

### **Interim Substitute**

A substitute who is a credentialed teacher who works more than twenty (20) days in one continuing assignment due to the extended temporary absence of the teacher for whom he/she is substituting.

Beginning with the 21st day on the assignment, the interim substitute will be paid according to the first step of the salary line for his/her particular degree classification. Depending on the needs of the District, the Superintendent may decide to employ the interim substitute on a contract for the first day of the assignment,

member on an approved leave of absence, or a teacher who may be employed up to 180 school days to fill position of a staff member who has resigned, retired, deceased or has otherwise permanently terminated employment with the District. A continuing substitute is entitled to the salary, supplemental benefits, and sick, personal, bereavement, and professional leave privileges of other teachers. However, a continuing substitute differs from a regularly employed teacher in that he/she is employed for only a designated period and is not under partial year, annual or continuing contract. Continuing substitutes shall be nominated by the Superintendent upon recommendations received from appropriate administrators, and approved by the Board of Education.

A per-diem substitute or interim substitute is nominated for continuing substitute status, their rate of pay shall be adjusted in accordance with the current teachers' salary schedule, upon Board approval.

### **Screening of Applications and Applicants**

The Human Resources Department or contracted services will screen all substitute applications and set up interviews for candidates meeting selection criteria with a principal from the grade level(s) that the applicant has requested, i.e., secondary and/or elementary.

### **Related Employees**

In compliance with Policy GBEBE, "Related Employees," substitute teachers shall not be interviewed by, hired by, or supervised by a family member, i.e., parent, spouse, child, sister, brother, stepparent, stepchild, foster parent, guardian, in-law, grandchild, grandparent, or domestic partner.

### **Legal Reference:**

RSA 189:13a, School Emplov2 Ga2,.9 (l) ~~the~~ Background Investigation

Legal References Disclaimer: These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Board Approved:      04/14/1986  
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