

ISD47 SCHOOL BOARD POLICY #3520  
BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Non-certified substitutes shall be paid according to the current established rates.

Regular employees who substitute for someone in another employee unit shall be paid on Step I of the level of the position for which they are substituting. If this pay is less than their regular rate of pay, then they would be paid at their current rate of pay.

Regular employees who substitute for another person within their own employee unit shall be paid at their normal rate of pay. However, if the position for which they are subbing is paid at a higher rate of pay, the employee shall receive the higher rate of pay after five (5) consecutive working days in that position. The higher rate of pay shall continue from the sixth day in the position until the employee who is substituting returns to their normal position.

Substitutes shall not be eligible to participate in the fringe benefit programs available to regular employees, which includes the right to retroactive pay should a work agreement expire and another be settled at a later date. Wage amounts for substitutes shall be adjusted at the time of settlement.

Pay for certified substitutes shall be at the rate established by the School Board.

ISD 47 School Board Policy

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Revised: December 16, 2013

Revised: January 30, 2017