



BELLOWS FREE ACADEMY/NCTC  
FAIRFIELD CENTER SCHOOL ST. ALBANS CITY  
SCHOOL ST. ALBANS TOWN EDUCATIONAL CENTER

## Procedure



## PROCEDURE: SUBSTITUTES

**CODE: B1P**

### I. Application

Qualified persons may obtain an employment application through the website, Central Office, or any of Maple Run Unified School District (MRUSD) school. The application process must be fully completed prior to any assignment offered. Qualified applicants must be 18 years of age or older and have at minimum a high school diploma or the equivalent.

1. Candidates must submit the following information to be considered for employment:
  - a. A completed employment application. Resumes may be accepted as supplemental information to the application.
  - b. Three (3) work-related references and contact information, including name, address, email contact, and telephone numbers (no friends or family).
  - c. Copies of transcripts (official copies, whenever possible) of coursework that has been completed.
  - d. For substitute teachers/nurses, a copy of a current license(s) must be provided.
2. Candidates must complete all necessary background check processes.
  - a. Complete the criminal record check forms (Vermont State and the Vermont Adult Abuse and Child Protection Registry), pay all fees, and have fingerprints taken at an authorized law enforcement agency.
  - b. A report will be sent to Maple Run Unified School District for the Superintendent's review. If an issue arises that prevents a candidate from being hired, the Superintendent/designee will notify the Principal/Director at the school(s).
3. Once the candidate has been approved and offered employment, the following additional information is required by the Central Office:
  - a. A complete I-9 form, with proper supporting documentation: a current passport or photo ID to prove identification and one document to prove eligibility to work in the U.S. (i.e.: social security card or birth certificate).
  - b. Completed W-4 forms (state/federal).
  - c. Declaration of Healthcare coverage.

## II. Training

The Superintendent/Designee will provide training information and requirements for substitutes. All substitutes are expected to provide proof of training. Access to on-line training (Vector Solutions) may be granted by contacting Human Resources and at the request of the Principal/designee.

Time spent in authorized and assigned training is considered paid work time and may be monitored through the Vector Solutions program.

1. Orientation: Prior to any new substitute working in a school, a short orientation shall be provided by the school. Information should cover safety protocols, pertinent policies and procedures, contact information, assignments, class information, and other information that would maintain an appropriate level of instruction and ensure the safe keeping of students and staff.
2. Compliance Training: All substitutes are required to complete the following training at one of the District's schools: Bullying, Harassment, Mandatory Reporting, Bloodborne Pathogens, and FERPA/Confidentiality.
3. Written Information: The substitute coordinator at each school will provide new substitutes with information appropriate to their assignment. Such information for substitute teachers, for example, may include: a copy of the job description, Substitute Handbook (with classroom management strategies and school policies and procedures), and a folder with information such as class list(s), seating chart(s) if applicable, school floor plan, school emergency and evacuation procedure, daily schedule, lesson plans, and special considerations for specific students (i.e. 504 plan, IEP accommodations), directory of assistance, Substitute Report (for feedback and suggestions).

## III. Types of Assignments

1. Long-term Assignments: For **teacher** substitutes, a position assignment lasting **30 or more consecutive** student days, or if a substitute is needed to cover an employee on intermittent leave:
  - a. The Principal/designee will complete the Requisition Form (for position information) as soon as possible and send to Human Resources in the Central Office. The requisition is shared with the Superintendent, Business Manager, and Special Education Director, when appropriate. The Superintendent will have final hiring approval.
  - b. The position will be posted internally by the individual school, and as requested by the Principal/designee, can be posted on SchoolSpring through Human Resources.
  - c. The Principal/designee will conduct the hiring process. He/she will verify that the substitute selected for hire is on the approved list and, if not, contact the Central Office to complete the paperwork and hiring process.
  - d. The Principal/designee will complete the New Hire Form with employee information. (This form provides payroll with the correct pay information.) A letter of intent from the Principal/designee will be issued by the school for

- positions lasting more than 30 student days and less than one year.
- e. Substitutes are required to report their time to the school's Sub Coordinator in a timely manner so that work hours may be recorded. Documentation for work hours must be on the MRUSD electronic time clock system. The Sub Coordinator and/or Administrator will approve time clock entries.
  - f. An unlicensed person may be employed as a long-term substitute teacher for no more than 30 consecutive student days in the same assignment; the Superintendent/designee is obligated to require licensure beyond 30 days as provided by state statute.
2. Short-term Assignments: All substitutes, a position assignment lasting ***less than 30 consecutive*** days:
- a. If a substitute has completed the hiring process and is on the approved list, the Position Requisition form is not required.
  - b. If a substitute is needed to cover an employee taking intermittent leave or if the leave is extended beyond three (3) days, a requisition form must be completed.
  - c. The Principal/designee must verify that the substitute is on the approved list. If not, the substitute must contact the Central Office to complete the hiring process prior to working.
  - d. Work hours must be approved through the time clock system. A delay in approving may result in a delay in the regular payroll process.

#### **IV. Employment Conditions**

1. **All Substitutes:** Only substitutes from an approved list shall be hired to work in MRUSD schools.
- a. All substitutes (teachers, nurses, specialized positions, and support staff) will be employed at will, which means employment can end at any time for any reason or for no reason, with or without notice either by the school district or the substitute.
  - b. The Superintendent/designee reserves the right to add or remove individuals from the substitute list at his/her discretion at any time for any reason or for no reason at all, without notice.
  - c. The Superintendent/designee and/or Principal/Director reserve their rights to limit the assignment and/or placement of a substitute, as they deem necessary or appropriate.
  - d. Such employment decisions shall be made without regard to disability, age, place of birth, ancestry, marital status, national origin, race, color, religion, sex, sexual orientation, or gender identity.
  - e. Reference check calls to verify eligibility for employment, background, experience and/or work-related information usually will be conducted by the Central Office and may, at times, be conducted by the school.
  - f. The Central Office shall maintain an approved substitute list based on information provided by the substitute and the schools. This list will be distributed to each

school. Persons wishing to substitute who do not appear on the list must be referred to the Central Office for processing and approval.

- g. MRUSD schools may only employ persons who have been placed on the approved substitute list. Persons must complete all the necessary hiring paperwork, present proof of eligibility to work in the U.S., and complete a background check. Once they are cleared for hiring, they will be placed on the approved substitute list.
- h. In the case of misconduct on the part of the substitute, the Principal/Director shall notify the Superintendent immediately and any appropriate action deemed necessary will be taken.
- i. Substitutes must clock in/out daily per school established procedures. Check with the Sub Coordinator at the school for details. A school designee is responsible for reviewing and approving the time clock entries by the end of the pay cycle to ensure timely pay.

2. **Substitute Teachers/Nurses:** Only substitute teachers/nurses from an approved list shall be hired to work in MRUSD schools.

- a. Once a candidate has been approved for employment by the Superintendent's Office, the person's name and qualifications shall be added to the Substitute Teacher/Nurse list and provided to the schools for selection.
- b. Substitute teachers/nurses deemed unsatisfactory by the Superintendent/designee will be removed from the list and Principals/Director will be notified. In turn, the Principal/Director will advise the Superintendent of substitutes who are deemed unsatisfactory and the reasons. MRUSD and its schools will comply with the Vermont Department of Education rules as they relate to the licensing requirements of substitute teachers.
- c. For purposes of this procedure, "License" refers to either a Vermont Educator's license or Vermont Nursing license (as applicable to the position). Further, a Vermont Provisional Teacher's license will constitute licensed professionals.
- d. A job description shall be established for the position of Substitute Teacher. Each school shall employ, as a substitute teacher, those persons who possess the qualifications outlined in the job description.

**V. Pay Provisions:**

1. **All Substitutes:** All substitutes must complete all hiring requirements at the Central Office prior to being employed.

- a. Substitutes will be paid according to the pay cycle established for the school. Substitutes should be encouraged to check their status with payroll to ensure that proper payment with the regular payroll processing occurs.
- b. If the minimum pay for any substitute falls below the federal or state minimum wage requirement, the new minimum pay amount will be adjusted at the discretion of the Superintendent.

- c. Language contained in the Master Agreement for substitute pay shall be honored for those persons who are members of the collective bargaining group and who substitute within the same school district.
- d. Non-Exempt employee who serves as a substitute teacher shall do so on a voluntary basis, except in emergency situations as determined by the Principal. Such substitute shall receive either the regular substitute rate of pay or their regular wage rate plus \$2.00 per hour, whichever is greater.
- e. Non-Exempt Custodian or Maintenance employee who serves as a substitute Facilities Manager shall do so on a voluntary basis, except in emergency situations as determined by the Principal. Such substitute shall receive either the regular substitute rate of pay or their regular wage rate plus \$3.00 per hour, whichever is greater.
- f. All substitutes will be paid hourly **with a minimum of 3 hours pay**. In addition to classes, the workday assignment may include planning time, professional development, or a combination thereof. Substitutes will be paid an hourly rate as shown in the table below.

2. **Short-term Assignments Pay Rate:** Temporary assignments lasting 30 or fewer consecutive days or intermittent assignments. The rate schedule for substitute teachers will be as follows for each full day of work:

**Qualification**

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No degree/less than four-year degree	\$16.00/hour
Bachelor's Degree or more/not licensed	\$16.50/hour
Current Teacher's License & 1 to 9 Years' Experience	\$20.00/hour
Current Teacher's License & 10+ Years' Experience	\$25.00/hour

3. **Long-term Assignments Pay Rate:** Temporary assignments lasting more than 30 consecutive days for the same position.

- a. **Full-year assignment:** Persons hired to work for a year will be provided a "one-year only letter of employment." Provisions of employment will be outlined in the letter.
- b. **Substitute Teachers working more than 30 consecutive student days:** Licensed and endorsed substitutes hired to assume all responsibilities (i.e.: planning and classroom activities for a teacher, administering medical plans for a school nurse) will be compensated at the per diem rate of the first step of the prevailing teachers' salary schedule based on the substitute's education level (i.e.: B, step1 or M, step1). This pay amount will take effect as of the first day of full duty work responsibilities and will end with the termination of the assignment. Any future assignment will be paid at the rate determined by the assignment. No benefits are provided, except as required by ACA or other state/federal rules.

- c. **Support Staff working more than 30 consecutive student days:** Persons working more than 30 consecutive days in the same position will be paid at the short-term assignment rate. No benefits are provided, except as required by ACA or other state/federal rules.

4. **Substitute Teachers:**

- a. If a substitute teacher receives a license and/or endorsement while employed with MRUSD schools, a copy of the license and endorsement shall be provided to the Superintendent/designee. If any pay adjustment is appropriate, it will be made based on the date the information was provided to the Central Office and will not be retroactive.
- b. **Retired Teachers:** Retired teachers must still hold an active teacher's license to serve in long-term professional assignments and/or be paid at the licensed rate.
- c. **Shadowing:** If a substitute teacher is asked to shadow a teacher, this time will be considered work time and the substitute teacher will be compensated at the regular rate until the teaching assignment begins.

5. **Substitute School Nurse:** Substitute nurses may be hired at an hourly rate of \$26.00/hour, provided they hold a current RN or LPN license. Persons who are not properly licensed will be paid at the regular substitute rate.

6. **Substitute Custodians:** Substitute custodians will be paid at the following hourly rate for actual hours worked:

**Custodian:** \$15.00

**Maintenance:** \$16.00

7. **Specialized Positions:**

- a. In the case of specialized positions, such as but not limited to Educational Interpreter or SLP, the Superintendent may allow schools to hire short-term substitutes at the hourly rate determined by the Building Administrator and the MRUSD HR Director. Prior approval for this must be obtained from the Superintendent before any offer of employment is extended.
- b. Information regarding these positions must be forwarded to payroll on the New Hire Sheet in a timely manner to ensure that accurate wages are provided.
- c. Substitutes in specialized positions must enter their start time and end time in the MRUSD time management system each day that they work. Time entered into the system must be approved by the supervisor at the end of the work cycle.