

SUBSTITUTE TEACHERS
Independent School District #139-Rush City

Payroll Procedure #3

Rate of Pay and Background Checks

A. Rate of Pay - Daily Substitute

The rate of pay for a substitute teacher shall be **\$145** per full day

The daily rate shall be prorated as follows:

1-3 periods at one half the daily rate.

4 or more periods at the full daily rate.

Any Substitute position of 31 days or more will receive a long term sub contract

B. Rate of Pay - Substitute more than 30 consecutive days for same teacher and the same school year

The rate of pay will be at the daily rate of step one BA of the teachers contract, and will be retroactive to the first day of substitute work.

C. Rate of Pay - Substitute more than 120 consecutive days for same teacher and the same school year

The rate of pay will be at the daily rate of step one BA of the teachers contract.

Will be eligible for benefits of the teachers contract (subject to allowance by insurance carrier) Both will be retroactive to the first day of substitute work.

NOTE: Negotiated rate of pay may be used in special circumstances.

D. Criminal Background Checks

Substitute teachers 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.

ISD#139: Reviewed: November 10, 2021 – new rate effective immediately, December 19, 2019 and revised-effective December 20, 2019, February 15, 2018 (no change), July 21, 2016, January 16, 2014, January 21, 2010, January 17, 2008, January 19, 2006, November 20, 2003