2415 (GCG) SUBSTITUTES 2415 (GCG)

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 Milford School 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 them 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 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. They 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.

In the event that a daily sub has been serving in the same assignment that extends beyond 20 days, depending on the needs of the District, the Superintendent may decide to pay the interim substitute teacher or nurse retroactive to the first day of the assignment, according to the Board-established replacement substitute rate of BA Step 0.

2. **Long-Term Substitute**

A long-term substitute is an individual assigned to replace a teacher or nurse who is expected to be absent for more than 20 days. The substitute must be appropriately credentialed or licensed, or have the Superintendent's permission to employ on file with the New Hampshire Department of Education. A long-term teacher substitute is responsible for lesson planning, preparation, and grading throughout the assignment. Compensation begins on the first day of the long-term assignment at the Board-established replacement substitute rate of BA Step 0.

3. **Replacement Substitute**

A replacement substitute replaces a teacher or nurse who is expected to be on a leave of absence for a minimum of 80 days. They shall be compensated at the lesser of the substitute's attained step or the incumbent's step. The substitute must be appropriately credentialed or licensed, 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

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