

PRINCETON PUBLIC SCHOOLS
POLICY 498 - Substitute (Casual and Long-Term), Homebound Teachers,
and Classified Staff Employment

I. PURPOSE

The purpose of this policy is to ensure school administrators and staff members consistently implement and administer the wage, benefit, license, PELRA and tenure package for short-call and long-call substitute teachers.

II. GENERAL STATEMENT OF POLICY

The superintendent or his/her designee shall develop a comprehensive policy to cover issues surrounding the employment of substitute teachers.

III. DEFINITION AND LICENSURE

Under the Minnesota Rules, substitute teachers are divided into two classes, long call substitute teachers, and short call substitute teachers. Both classes are required to hold licenses, and are defined by Min. R. 8700 as follows:

- A. Subpart. 1 Short call substitute teacher. A short call substitute teacher is one who teaches on a day-to-day basis not to exceed 15 consecutive days replacing the same teacher. A short call substitute teacher shall hold a Minnesota license or short call substitute license. These licenses are valid for functioning as a short call substitute teacher at all grade levels in all fields.
- B. Subpart. 2. Long call substitute teacher. A long call substitute teacher is one who replaces the same teacher for 15 or more consecutive days. Long call substitute teachers shall hold an entrance or continuing license for each licensure area taught or a variance must be approved by the Department of Education.

NOTE: All substitutes must be employed through Teachers on Call in order to be employed in Princeton Public Schools.

IV. DURATION AND TENURE

Minn. State.122A.44 addresses substitute teachers in the following manner:

- A. Subd. 1. The board must employ and contract with necessary qualified teachers and discharge the same for cause.
- B. Subd. 2. The board must not hire a substitute teacher except:
 - 1. For a duration of time of less than one school year to replace a regular teacher who is absent; or
 - 2. For a duration of time equal to or greater than one school year to replace a regular teacher on a leave of absence.

If a substitute teacher is hired pursuant to paragraph (a), clause (2), each full school year during which the teacher is employed by a district pursuant to that clause shall be deemed one year of the teacher's probationary period of employment pursuant to either section 122A.40, subd. 5, 122A.41, subd. 2. The teacher shall be eligible for continuing contract status pursuant to section 122A.40, subd.7, or tenure status pursuant to section 122.41, subd 4, after completion of the applicable probationary period.

V. PELRA BARGAINING UNIT STATUS

PELRA specifically states that the following employees are considered public employee:

- A. "(1) An employee hired by a school district...(i) to replace an absent teacher or faculty member who is a public employee, where the replacement employee is employed more than 30 working days as a replacement for that teacher or faculty member; or (ii) to take a teaching position created due to increased enrollment curriculum expansion, courses which are a part of the curriculum whether offered annually or not, or other appropriate reason." Minn. Stat. 179A.03, Subd. 14.

Even though substitute teachers who are hired for less than one year are not covered by continuing contract rights under Minn. Stat. 122A.44 subd.2, they are covered by PELRA if they satisfy either of the above conditions. All long call, working for more than 15 consecutive days, substitute teachers, who are deemed public employees will be

represented by the teachers bargaining unit because all substitute teachers are required to hold a license.

VI. WAGE DETERMINATION

- A. Short Call/Casual Substitutes: The daily rate of pay for casual/short call subs is ~~\$160150.00~~ per day; ~~\$170160.00~~ per day for District #477 retirees.
- B. Long Call Substitutes: After 15 days of consecutive work in the same position, the long call substitute teacher is paid BA step A wages retroactive to the first day of consecutive work.
- C. The Superintendent may employ a long call substitute at higher wage rate if the position requires a Master's Degree.

VII. BENEFIT DETERMINATION

- A. Short call substitute teachers are not eligible for benefits through Princeton Public Schools.
- B. Long call substitute teachers are eligible for the following benefits:
 - 1. PTO

PTO leave, on a prorated basis, is available for long call substitute teachers who have a signed contract. PTO leave is prorated on the FTE as designated in the long call substitute contract. The maximum PTO leave accrued is 13 days per school year if the long call substitute teacher works consistently for one (1) school year. PTO leave is not carried over or cashed out for long call substitutes.
 - 2. Insurance:

Health, Dental, life and disability benefits are available for long call substitute teachers who hold a position and have a signed contract for 90 working days, or more, for at least 30 scheduled hours of work per week in any given school year.
 - 3. Other:

Benefits that are **not** available for long call substitute teachers include: 403b match, funeral, sabbatical, child care and adoption leave.

VIII. CONTRACT

A Teacher hired as a long call substitute will be put on a long call substitute teacher contract if the start and end date are known.

IX. CLASSIFIED STAFF

A. Substitutes:

The rate of pay for all Substitutes for classified employees shall be \$.25 less per hour than the lowest starting salary.

1. Classified staff covering long term absences, more than 30 days, shall be eligible for the following benefits;
 - a) Wage: Long-term substitute classified staff who are employed in the same position for more than 30 consecutive days in any calendar year shall be paid in accordance with provisions of the corresponding Master Agreement.
 - b) Sick Leave: Sick leave, on a prorated basis, is available for long call substitute employees working more than 30 consecutive days. The maximum sick leave accrued is 9 days per school year if the long call substitute teacher works consistently for one (1) school year. Sick leave is not carried over or cashed out for long call substitutes.
 - c) Insurance: Health, dental, life and disability are available for classified long call substitutes who hold a position for 90 working days, or more, for at least 30 scheduled hours of work per week in any given school year.
 - d) Other: Benefits that are **not** available for long call substitute teachers include: 403 b match, funeral, sabbatical, child care and adoption leave.

B. Homebound Teachers:

The selection of homebound teachers shall be the responsibility of the respective building principals. Salary shall be paid at the rate established

in negotiations. There shall be remuneration paid for mileage to and from the student's home.

Legal References: Minn. Stat. § 122A. 44
Minn Stat. § 8700; 122A.40; 122A.41

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