

1 Great Falls School District

2

3 **PERSONNEL**

5314

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5 Substitutes

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7 The Board authorized the use of substitute employees as necessary to replace Certified and  
8 Classified staff who are temporarily absent. The District shall arrange for the substitute to work  
9 for the absent employee.

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11 All substitute employees will be required to undergo fingerprint and background checks. All  
12 substitute employees are subject to District Policies during their term of service to the District.  
13 All substitute employees shall abide by student and staff confidentiality standards during their  
14 term of service to the District.

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16 Substitute Certified Staff

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18 The Board authorizes the use of substitute teachers that appear on the list to replace teachers who  
19 are temporarily absent. The District shall arrange for the substitute to work for the absent  
20 teacher. Under no condition is a teacher to select or arrange for their own substitute. A substitute  
21 teacher may be employed to carry on a teacher’s duties not to exceed 35 consecutive teaching  
22 days.

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24 If the absence of the regular, licensed or authorized teacher continues for more than 35  
25 consecutive teaching days, the Board of Trustees shall place a licensed teacher under contract or  
26 seek an emergency authorization of employment.

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28 The Board annually establishes a daily rate or pay for substitute teachers. No fringe benefits are  
29 given to substitute teachers. Teachers under a long-term substitute contract have the option of  
30 health insurance, but no other fringe benefits.

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32 Substitutes for Classified Staff

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34 The Board authorized the use of substitute employees that appear on the list to replace classified  
35 employees who are temporarily absent. The District shall arrange for the substitute to work for  
36 the absent employee. Under no condition is an employee to select or arrange for their own  
37 substitute.

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39 Substitutes for classified positions will be paid by the hour. When a classified employee is called  
40 upon to substitute for a teacher, the teacher sub rate shall apply unless the classified rate of pay is  
41 higher.

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43 Legal References:

44 10.55.716, ARM Substitute Teachers

45 10.57.107, ARM Emergency Authorization of Employment

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1 Policy History

- 2 Adopted on: July 1, 2000
- 3 Reviewed on: August 23, 2010
- 4 Revised on: November 20, 2018
- 5 Revised on: August 20, 2018
- 6 Revised on: February 28, 2022
- 7 Revised on: June 27, 2022