

EMPLOYMENT OF SUBSTITUTES

It is the intent of the RSU 13 School Board to provide the highest quality substitute teachers in order to assure continuity of instruction in the absence of a regular classroom teacher.

Substitute personnel will be hired for a vacant position as needed, at the discretion of the supervisor of the position. Each individual so employed shall be a person who has been approved to substitute and placed on the official substitute list maintained in the Superintendent's Office. Substitutes shall be required to have approval by the Department of Education based on a criminal history records check no later than the twentieth day of substituting for RSU 13.

It is the prerogative of administration to determine whether a substitute should be hired for future assignment. Placement on the approved substitute list is not a guarantee of employment.

Compensation of Substitutes

Substitute teachers shall be paid on a per diem basis as determined by the Board upon recommendation of the Superintendent.

On the 21st consecutive school day in the same position the position is considered a long-term substitute and the per diem pay of a substitute teacher who holds a four year college degree will be increased to that of a regular teacher with 0 years of experience. Exceptions to either the number of days or the requirement that they be consecutive require prior approval of the Superintendent. The basis for exceptions will be the substitute's prior service to the district, the total number of days worked, and the nature of the absence

A part-time teacher, when substituting, shall be paid at the substitute rate. Substitutes for part-time absences shall be made in half-day increments. If necessary the Principal will assign duties to use the amount of time compensated.

Ed techs employed as substitute teachers shall be paid their usual hourly rate or the daily rate for a substitute teacher, whichever is greater.

Substitutes are not eligible for paid leave.

Approved: 3/7/19