

DELETED -GCG-R LONG TERM AND SHORT TERM SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT GUIDELINE

REMOVAL FROM POLICY MANUAL: SEPTEMBER 10, 2013

A short term substitute is defined as a day to day absence caused by illness or personal emergencies of an individual staff member. Long term substitute is defined as a teacher covering a single assignment for at least six (6) weeks.

Rate of Pay

1-15 days: \$75.00 per diem

16-30 days: \$100.00 per diem (paid only after 15 consecutive days in one assignment)

6 weeks or more: BA base rate (if absence is known to be six weeks or more in advance, not exceeding one semester, substitute will be paid at the bachelor base scale from day one.)

A full semester or more: if the long term assignment is known to exceed one semester in length, pay will be at the appropriate step on the teacher index.

Long term substitute teachers should be notified that the term of employment ceases at the scheduled termination of the regular teacher's leave. As temporary employees, long term substitutes are not covered by any terms of the teacher contract.

Evaluation: If a substitute is in one assignment for 6 consecutive weeks, that substitute will have one written observation by a member of the Administration.

Cross Reference:

- GCG - Long-term and Short-term Substitute Professional Staff Employment

Approved:

- May 12, 1992

Revised:

- August 10, 1993
- October 8, 1996
- November 10, 1998
- May 11, 1999

Recoded:

- June 1998

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- September 10, 2013

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