

Substitutes - Certified and Classified

Placement of Substitute Teachers

It is the policy of Billings Public Schools that the selection of substitute teachers will be conducted in a manner that provides the least disruption of the classroom while maintaining instructional standards.

Pay Plan - Substitutes

The Board shall establish a substitute rate of pay. It shall be consistent among all schools within Billings Public Schools.

Certified

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 4 teaching hours or less. A full day consists of 7.5 teaching hours.

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.

Whenever a substitute will be in the same teaching position for 30 or more days, a long term substitute will be contracted. The contract will compensate the long term substitute at the appropriate daily rate rather than the substitute teacher salary.

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.

**BILLINGS PUBLIC SCHOOLS
HUMAN RESOURCE SERVICES**

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(continued)

Classified

Substitutes for classified positions will be paid according to the terms of their Labor Agreement. Where a classified employee is called upon to substitute for a teacher, the teacher substitute rate shall apply unless the classified rate of pay is higher, but there shall be no double pay for the same hour(s). If the classified employee works less than a half-day as a teacher substitute and this work is in lieu of normal hourly work, the rate of pay shall be the greater of the employee's normal hourly rate or the substitute teacher rate.

The Superintendent shall establish and maintain procedures which shall be used by all teachers and principals/directors with regard to normal temporary replacement of employees.

Date Adopted: March 18, 1996