



NEBO SCHOOL DISTRICT BOARD OF EDUCATION POLICIES AND PROCEDURES

SECTION: G - Personnel
POLICY TITLE: Substitutes
FILE No.: GCE
DATED: March 13, 2013

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1. PURPOSE AND PHILOSOPHY

Staffing services for substitute teachers and classroom technicians in Nebo School District (the "District") shall be procured through Kelly Services, Inc. ("Kelly Services"), in accordance with the Agreement for Educational Staffing, dated November 14, 2012, entered into between the District and Kelly Services (the "Educational Staffing Agreement"). Classified Substitutes, such as food service workers, bus drivers, custodians, and sweepers, shall be hired through the District.

2. DEFINITIONS

- 2.1 "Classified Substitute(s)"** means an individual who works on a day-to-day basis to take the place of a regular classified employee who is temporarily absent. Classified Substitutes include, but are not limited to, bus drivers, food service workers, custodians, sweepers, etc., who are employed through the District.
- 2.2 "Substitute Teacher(s)"** means an individual who works on a day-to-day basis to take the place of a regular teacher who is temporarily absent. Substitute Teachers are not employed through the District but are staffed through Kelly Services.
- 2.3 "Substitute Technician(s)"** means an individual who works on a day-to-day basis to take the place of a regular classroom technician who is temporarily absent. Substitute Technicians are not employed through the District but are staffed through Kelly Services.
- 2.4 "Temporarily absent"** means a period not to exceed eight (8) consecutive weeks.

3. ASSIGNMENTS

- 3.1** Classified Substitutes who are not actually working on a particular day are not employees of the Nebo School District. Individual names that are contained on any substitute list(s) created and maintained by the District, or any of its departments or schools, does not create a contractual relationship between the named substitute and the District, nor does it create an expectation of employment or continued employment.

- 3.1.1 Nebo School District has the sole and absolute discretion as to whether a Classified Substitute is asked to work or not. Establishment of procedures for the temporary employment of substitutes is at the discretion of individual schools and departments. Such procedures include the order and frequency in which substitutes are called to work, the creation of any substitute list(s), and any other decisions regarding work assignments and the substitutes chosen.
 - 3.1.2 When a Classified Substitute is actually working on a particular day, they are only temporary for that one day. This applies even if it is anticipated that the substitute will work more than one day.
 - 3.1.3 As a temporary worker, Classified Substitutes are “at-will” during their daily assignment, as defined in Nebo School District Policy #GCPD, Employee Discipline, Administrative Leave, and Orderly Termination. Accordingly, Classified Substitutes have no expectation of continued work and may be terminated at any time with or without cause, including the day they are working.
 - 3.1.4 Classified Substitutes will be paid in accordance with the Nebo School District Classified Employees Memorandum of Understanding, as may be amended.
- 3.2 Substitute Teachers and Substitute Technicians are not employees of Nebo School District but rather employees of Kelly Services. Substitute Teachers or Substitute Technicians who are staffed through Kelly Services do not have any contractual relationship with the District, nor do they have any expectation of employment.
- 3.2.1 Substitute Teachers and Substitute Technicians staffed through Kelly Services shall comply with Utah Code Ann., §53A-6-109, Utah Admin. Code, R277-508-1, et seq., and specific Nebo School District requirements, including, but not limited to, eligibility, criminal background checks, licensing, hiring priorities, time limitations, physical and mental fitness, training, etc.
 - 3.2.2 When a Substitute Teacher or Substitute Technician is required, the teacher or technician shall notify the principal and shall follow the procedures designated for arranging for a Substitute Teacher or Substitute Technician to be staffed through Kelly Services as far in advance of their anticipated absence as possible. Teachers and technicians anticipating absence due to illness shall inform their principal no later than the notification deadline established by the school. Each principal shall determine the appropriate notification deadline for his/her school and shall inform school staff of this deadline. Under normal circumstances, the teacher or technician has the responsibility to provide the substitute with appropriate lesson plans, seating charts, classroom procedures, and other appropriate instructions.
- 3.3 Substitute Teachers and Substitute Technicians will be paid by Kelly Services in accordance with the Educational Staffing Agreement.

4. STUDENT TEACHERS

Student teachers may not be used as Substitute Teachers.

5. SUSPENDED CERTIFICATES

No individual staffed from Kelly Services shall serve as a Substitute Teacher in Nebo School District if their teaching license has been revoked or is currently suspended by the Utah State Board of Education or whose license has been revoked or is currently suspended by another state.

6. EMPLOYMENT PROCEDURES

6.1 Process for screening Classified Substitutes:

6.1.1 Fingerprint the applicant so that a background check may be performed by the Bureau of Criminal Identification (BCI).

6.1.2 Conduct an interview to determine placement as a substitute.

7. NO DISCRIMINATION

Nebo School District does not discriminate on the basis of race, color, national origin, sex, religion, pregnancy, disabilities, age, status as a veteran of the Vietnam era, or any other legally protected class(es) as defined by applicable state and federal law.

EXHIBITS

Classified Substitutes Salary Schedule

REFERENCES

Utah Code Ann., Section 53A-6-109

Utah Administrative Code, Sections R277-508-1 through R277-508-5

FORMS

None
