

Personnel

Substitute Teachers

I. Purpose

This policy ensures that appropriate instruction occurs with students when an assigned teacher is absent from his or her instructional duties.

II. General Statement of Policy

The school district uses the services of substitute teachers in its schools. While performing their duties as substitute teachers, substitute teachers are considered employees of the district, and assist in ensuring that the instructional program continues for all students.

III. Definitions

- A. "Casual Substitute" - A casual substitute is a substitute teacher employed by the school district for less than 30 consecutive days for any individual teacher.
- B. "Long-Term Substitute" - A long-term substitute is a substitute teacher employed by the district for 30 or more consecutive days for any individual teacher.

IV. Procedures

- A. Substitute teachers must apply with the human resources department to become a substitute teacher, and complete a criminal background check successfully, prior to being eligible as a substitute teacher.
- B. The school district will contact substitute teachers when services are required. This contact will give the specifics of the assignment.
- C. The teacher requesting the substitute teacher will have the necessary lessons prepared in the event of his/her absence.
- D. The building administrator or designee will coordinate the use of substitute teachers.
- E. Substitute teachers are paid on a regular basis as per business office procedures.
- F. All substitute teachers employed must be licensed to instruct in the district.
- G. The district provides orientation for substitute teachers.

H. Retired teachers may be employed as substitutes without jeopardizing their retirement salary, to the extent permitted by law.

V. Payment

A. Casual substitutes will be paid at a daily rate set by the school board. Casual substitutes are not eligible for insurance plans, fringe benefits or other provisions in the Master Agreement between the school district and Education Minnesota/Edina ("Master Agreement"), unless otherwise mandated by state or federal law.

B. Long-term substitutes are placed on the first step of the BA training level, and compensated on a pro-rata basis of the first step of the BA training level divided by 184 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 30 consecutive student-contact days in the same position. Prior to meeting the 30-day requirement, a long-term substitute will be paid the established daily substitute rate. When the 30-day requirement has been met, the difference in payment will be made to the long-term substitute retroactive to the first day of the long-term assignment and the long-term substitute will continue at the BA rate through the duration of the assignment.

Long-term substitutes are not eligible for insurance plans, benefits or leave of absence provisions with the exception of leave or other benefits specified for long-term substitute teachers in the Master Agreement.

Legal Reference:

Minn. Stat. § 122A.44 (Contracting with Teachers; Substitute Teachers)

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INDEPENDENT SCHOOL DISTRICT 273
Edina, Minnesota