School Administrative Unit # 77
Monroe School District
School Board Policy

GCG

FIRST READING: 03/10/2004	ADOPTED: 01/11/2006	REVISED: 05/06/2024

Substitute Staff Employment

Substitutes will be hired to replace teachers, paraprofessionals and food service staff who are absent. The Superintendent may hire clerical and custodial substitutes when the absence of regular staff members will result in disruption to the school day.

The Superintendent, or designee, will maintain a list of qualified substitute teachers who may be called on to replace regular staff members. Qualified substitute teachers will be high school graduates or equivalent who have completed all required application materials including criminal history records check and have been approved by the Superintendent. Qualified substitutes for all other positions are individuals who meet the education requirements for the position in which they are covering.

Substitutes in all job categories will be paid 1.5 times the established rates for the next 10 consecutive days of employment in the same position.

Substitute classroom teachers who are required to design lesson plans will be paid 1.5 the established rate from the first day that this is required. After 10 consecutive days in the same position, they will be paid 2 times the established rate.

Regular staff members will be expected to prepare lesson/work plans for substitutes. When this is impossible or impractical, such as emergency or long-term situations, the substitute will be responsible for planning and the Superintendent, or designee, will review the substitute's plans.

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. When a substitute is needed for more than twenty (20) consecutive work days in the same position, on the 21st day, pay is based on the per diem rate for base salary that is consistent with step 1/track 1 for that respective school year as outlined in the Monroe Teachers Collective Bargaining Agreement.

Because the hours a substitute works are variable from week to week, they are not eligible for health insurance benefits with the District.

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.

Legal Reference:
NH Statutes
RSA 189:13-a

Cross Reference:
GBCD Criminal History Record Check