

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 certified staff under the direction of the Executive Director/Designee.

Rates of compensation for substitute teachers will be set by the Executive Director or Designee.

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 qualification for teachers.

Personnel – Certified/Non-Certified

Substitute Personnel

1. A substitute is a person who voluntarily agrees to work in a Council approved position which has a normally scheduled staff person who is absent from work.
2. There are three positions in which substitutes may be used:
 - Teachers
 - Child Care Workers
 - Paraprofessionals.
3. Program Directors/Principals are responsible for the selection, placement and observation of substitutes. Only the most qualified and demonstrated effective substitutes should be used. Records must be maintained on the names and effectiveness of substitutes.
4. Substitutes Paraprofessionals and Child Care Workers are paid at 80% of the first step of the appropriate salary schedule unless approval to pay a different rate is secured from the Human Resources Director. Time is recorded weekly on a Substitute or Temporary Personnel Form (see 5/2 A-2). It must be submitted to the Business Office by Monday noon before a payday and be fully completed for an individual to receive a paycheck.
5. Substitute teachers are paid a daily rate based on length of time at CREC. Rates are listed in the appendix.
6. A Federal W-4, Connecticut W-4 and an I-9 Eligibility to Work form must be completed and on file for each substitute in CREC.
7. A CREC employee substituting in a position must utilize a Blue timesheet and indicate on the right hand side, the hours and days worked as a substitute.
8. The Human Resources Department will secure approval from the State Department of Education for a substitute teacher, teaching in one assignment for 40 days or more and not certified in the area for which he/she is teaching.

Regulation approved:
Regulation reapproved:

February 2000
September 17, 2003

CAPITOL REGION EDUCATION COUNCIL
Hartford, Connecticut

SUBSTITUTE TEACHER PAY SCALE

Condition:

				Daily Rate
1.	a)	Up to 10 consecutive days for same teacher.	a)	\$65.00
	b)	Up to 20 cumulative days substituting for same program	b)	\$65.00
2.	a)	11 th through 20 th consecutive days substituting for same teacher	a)	\$70.00
	b)	21 st through 30 th cumulative days substituting in same program	b)	\$70.00

Substitute teacher fulfilling full classroom responsibilities including:

- planning;
- instruction;
- student, staff, parent communication;
- report writing
- appropriate staff supervision;
- staff in-service and meetings; and
- a) continues beyond 2 a) or b) above (i.e. 21 plus consecutive days or 31 plus cumulative days). a) \$75.00