

## **Personnel -- Certified**

### **Substitute Teachers**

A substitute teacher shall be a person fully qualified to instruct in our schools and who is employed for short periods of time in the absence of the regular teacher.

Suitable programs for training, assigning, orienting, and evaluating the work of substitute teachers shall be provided by the certificated staff under the direction of the Superintendent.

Rates of compensation for substitute teachers will be set by the Board of Education.

Substitute teachers will not participate in the health and welfare plans or other fringe benefits of the school system.

Retired teachers may be employed as substitute teachers without jeopardizing their retirement salary within the limits as prescribed by law.

Legal Reference:       Connecticut General Statutes

10-183v Reemployment of teachers

10-145a – Certificates of qualifications for teachers

Policy adopted:       June 26, 2006

EAST HAMPTON PUBLIC SCHOOLS  
East Hampton, Connecticut

## **Personnel -- Certified**

### **Substitute Teachers**

The Superintendent shall maintain an approved list of substitute teachers.

Whenever necessary, the Principal shall select a substitute from the approved list to carry on all the regular classroom duties of a teacher who is absent. These duties shall include nominal extra-class duties, such as lunchroom supervision, bus duty, etc. The substitute teacher shall record in a note addressed to the teacher, a report of the work accomplished by the class and the attendance for the day.

### **Rate of Pay**

1. Temporary substitutes will be paid at a rate determined by the Board.
2. The substitute employed to replace a regular teacher who has terminated his/her employment, or is on a leave of absence, shall be a permanent substitute and shall be paid in accordance with the existing salary schedule and shall assume all the duties and responsibilities of the regular teacher who is replaced.

### **Substitutes' Permits**

The East Hampton School System will be governed by Connecticut State Department of Education Regulations, Section 10-145a-65 and 10-145a-66, pertaining to substitutes.

### **Arrangements for Professional Staff Substitutes**

The following procedure is to be followed by professional staff members of the East Hampton Schools when there is a need for a substitute for illness or an emergency.

Personal or professional leave will be handled within each school by the administration.

1. Call the substitute clerk.
2. Every effort should be made to call before 9:30 p.m. the night before or between 5:30-6:30 a.m. the day a substitute is required.
3. If you do not receive an immediate answer, let the phone ring for at least five (5) rings. The fifth ring will activate a recorder.
4. Listen to the instructions on the recorder.
5. Give your name, school, grade and subject, reason for absence, and location of seating chart and plans.

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### Substitute Teachers

#### Arrangements for Professional Staff Substitutes (continued)

6. DO NOT give lesson plans to the recorder.
7. If at all possible, the teacher is to call the school principal and the substitute clerk before dismissal time if the teacher knows for sure that he/she plans not to return the next day. This will allow the principal to attempt to retain the same substitute for the teacher.

The following procedure is to be followed by the substitute clerk:

1. Follow the priority list as submitted by each principal.
2. Notify each school office daily of absent teachers and substitutes to replace them. Notification to school offices should be made by:

**High School** 7:00 - 7:15 a.m.

**Junior High** 7:30 - 7:45 a.m.

**Elementary** 8:00 - 8:15 a.m.

3. Keep track of calls made for substitutes and submit to the Superintendent's office by the first and fifteenth day of each month.

#### Arrangements for Professional Staff Substitutes

The following procedure is to be followed by the school secretary:

1. Account for teacher absences in respective school.
2. Account for substitutes used for teacher absences.
3. Notify substitute clerk of substitutes used for personal and professional leave.
4. Call substitute clerk before the close of workday to inform him/her on status of substitutes that have been retained for the next day. If the teacher's absence continues for more than one day, every attempt should be made to retain the same substitute.

## **Personnel -- Certified**

### **Substitute Teachers**

Legal Reference: Connecticut General Statutes  
10-183v Reemployment of teachers (a)(b)(c)  
State Department of Education Regulations  
10-145a-65 When required  
10-145a-66 When issued

Regulation approved: June 26, 2006

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