

SUBSTITUTE TEACHER EMPLOYMENT POLICY

Introduction:

The purpose of this policy is to outline the conditions of compensation for daily, and long-term teacher substitutes employed by the Hadley Public Schools. The primary goal is to provide a fair and equitable standard, which will attract and retain qualified substitute personnel. Inherent in this policy is the assumption that teacher substitutes, with the support of regular staff and supervisors, will provide an instructional program of quality within the normal restraints of a temporary assignment. The base substitute rate shall be set by the School Committee.

1. Categories of substitutes:

- A.** Per Diem substitutes are hired on a day-by-day or short-term basis and are paid the daily salary as established by the School Committee.
- B.** Substitutes hired for the same teacher for a continuous period of time (long term substitute) will be paid at the (Bachelor's Step One rate).

The substitute teacher hired under section **B** will be expected to fulfill, in its entirety, the work of the regular teacher. This means such things as evaluating pupils, correcting pupils' work, marking report cards, attending meetings of committees, academic departments or of the general faculty, etc. In all cases, the substitute teacher is expected to fulfill the administrative duties assigned to the regular teacher, or those duties deemed appropriate by the principal or his/her representative.

BENEFITS

- 2.** Long term substitutes, teachers who will be employed for an extended period of time (a minimum of twenty (20) hours per week for twelve (12) weeks or more), will be eligible for Chapter 32B benefits. Substitutes who work more than thirty (30) days in the same position, but whose status is day to day (a permanent replacement could be hired at any time) will not be eligible for Chapter 32B benefits. In cases where long-term status is known, benefits can be offered from day one.

Adopted By The
Hadley School Committee: May 19, 2014

Reviewed by Hadley School Committee: April 30, 2019