

2415 (GCG)

SUBSTITUTES

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The Superintendent or designee shall maintain a list of qualified substitutes who may be called on to replace staff who are absent. Such a list shall be maintained in a manner accessible to the Principal of each school.

The District's Absence Management System will call substitutes on the substitute list for the area(s) for which they are listed or the substitute can opt to fill vacancies on their own through their profiles on the Absence Management System. A substitute whose name does not appear on the substitute list may not be employed in the school district, except when specifically approved by the Superintendent or Designee. Principals will be responsible for ensuring that the work of the substitute is as effective as possible and will provide him/her with a planned program. The rate of pay for a substitute shall be set by the School Board and be subject to periodic review.

Prior to employment with the Milford School District, all substitute employees must undergo a criminal records check, complete the required employment paperwork, and possess a minimum of a high school diploma.

The District has the following substitute categories:

1. Daily Substitute

A daily substitute serves as a replacement for a staff member on an incidental basis, which is anticipated to be less than 20 consecutive days. He/she shall be compensated at the daily substitute rate as established by the Board. Daily pay will be prorated to reflect hours worked less than a full day (6.5 hours) in compliance with the Affordable Care Act.

2. Long-Term Substitute

a) **Teacher/Nurse:** A long-term substitute replaces a teacher who is expected to absent for an extended period of time. A long-term substitute is one who works more than 20 consecutive days in the same position. He/she shall be compensated at the replacement substitute rate as established by the Board STEP BA0 starting on day 21. A long-term substitute must be a certified teacher or have the Superintendent's permission to employ filed with the New Hampshire Department of Education.

b) **Classified Staff:** A long-term substitute staff replaces a classified staff member expected to be absent for an extended period of time. A long-term substitute staff is one who works more than 20 consecutive days in the same position. He/She shall be compensated at the starting hourly rate of the classification of employ he/she is replacing beginning on day 21.

3. Replacement Substitute Teacher

A replacement substitute replaces a teacher who is expected to be on a leave of absence for a minimum of one-half year. He/she shall be compensated at the lesser of the substitutes attained step or the incumbent's step. The substitute must be a certified teacher or must have the Superintendent's permission to employ filed with the New Hampshire Department of Education. The substitute will be eligible for benefits the 1st of the month following their start date as the substitute in this capacity.

RSA 189:13-a – School Employee and Volunteer Background Investigations

Adopted: February 1973

Revised: April 1974, March 1989, June 1995, January 2005, June 2007, April 2021, September 19, 2022