

Policy — 5410

Personnel

Substitute Employment

The board authorizes the employment of a substitute in the absence of a certificated staff member. Principals are directed to utilize certificated substitutes whenever possible and to rely on non-certificated substitutes only when certificated personnel are not available.

In addition, the district may use a substitute in place of a regularly-contracted staff member when:

- A. Enrollment uncertainties exist at the beginning of a school year, or
- B. Resignations of regular staff do not allow sufficient time for the district to employ an immediate replacement.

On either of the latter occasions the district shall employ a contracted staff person within a reasonable time.

The superintendent shall be responsible for establishing procedures by which teachers request substitutes and by which substitute teachers are assigned, employed and compensated.

Certificated and non-certificated substitute teachers who have served over five (5) consecutive working days in the same assignment shall, from the sixth (6th) to the twentieth (20th) day of service, be paid 1/186 of the base salary of the current certified salary schedule.

Certificated substitute teachers who have served for (twenty) 20 full consecutive working days in the same assignment shall, from the (twenty-first) 21st day of service on, be paid according to their placement on the regular salary schedule of certificated staff. Non-certificated substitute teachers who have served for (twenty) 20 full consecutive working days in the same assignment shall, from the (twenty-first) 21st day of service on, be paid the base salary of the current certified salary schedule.

The board authorizes the employment of a substitute in the absence of a classified staff member when a program will be adversely affected by the regular staff member's absence and when a substitute can perform the duties in a reasonable manner. The superintendent is authorized to establish procedures relating to the use of classified staff substitutes.

Policy History:

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