

Substitute Employment and Compensation

Certified Substitutes

The term “substitute teacher” as defined in Idaho Code 33-512(15) is any individual who temporarily replaces a certificated classroom educator and is paid a substitute teacher wage for one (1) day or more during a school year.

The Board authorizes the use of substitute teachers as necessary to replace teachers who are temporarily absent. Substitute teachers shall undergo a criminal history check every five (5) years.

The District shall give first priority to the employment of certificated substitutes and will attempt to employ substitutes who have experience in the area for which substitution is required.

Long Term Certified Substitutes

When a teaching position has been occupied for twenty (20) consecutive work days by a substitute, the position will then be considered long term for payroll purposes.

When a teaching position has been occupied by a substitute whose level of work (i.e. inputting grades, lesson planning, test making, parent contacts, essay grading, attending faculty meetings, etc.) goes beyond the duties of a normal substitute, the principal may submit a request to the Superintendent to have that individual classified as a long term substitute.

The District will not change substitutes for the purpose of avoiding long-term substitute status.

Certified Substitute Compensation

Compensation for Certified Substitutes is determined by the terms of the Negotiated Agreement. Certified Substitutes are paid on a daily or half-daily rate.

Unless required by Federal or State law, no medical or other benefits will be provided to substitutes.

Classified Substitutes

The District will make every effort to employ classified substitutes who meet the minimum qualifications and experience required of the regular position for which they are substituting.

Long Term Classified Substitutes

When a substitute has served in a classified position for twenty (20) consecutive days in the same assignment, the substitute is considered to be long-term substitute.

The District will not change substitutes for the purpose of avoiding long-term substitute status.

Classified Substitute Compensation

Compensation for Classified Substitutes is determined annually by the Administration, and is designated on the Non-Director Classified Salary Matrix, and is paid at an hourly rate.

Long-term classified substitutes will be paid at the first (1<sup>st</sup>) step pay rate of the applicable column for the position. Reimbursement will be retroactive to the first day of continuous service.

Unless required by Federal or State law, no medical or other benefits will be provided to substitutes.

Prior Policy: 405.18 & 602.8

Cross Reference: 5110 Criminal History/Background Checks  
5217P Payroll-Procedure  
Negotiated Agreement

Legal Reference: I.C. §33-512(15) Governance of Schools

Policy History

Adopted on: December 13, 2011

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June 27, 2017

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