

SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT

Substitute Teachers

All substitute teachers must be certified by the Department of Elementary and Secondary Education (DESE), through an application submitted in accordance with state law. The superintendent will present an initial list of substitute teachers to the Board for approval. If substitute teachers are added to or removed from the list, the superintendent will submit the revised list or the individual changes to the Board for approval.

All employment as a substitute in any capacity is considered “at-will.”

Compensation

Teachers employed on a substitute basis for no more than ten consecutive days in any one budget-approved assignment shall be compensated at a daily rate established annually for such substitute employment.

Teachers continuing in substitute employment for more than ten consecutive days in any one budget-approved full-time assignment shall be paid for all days at the district's long-term substitute rate. Placement on the salary schedule shall be determined by the Assistant Superintendent for Human Resources, using guidelines established for placement of regular teachers.

Substitute part-time professional staff employees shall be compensated for their work on a prorated basis commensurate with their placement on the salary schedule.

Benefits

Teachers to be employed for a specific budget-approved substitute assignment of 120 or more consecutive days on a full-time basis shall receive sick leave, personal leave benefits and insurance benefits on the same basis as regular teachers. Participation in the insurance program may continue through the following month of August.

Teachers to be employed for a substitute assignment of fewer than 120 days are not eligible for benefits provided to regular staff members, including sick leave, personal leave, and group medical and life insurance.

FILE: GCE
Critical

Supplemental Assignments

Substitute professional staff placed in a supplemental assignment do not replace absent employees. Instead, these employees supplement current staff levels when additional staff is warranted. A supplemental assignment may be full or part time.

Compensation

Substitute professional staff employed in supplemental assignments shall be compensated at a daily rate established annually for such substitute employment. Long-term substitute pay rates are not applicable to supplemental assignments.

Benefits

Benefits do not apply to supplemental substitute assignments.

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Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 03/03/1997

Revised: 07/11/2003; 04/10/2006; 12/10/2007; 05/11/2009; 12/12/2011

Legal Refs: §§ 162.301, 169.560, RSMo.
5 C.S.R. 80-800.290

Columbia School District No. 93, Columbia, Missouri