

**BILLINGS PUBLIC SCHOOLS
HUMAN RESOURCE SERVICES**

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**Substitutes – Certified and Classified -
Procedure**

The following procedures shall be used by all teachers and principals and directors with regard to normal temporary replacement of employees.

A. CERTIFIED

∑ The Board shall establish a substitute rate of pay. It shall be consistent throughout the District.

∑ Substitute teachers are not entitled to the provisions of the negotiated agreements.

∑ Substitute teachers will be paid either for a full day or a half day, but shall not be paid less than a half-day (unless in a temporarily contracted status).

∑ A half-day shall normally include three teaching assignments except that if the classes are not consecutive and/or if the normal noon hour falls between any two such assignments, a full day of substitute wages shall be paid. A half-day consists of 3 3/4 hours for a substitute teacher.

In the event that a substitute is called for work and a teacher returns to his/her assigned duties in the interim, the substitute shall be paid no less than one-half day of pay. In such an event the substitute may, at the discretion of the building principal, be assigned other duties for the duration of the half-day.

∑ Long-term substitutes will be paid the substitute rate for the first 30 consecutive days. On the 31st day a long-term substitute will be contracted as a teacher. However, teacher pay shall not be retroactive for the first 30 consecutive days. A long-term substitute who is contracted by the District must be certificated. Benefits apply only after an individual is contracted and then only in accord with Board policies. Such contracts are always considered temporary or interim in nature, and any such contract shall terminate upon the date immediately preceding the return of the regular teacher or no later than the last day of the then current school year. In either case, the individual employed as a substitute shall be notified of the temporary nature of the contract and its duration in writing at the time of employment.

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Specific guidelines for substitutes are outlined in the "**Substitute Teacher Handbook**" for grades K-8 and 7-12.

B. CLASSIFIED

Classified substitutes shall be hired by building administrators on an as needed basis.

A master list of classified substitutes will be maintained in the office of Human Resource Services

∑ Classified substitutes will be paid according to the terms of their Labor Agreement.

∑ If a classified employee is called upon to substitute for a teacher, the teacher substitute shall apply unless the classified rate of pay is higher, but there shall be no double pay for the same hour(s).

Date Adopted: June 30, 1996