



Capital School District

Board of Education Policy

Section: Human Resources
Title: Long-Term Substitute Policy
Policy #: 500-19
Date Approved: 11/14/12
Date Revised: 08/15/12

Long-Term Substitute Policy

1. All regular daily substitutes shall be compensated in accordance with Section 1326, Title 14, Delaware Code.
2. Long-term substitutes employed in the circumstances of the board approved leave or midyear vacancies shall be compensated according to the following conditions.
 - a) While the employee who is being replaced is still receiving salary (paid leave) the substitute shall be compensated in accordance with Section 1326, Title 14, Delaware Code.
 - b) When an employee is on unpaid leave and is expected to return to work at any time, or a replacement is scheduled to fill the position, the substitute shall be compensated in accordance with Section 1326, Title 14, Delaware Code. This compensation will come from state salary funds if the unpaid leave results in an open unit of any kind.
 - c) When an employee is on unpaid leave for more than twenty days, but less than one marking period (nine weeks), the substitute shall receive the sum of One Hundred and Thirty five dollars (\$135.00) on a per diem basis beginning on the twenty-first day (21st) and continue such payment until the substitute assignment ends.
 - If a substitute is qualified to teach in a “critical needs area” the twenty consecutive day rule would be eliminated. The class must be a “critical needs area” as defined by the state. Teaching in one of the following areas (approved annually by State Board of Education): Bilingual Teachers, Business Education, English, ESL, Foreign Language, Mathematics, Reading Specialists, Science, School Librarians, Special Education, Technology Education.
 - If the substitute is certified to teach (Class A Substitute) in a critical needs classroom he/she would be paid in accordance with Section 1326, Title 14, Delaware Code + \$34.00 (Thirty-four dollars). If the substitute has a degree in the content area of a critical needs classroom (Class B Substitute) he/she would be paid in accordance with Section 1326, Title 14, Delaware Code_+ \$34.00 (Thirty-four dollars). Class C Substitutes would not qualify.

- If the substitute agrees to long term he/she must work the term of the agreement. In the case the substitute pulls out of the agreement prior to the 20 days he/she would nullify the long-term pay. Their last paycheck would reflect the difference.
- d) When an employee is on unpaid leave or has terminated employment creating a vacancy of greater than one marking period (nine weeks), the substitute may receive a temporary contract with the district and shall receive the state and local salary commiserate with the substitute's educational level (if applicable) and years of experience as a full-time employee.