

**Substitute for the following employee classifications:  
Paraprofessionals, Office Assistants, Administrative Assistants,  
and Food Service**

**Independent School District #139 - Rush City**

**Rate of Pay and Background Checks**

**A. Rate of Pay**

The rate of pay for a substitute in named positions of this procedure shall be the hourly rate of step 1 (One) for each job classification.

**Criminal Background Checks**

Substitutes are subject to Minnesota Statutes Section 299C.62 and Section 123B.03 requiring schools to conduct a criminal background check with the Minnesota Bureau of Criminal Apprehension (BCA). The Rush City School District Policy #404 describes the purpose and procedures for conducting this background check.

If the background check reveals no criminal history records, employment will continue. If criminal history records are found, employment may be terminated. As long as the substitute teacher is identified as active (no gaps in employment greater than one year) no further background checks are required.

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| <b>ISD#139</b> | Reviewed: December 19, 2019 | Effective: December 20, 2019 |
|                | Reviewed: February 15, 2018 | Effective: February 16, 2018 |
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|                | Revised: February 16, 2017  | Effective: February 17, 2017 |

