



NCSD Policy/Regulation Revision Request

☒ Policy ☐ Regulation ☐ Form	Title: Temporary and Part-Time Personnel - Substitute Teachers	Number: 6275
Attach copy of original document with lined-through deletions highlighted in yellow , and new verbiage in bright blue bold font .		
Request submitted by (print name): Chelle Wright, PHR, CLRP		
Your Title: Director of Human Resources		Site/Building Location: SDO-HR
Signature: <i>Chelle Wright</i>		Date: <i>9/22/2025</i>
☐ Reviewed by Board Secretary:		
Board Secretary Signature:		Date:
☐ Approved ☐ Not Approved		
Print Name:		
Superintendent/Designee Signature:		Date:

Upon approval by the Superintendent, the Board Secretary will do the following:

Regulations: Make approved revisions, upload to the NCSD website, and email to all NCSD staff.

Policies: Place on two separate BOT agendas, under the consent agenda (first reading is informational, second reading for approval). Upon approval of the second reading, the Board Secretary will make approved revisions, upload to the NCSD website, and email to all NCSD staff.

TEMPORARY AND PART-TIME PERSONNEL – SUBSTITUTE TEACHERS, STUDENT TEACHERS, AND CLASSIFIED SUPPORT STAFF SUBSTITUTES

The Nye County School District (NCSD) Board of Trustees (BOT) recognizes that changing conditions in the community and unusual personal circumstances of employees make necessary the recruitment and employment of temporary and part-time personnel.

It will be the responsibility of the Superintendent/Designee to develop procedures and regulations governing the employment of temporary and part-time personnel.

Temporary and substitute employees are not considered regular employees of NCSD, are not covered by provisions of NCSD's collective bargaining agreements between NCSD and recognized bargaining units, do not have the right to transfer to vacant positions and may not participate in the Nevada Public Employees Retirement System (PERS), and are not eligible for fringe benefits (e.g. medical insurance, PERS or unemployment, unless qualified by the State of Nevada) with the exception of participation in the federal Social Security program.

Temporary or substitute employment, in any category, is subject to the 'at-will' doctrine recognized under Nevada law. This means that employment may be terminated by the employee or the employer, at any time, with or without cause, or with or without notice, provided the termination is not for an illegal reason such as discrimination based on protected characteristics or retaliation for engaging in protected activities.

~~A student teacher who has completed not less than four (4) weeks of student teaching may apply to NCSD for employment as a substitute teacher. The application must include the written approval of the teacher who supervises the student teacher through the Nevada System of Higher Education or accredited postsecondary educational institution and the teacher who is responsible for supervising the student teacher in the classroom. Before assigning a long-term substitute, who is not a licensed teacher, NCSD will assign a student teacher who satisfies the following requirements:~~

~~NCSD will ensure that the student teacher is assigned to teach in the subject area and grade level in which the student teacher is completing his/her student teaching. The student teacher must be supervised by a licensed teacher who is available to assist and observe the student teacher on a periodic basis, and oversee the management of the classroom, instructional duties and administrative duties of the student teacher. A student teacher so employed is entitled to compensation at the rate of pay authorized for substitute teachers but is not entitled to compensation for time spent completing his/her student teaching or course work.~~

Commented [NCSD1]: Moving information to 6275R

Adopted: May 21, 1997
Revised: August 25, 2025
Reviewed: December 14, 2021

NEPN/NSBA Classification: GCG

Legal Reference: NRS 286.297, 287.130, 287.190 & 391.375

Forms Location: None

Nye County School District Policy