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March 19, 2012  
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District 77 Policy 446

## **446 SUBSTITUTE EMPLOYMENT PROCEDURES**

### **I. PURPOSE**

The purpose of this policy is to define the categories of substitute teaching and to define the terms and conditions under which a person will be employed in each category.

### **II. GENERAL STATEMENT OF POLICY**

#### **A. Occasional Substitute**

An occasional substitute is a substitute who is called to replace a teacher on an intermittent basis, or for what is anticipated to be less than 20 continuous work days in the same assignment.

1. An occasional substitute will be paid on a daily basis in accordance with the daily substitute teacher rate established by the School Board. If the assignment unexpectedly extends to 20 days or more, the substitute will be paid in accordance with provisions for long-term or contract substitutes, whichever applies, beginning on the 20<sup>th</sup> day.
2. Occasional substitutes are not eligible for fringe benefits.

#### **B. Long-Term Substitute**

A long-term substitute is a substitute called to replace the same teacher for at least 20 continuous work days but less than 85 work days.

1. Except for persons who qualify under Item 2, a long-term substitute will be paid in accordance with his/her placement on the salary schedule, with a maximum placement of step 8 of the appropriate lane, except as indicated below.
2. At the discretion of the Superintendent or designee, a long-term substitute may be paid in accordance with his/her placement on the salary schedule, with a maximum placement of step 10 of the appropriate lane for the following teacher positions: mathematics, science, technology education, art, music, all areas of special

education. Teaching done within ten (10) years of the date of employment may be accepted as creditable years of experience.

3. Long-term substitutes are not eligible for fringe benefits, except as indicated under Item 4.
4. At the discretion of the Superintendent or designee, a long-term substitute may be eligible for fringe benefits and prorated days of emergency leave, sick leave, and personal leave for the following teacher positions: mathematics, science, technology education, art, music, all areas of special education.
5. District 77 Retired Teachers who serve as long-term substitutes will be paid in accordance with their placement on the salary schedule at the time that they retired, excluding career increments.

### C. Contract Substitute

A contract substitute is a substitute called to replace a teacher for a period of 85 or more contract days.

1. A contract substitute will be paid in accordance with his/her placement on the salary schedule, with a maximum placement of step 10 of the appropriate lane. Teaching done within ten (10) years of the date of employment may be accepted as creditable years of experience.
2. A contract substitute is eligible for fringe benefits and prorated days of emergency leave, sick leave, and personal leave.
3. District 77 Retired Teachers who serve as contract substitutes will be paid in accordance with their placement on the salary schedule at the time that they retired, excluding career increments.

***Legal References:*** Minn Stat. 122A.44

***Cross References:*** District 77 Policy 445 (Teacher Obligations With Regard to Substitutes)