

Substitute Teachers

1. Substitute teachers shall be any teacher not under contract and employed for less than a school year.
2. Substitute teachers shall be required to possess a current substitute teaching license or current North Dakota teaching license.
3. The substitute teacher lists will be prepared in the office of Human Capital Officer who will maintain a complete file on all substitute teachers. This file will include transcripts, credentials, recommendations and other pertinent information.
4. After twenty (20) consecutive working days of substituting for one teacher, the substitute, beginning with the 21st day, will be paid on the regular salary schedule.
5. A substitute who serves 60 or more consecutive working days for one teacher shall be paid for the difference between what he or she would have received for the initial 20 days computed on the basis of the salary schedule and the amount he or she was actually paid based on the substitute daily rate. If that position is half time or more, the substitute shall also receive benefits beginning with the 61st day.
6. If, at the time a substitute is employed, it is known that the period of service will be 60 consecutive working days or more, that substitute will receive payment based on the salary schedule from the first day of service and will also receive fringe benefits from the first day of service if the position is half time or more.
7. Substitutes qualifying for fringe benefits will be eligible for health insurance and sick, emergency, and personal leave in proportion to the time employed.
8. Substitute teachers assigned duties in more than one school in a single day may submit a voucher and receive mileage computed from the first school assignment to other school assignments.
9. Substitutes are not subject to any of the provisions of the continuing contract laws.

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