant substitute teacher is a substitute teacher employed by the school district for less than 21 consecutive days for any individual teacher.

B. Long-Term Substitute Teacher: A long-term substitute teacher is a substitute teacher employed by the school district for 21 or more consecutive days for any individual teacher.

### **IV. PROCEDURES**

- A. Substitute teachers must register with the human resources department, and complete all appropriate application materials, including a criminal background check, prior to being eligible as a substitute teacher with Nashwauk Keewatin Public Schools.
- B. The school district will contact substitute teachers when services are required. This contact will give the specifics of the assignment.
- C. The school district uses an electronic substitute calling system.
- D. The assigned teacher who is requesting the substitute teacher will have the necessary lessons prepared in the event of his/her absence. Also, the building administrator will coordinate the use of substitute teachers and the meeting of the necessary substitute responsibilities in the building.
- E. Substitute teachers will be paid on a regular basis as per business office procedures.

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- F. Substitute teachers employed for short periods of time in the absence of the regular teachers because of illness or professional duties shall be fully qualified to instruct in Nashwauk Keewatin Public Schools.
- G. Substitute teachers may be evaluated by supervising personnel.
- H. Rates of compensation for substitute teachers will be set by the school board. Substitute teachers are not eligible to participate in the insurance plans or other benefits offered by the school district.
- I. Retired teachers may be employed as substitutes without jeopardizing their retirement salary, to the extent permitted by law.

### **V. Payment**

- A. Itinerant substitutes will be paid at a daily rate set by the school board. Itinerant substitutes are not eligible for insurance plans, fringe benefits or other provisions in the Master Agreement between Nashwauk Keewatin Public Schools and Education Minnesota Local No. 1444.
- B. Long-term substitutes shall be placed on step zero of the BS level, and compensated on a pro-rata basis of the zero step of the BS level divided by 180 days times the number of days worked as a long-term substitute. Eligibility for long-term substitute status will begin after a substitute teacher has subbed for 21 consecutive student-contact days in the same position. Prior to meeting the 21-day requirement, a long-term substitute teacher will be paid the established daily itinerant substitute rate. When the 21-day requirement has been met, the long term substitute teacher will begin to receive payment at the step zero of the BS level proration amount. There will be no retroactive payment.
- C. Long-term substitutes are not eligible for insurance plans, fringe benefits or other provisions in the Master Agreement between Nashwauk Keewatin Public Schools and Education Minnesota Local No. 1444.

**Legal Reference:** Minn. Stat. § 122A.44 (Contracting with Teachers; Substitute Teachers)

**Policy created by legal firm:**

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