



NEBO SCHOOL DISTRICT BOARD OF EDUCATION POLICIES AND PROCEDURES

SECTION: G - Personnel
POLICY TITLE: Substitutes
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1. **PURPOSE AND PHILOSOPHY**

The Office of Human Resources shall maintain a District Master Substitute List consisting of individuals who may be called on to replace regular teachers and technicians who are absent. The principal of each school will have a copy of the current list of substitute teachers and technicians. The Food Service Department and the Transportation Department each maintain a list of individuals who may be called on to replace regular employees.

2. **DEFINITIONS**

2.1 "Board" means the Nebo School District Board of Education.

2.2 "Certified" means a license issued by the Utah State Board of Education which permits the holder to be employed as an educator in the public schools of Utah.

2.3 "Classified Substitute" means an individual who works on a day-to-day basis to take the place of regular classified employees, including, but not limited to, bus drivers, food service employees, technicians, sweepers, custodians, secretaries, etc. Classified substitutes who are not actually working on a particular day are not employees of the Nebo School District and placing them on the substitute list does not make them employees. Being placed on the substitute list does not create a contractual relationship between the substitute and Nebo School District, nor does it create an expectation of employment. Nebo School District will have sole discretion as to whether a substitute is asked to work or not.

2.3.1 When a 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. As a temporary worker, classified substitutes are at will during their daily assignment. The substitute has no expectation of continued work and may be terminated at any time with or without cause, including the day they are working.

2.3.2 Classified Substitutes are not covered by policy File #GCPD. This policy only applies to "employees" who are defined by the Orderly Termination Act, Utah Code Ann. 53A-8-101 as tenured or provisional employees, but not temporary workers.

2.4 **"Substitute teacher"** 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 who are not actually teaching on a particular day are not employees of the Nebo School District and placing them on the District Master Substitute List does not make them employees. An individual being placed on the District Master Substitute List does not create a contractual relationship between the substitute and Nebo School District. It does not create an expectation of employment. Nebo School District will have sole discretion as to whether a substitute is asked to work or not.

2.4.1 When a substitute is actually teaching 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, for example covering an extended absence for a single teacher. As a temporary worker, substitute teachers are at will during their teaching assignment. The substitute has no expectation of continued work and may be terminated at any time with, or without cause, including during the day they are teaching.

2.4.2 Individuals must be at least 21 years of age to qualify to be placed on the District Master Substitute List for secondary school assignments, and at least 19 years of age for elementary school assignments.

2.4.3 Substitute teachers are not covered by policy File #GCPD. This policy only applies to "employees" who are defined by the Orderly Termination Act, Utah Code Ann. 53A-8-101 as tenured or provisional employees, but not temporary workers.

2.5 **"Temporarily absent"** means a period not to exceed eight (8) consecutive weeks.

3. ASSIGNMENTS

3.1 When a substitute teacher is required, because of teacher illness or other teacher absence, the teacher shall notify the principal and shall follow the procedures designated for arranging for a substitute teacher as far in advance of their anticipated absence as possible. Teachers 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 has the responsibility to provide the substitute with appropriate lesson plans, seating charts and classroom procedures.

- 3.2** Substitute teachers will be assigned to the classroom through the District's procedures insofar as it is possible in the following priority order:
- 3.2.1** those who hold a valid certificate in the subject matter they will be teaching as a substitute,
 - 3.2.2** those who have a valid certificate in a field commonly taught in public schools,
 - 3.2.3** those who have a bachelor's degree,
 - 3.2.4** those who have an associate's degree, and
 - 3.2.5** those who have less than an associate's degree, but have at least a high school diploma or its equivalent.
- 3.3** Substitute teachers will be paid according to the salary consideration set forth in Nebo Board Exhibit GCE-E.

4. TERM OF SERVICE

A substitute may not serve in a teaching position for more than eight weeks in one academic year in either the same class or with the same groups of students unless he or she possesses proper certification for the position, unless licensed personnel are unavailable.

5. STUDENT TEACHERS

Student teachers may not be used as substitute teachers.

6. SUSPENDED CERTIFICATES

The District will not utilize any individual as a substitute teacher whose teaching license has been revoked or is currently suspended by the Utah State Board of Education or whose certificate has been revoked or is currently suspended by another state.

7. EMPLOYMENT PROCEDURES

7.1 The District Master Substitute List screening process:

- 7.1.1** Fingerprint the applicant so that a background check may be performed by the Bureau of Criminal Identification (BCI).
- 7.1.2** Conduct a screening interview to determine whether a recommendation to be placed on the District Master Substitute List will be made.
- 7.1.3** Obtain certification from the Utah Certification Management System or the Utah State Office of Education Teacher Certification Office that an applicant's certificate (license) has not been removed or suspended.

7.2 Process for Screening Classified Substitutes:

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

7.2.2 Conduct an interview to determine placement on the substitute list.

8. TRAINING

8.1 All substitute teachers are required to participate in the "Essential Elements of Instruction" training and are encouraged to participate in other improvement or professional training provided by the District.

8.2 The Superintendent or his/her designee shall have full authority to interpret the meaning of the eligibility rules for substitute teachers and classified substitutes in their practical application in making up the District Master Substitute List and classified substitute lists.

9. EVALUATION

The principal or his/her designee should submit an evaluation for all substitute teachers and classified substitutes whose performance or conduct is not acceptable by using the Substitute Evaluation Form #200.15. The form shall promptly be submitted to the Office of Human Resources.

10. 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

Salary Consideration

REFERENCES

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

Utah Code Ann., Section 53-8-101

Utah Code Ann., Section 53A-1-401(3)

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

FORMS

None

SALARY CONSIDERATION

Category of Substitute	Daily Rate
1. *Non Licensed	\$55.00
2. **Non Licensed - District Trained	\$60.00
3. ***Licensed	\$65.00

Bonuses based on the number of days worked during the current school year:

60 to 79 Days	\$ 50
80 to 99 Days	125
100 to 119 Days	225
120 to 139 Days	350
140 to 159 Days	500
160 plus Days	675

Bonuses will be paid at the end of the school year in June.

* Cannot serve with the same group/class of children beyond 20 days.

** Must complete district substitute training.

*** Must present a current state license to personnel.

Substitutes who are required to teach an extra period because the absent teacher has an extended or prep period teaching contract, will receive an additional \$6 per day.

A state licensed teacher working in a classroom where the regularly contracted teacher has been gone for 40 days and is not yet able to return may receive a conditional contract based on a regular step and lane rate. Employment will terminate on the return of the regularly contracted teacher.

Six (6) hours of technician substituting will equal one (1) day for calculating days towards the bonus.

The Nebo Board of Education will approve the general salary changes for substitute teachers.