

POLICY RELATING TO PERSONNEL MANAGEMENT

SUBSTITUTE EMPLOYEES

DEFINITIONS:

DAILY SUBSTITUTE: A person hired to replace an absent employee on a daily basis to cover his/her regular assignment(s)/duties for that day pursuant to the direction of the building principal or other supervisor.

LONG-TERM SUBSTITUTE: A person hired to replace an absent employee on a long-term basis to cover his/her regular assignment(s)/duties for that period while performing all the duties of the absent employee pursuant to the direction of the building principal or other supervisor.

COMPENSATION:

1. Daily and long-term substitutes shall be paid an established rate either by the day or by the hour consistent with the portion of the day actually worked. In no case shall the rate paid exceed the entry level rate paid to regularly and/or permanently appointed employees.
2. The District shall annually review substitute compensation, compose and post a substitute payment schedule at the start of each school year. Such payment schedule shall be consistent with and not exceed funds appropriated in the annual fiscal year budget.

BENEFITS:

1. Daily substitutes and long-term substitutes hired for less than the full school year are not entitled to any benefits granted to regular full or part time District employees.
2. Long-term substitutes hired for the full year shall be eligible to participate in the District's benefit programs, including the group health insurance program, upon the appointment date for the full year.

First Reading: 04/13/98
Second Reading: 04/27/98