

## **Part-Time and Substitute Professional Staff Employment/Qualifications of Substitute Staff**

The Board of Education shall maintain an authorized list of personnel to be used for substitute or part-time employment. Prior to adding a person's name to the list, a background check shall be carried out in accordance with state law.

The Board authorizes the superintendent to notify and direct persons on the list to perform such service for the district as may be required on a temporary basis. The Board authorizes principals to notify and direct persons on the list to perform as substitute teachers on a temporary basis as needed.

Substitute teachers shall be paid at a rate established by the Board. Authorization by the Board of Education to pay personnel performing services on a temporary basis shall constitute employment by the Board for services provided during the period of time covered by such payment.

Such payment shall not constitute any assurance or offer of continuing employment without specific Board action.

To address variable hour employees who may qualify for group health insurance under applicable federal law, substitute teachers shall work no more than 129 hours per month unless pre-approved by the superintendent or superintendent's designee to exceed this cap. Exceeding the cap in any one month may cause the substitute teacher to be eligible for the district's health insurance plan, in accordance with applicable federal law.

The Board directs the administration to take any necessary steps to increase the available pool of substitute teachers by encouraging qualified persons to seek the appropriate license or authorization as provided by state law and regulation.

Adopted: August 25, 1976  
Revised: December 13, 1977  
Revised: May 28, 1985  
Revised: August 26, 1986  
Revised: June 25, 1991  
Revised: August 8, 1995  
Revised: August 26, 1998  
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Revised: April 18, 2017  
Revised: November 16, 2021

LEGAL REFS.: P.L. 111-148 (*Patient Protection and Affordable Care Act*)  
C.R.S. 22-9-106 (1)(b) (*licensed personnel evaluation system*)  
C.R.S. 22-32-109.7 (*duty to make inquiries prior to hiring*)  
C.R.S. 22-32-109.8 (*fingerprinting requirements for non-certified positions*)  
C.R.S. 22-60.5-111 (*types of authorizations*)  
C.R.S. 22-63-103 (6), (10) (*definition of part-time teacher, definition of substitute teacher*)  
1 CCR 301-37, Rules 2260.502-R-4.05 through 4.09 (*substitute authorizations*)

CROSS REFS.: GCBD, Professional Staff Fringe Benefits  
GCE/GCF, Professional Staff Recruiting/Hiring  
GCO, Evaluation of Licensed Personnel  
GDE/GDF, Support Staff Recruiting/Hiring