

DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT

POLICY – Effective July 1, 2019

Substitute Teachers

GCG

- A. A *day-to-day substitute* is an individual who is hired on a daily basis to serve as a teacher in the Dudley-Charlton Regional School District. A day-to-day substitute will be paid based on the per diem salary schedule. The daily rate is based on three classifications: Associate's degree (or equivalent); BA/BS/Master's; and Certified (licensed).
- B. A *long term substitute* is an individual who is hired for more than 30 school days (not retroactive) to replace a single teacher. A long term substitute will be paid based on the per diem salary schedule. The daily rate is based on two classifications: certified (licensed) and non-certified (BA, BS, Masters)
- C. A *full year substitute* is an individual who is hired in a full year position for a single teacher. A full year substitute must be certified/licensed for the position. Full year substitutes will receive the following benefits: 8 paid days to be used for sick and/or personal leave. Two days (2) will be given up front with the following six (6) days to be earned at the rate of one day per month with days beginning to accumulate commencing 30 days from the first day of work. The full year substitute will be eligible for health benefits.
- D. The superintendent has the ability to place a full year substitute or a long term substitute on a different per diem rate in extenuating circumstances, with school committee approval.
- E. *Day to day* and *long term substitutes* as defined in Sections A. & B. above who have worked in the district as a substitute during one school calendar year for more than 45 cumulative days will be eligible to receive an end of year attendance incentive.

Adopted April 5, 1973

Amended September 12, 1979

Reviewed October 23, 1991

Reviewed November 12, 1997

Amended June 8, 2011

Proposed for Amendment: First Reading September 23, 2015

Second Reading: October 14, 2015

Proposed for Amendment: First Reading: January 23, 2019

Second Reading and Adoption: February 13, 2019