

## **SCHOOL DISTRICT OF NEW LONDON**

### **ADMINISTRATIVE GUIDELINE 534 - SUBSTITUTE CERTIFIED STAFF EMPLOYMENT**

Substitute teachers shall be employed for short or long-term periods of time in the absence of regular teachers.

All substitute teachers shall have the necessary certification, license or permit required by state law to serve in the specific substitute assignment. Short-term substitute teachers are employed for no more than 20 consecutive days in the same teaching assignment. Long-term substitute teachers are employed for 21 or more consecutive days in the same teaching assignment.

Substitute teachers shall be compensated at a per day rate approved by the Board of Education. When a substitute teacher replaces a regular staff member for 10 or more consecutive school days, the substitute shall be paid at a rate approved by the Board of Education for every day past the 10<sup>th</sup> consecutive school day,

The District shall use an electronic program for coordinating substitute coverage.

ADOPTION DATE: March 13, 2000

REVISION DATE(S): February 12, 2018

REVIEW DATE(S): June 24, 2024

CROSS-REFERENCE: Policy 534 Substitute Certified Staff Employment

LEGAL REFERENCE: