

SUBSTITUTES FOR INSTRUCTIONAL STAFF

The Bonneville School District No. 93 Board of Trustees believes that substitute employees play an important role in the total educational program of the District and authorizes the use of substitute instructional staff as necessary to replace employees who are temporarily absent.

Guidelines

Requirements for Substitute Instructional Staff

Substitutes for Instructional Staff are required to:

1. Have a minimum of a High School Diploma or GED;
2. Be at least 20 years of age;
3. Meet state requirements for criminal background checks (see policy #5020 *Criminal History – Background Checks*): and
4. Be formally hired prior to substituting in the District.

Substitute Shortages

1. When the Superintendent/designee determines that an emergency or a general substitute shortage exists, they may increase the amount substitutes are paid.
2. The Superintendent/designee will inform the Board of such action no later than the next scheduled Board meeting.

Use of the Automated Substitute Reporting System

1. Substitutes will only be assigned through the automated substitute reporting system.
2. Under no condition is a teacher to select or arrange for a private substitute without confirming with the substitute placement clerk.

Fringe Benefits

Substitutes for instructional staff or paraprofessionals are not eligible for fringe benefits unless they qualify after a one-year standard measurement period, as defined under the Patient Protection and Affordable Care Act (PPACA).

Working Hours

1. Substitutes for instructional staff shall work for a period not to exceed an accumulated total of one hundred twenty-nine (129) paid hours in any month, unless the employee is appointed by a building administrator for a long-term job assignment and confirmed by the substitute placement clerk.
2. This shall also apply to current part-time employees who work additional hours as a substitute instructional employee.

PERSI

Substitutes for instructional staff or paraprofessionals are not eligible for membership in the Public Employee Retirement System of Idaho (PERSI).

DEFINITIONS:

Long Term Substitutes: a substitute working beyond ten (10) consecutive working days for the same certified teacher assignment will receive long-term hourly rates commencing with the eleventh (11th) day.

Paraprofessional Substitutes: individuals under the direct supervision of a properly certificated teacher for the areas they are providing support, i.e., special education, Title One, and Primetime classrooms.

Substitutes for Instructional Staff: 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.

Adopted	10-12-1983	Reviewed	Revised	03-12-1986
				09-09-1987
				04-14-1999
				09-14-2005
				05-09-2012
				12-10-2014
				10-10-2018

Cross Reference: Criminal History/Background Checks #5020
Substitute Instructional Staff Salary Rate #5700E1

Legal Reference: Idaho Code § 33-130 Criminal history checks for school district employees or applicants for certificates or individuals having contact with students – Statewide list of substitute teachers
Idaho Code § 33-512(15) Governance of schools