

CODE: SUBSTITUTE TEACHER EMPLOYMENT

Category: PERSONNEL
File No.: GCG

Adopted: 2/5/08
Revised:

The school system will employ as substitute teachers, to the extent possible, persons who meet the requirements for teacher appointments and will assign teachers substitute teaching positions on the basis of their areas of competence. When the supply of potential substitutes in a particular subject area is too limited to meet school department needs, there will be active recruitment for substitutes in those areas. All substitute teachers will be expected to provide educational services, rather than to assume merely a student-supervisory role. They will be provided with as much support as possible by building administrators and teachers.

The purpose of this policy is to outline the conditions of compensation for daily and long-term substitutes employed in this school district. A primary goal is to provide a fair and equitable standard which will attract and retain qualified substitute personnel. Inherent in this policy is the assumption that teacher substitutes, with the support of regular staff and supervisors will provide an instructional program of quality within the normal constraints of a temporary assignment.

DAILY SUBSTITUTES: Daily substitutes shall be compensated at the daily substitute rate. Half-day substitutes shall be compensated at 50% of the daily substitute rate. No regular fringe benefits (e.g. health insurance, dental insurance, life insurance, or paid sick days) shall be included.

LONG TERM SUBSTITUTE: The long term substitute teacher is any person assigned to fill a temporary vacancy anticipated to be more than twenty (20) consecutive school days and serves continuously in the same assignment. One (1) occurrence of sick or emergency absence should not be considered a break in service unless it lasts for three (3) or more consecutive days.

Compensation shall be at the daily substitute rate for the first twenty (20) consecutive work days. Beginning with the twenty-first (21st) consecutive work day, compensation shall be at sixty percent (60%) of the current B1 rate established in the teachers' contract, retroactive to the first (1st) day of the assignment. Beginning with the ninety-first (91st) day, compensation shall be at the current B1 rate established in the teachers' contract.

Employee benefits (e.g. health insurance, dental insurance, life insurance, and paid time off) will be available to long term substitutes after the required amount of service as listed below. Accrued paid time off is not to be carried over for use in subsequent assignments.

ONE SCHOOL YEAR – LEAVE OF ABSENCE: If the Superintendent or School Committee grants a leave of absence in advance to an employee covered by the collective bargaining agreement between the Southwick-Tolland-Granville Regional School Committee and the Southwick-Tolland-Granville Education Association for a period of one full school year, the full-year substitute shall be offered a contract of one **school** year duration only with all responsibilities of a teacher. Compensation shall be at the B1 rate of the teachers' contract. Employee benefits (e.g. health insurance, dental insurance, life insurance or paid time off) will be available to long term substitutes after the required amount of service as listed below.

BENEFITS

DESCRIPTION

Sick Days

One (1) day per month – beginning after the first full month of service, to be credited at the end of each month.

Personal Day

One (1) day on the ninety-first (91st) consecutive day of service.

Bereavement

Up to five (5) days for the death of a spouse, child or parent. Up to three (3) days for the death of a substitute's grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, or any other person living in the employee's residence. These days would be deducted from the substitute's available sick days.

Medical Benefits

Substitutes working twenty (20) hours or more per week are eligible for medical and/or dental benefits after three (3) consecutive months of service.