

## Substitute Teacher

No. 534  
(A) 6-9-86  
(R) 1-14-91  
(R) 1-8-96  
(R) 11-10-97  
(R) 4-11-11  
(R) 4-13-15  
(R) 10-10-16  
(R) 9-11-17

### I. Substitute Teachers

#### A. Salary

If administration determine the recommended substitute will be substituting for the same teacher for ten (10) consecutive days or more, the substitute shall be paid a daily rate equivalent to the district base pay determination for each day of substituting, excluding holidays.

#### B. Health Insurance

Substitutes are eligible for an offer of health insurance coverage under the district's insurance plan in compliance with the affordable care act. Generally, a substitute who works 30 or more hours per week is eligible for an offer of health insurance coverage. Substitutes will be provided with additional information regarding health insurance. Substitutes are not eligible for any cash in lieu of insurance benefit.

#### C. Paid Leaves

Substitutes do not earn any paid leave, except as follows:

1. During the period of time that a substitute is assigned to substitute for the same teacher for ten (10) or more consecutive days, the substitute will earn sick leave on the basis of one day of sick leave for each twenty days taught.
2. During the period of time that a substitute is assigned to substitute for the same teacher for three or more consecutive months, the substitute will earn paid time off leave on the basis of one day for each three consecutive months taught.
3. Any paid time off leave may not be used until it is earned, and is non-cumulative and may not be carried over beyond the last day of each substituting assignment which results in leave. No paid time off leave will be paid out to a substitute teacher for any reason, including voluntary or involuntary termination.

LEGAL REFERENCE: PI 3.01 (23), (35), (41)  
PI 3.03 (8)