

**SUBSTITUTE STAFF EMPLOYMENT****PAY**

The daily rate of pay for a substitute shall be set by the School Board and be subject to periodic review. All substitutes must undergo a Criminal History Records Check prior to starting employment.

A long-term-substitute is a substitute who is a certified teacher and who substitutes as a teacher more than 20 consecutive work days during the school year in the same position. Whenever a long-term substitute is hired to replace a teacher who is on leave for a planned period of time that is in excess of 20 days, the long-term substitute, will be paid a per diem amount equal to the pay of employees (covered by the New Boston Education Association Master Agreement) on Step One/Track One. This pay rate will be in effect on the first day of the long-term substitute's assignment.

Should a daily substitute work in an assignment and it later be determined that the period will extend beyond a full 20 days, the employee will be paid an amount equal to the per diem pay of employees on Step One/Track One as outlined above beginning on the day that the district becomes aware that the total length of employment will be beyond 20 days.

**BENEFITS****Variable Hour Employees**

Because the hours a substitute works are variable from week to week, they are not initially eligible for health insurance benefits with the district. Substitute hours worked will be reviewed on an annual basis to determine health insurance eligibility on a prospective basis. In order to be eligible for health insurance the substitute must have worked an average of 30 or more hours during the substitute's measurement period.

Depending on the number of hours and weeks worked in a given school year, substitute teachers may meet New Hampshire Retirement System minimum eligibility standards. The district will inform such substitute teachers/employees if those minimum eligibility standards are met.

**Employees Reasonably Expected to Regularly Exceed 30 Hours for 90 or More Days**

If it is known that the employee will be in the same position for more than 90 calendar days, the substitute will be eligible for health insurance benefits on the first of the month following the 60<sup>th</sup> calendar day in that respective position.

Health insurance will terminate when the substitute is no longer eligible as defined by the health insurance plan rules. Continuation coverage will be offered in accordance with all applicable plan rules and laws.

SUBSTITUTE STAFF EMPLOYMENT

(Continued)

**Legal Reference:**

*RSA 189:13-a, School Employee and Volunteer Background Investigations*  
*Ed 503.02 Exceptions*

Proposed: 09/12/02

Adopted: 10/08/02

Proposed: 03/21/12

Adopted: 04/11/12

Proposed: 05/11/16

Adopted: 05/11/16

NHSBA Review: 01/23/14