

Rutland Southwest Supervisory Union
Middletown Springs Town School District
Tinmouth Town School District

Ira Town School District
Poultney Town School District
Wells Town School District

Procedures: Hiring of Local Substitutes

Code: D-6R

It is recognized that on occasion, in order to ensure adequate coverage of employee absences, to provide required services to students, and ensure for safety of students and staff alike, the following procedure may be implemented.

In the event that Kelly Services is unable to provide substitute coverage after 6:30 AM on the day of the employee's absence; and a substitute is required to fill the absence; the school(s) may contact a local substitute from the approved local substitute list on a daily basis as needed. Local substitutes may not be contracted or secured for more than one day at a time and only in the event that it has been established that Kelly Services is unable to provide a substitute after 6:30AM on the day of the employee's absence.

This procedure is not intended to take the place of utilizing Kelly Services for substitute services. It is intended to be used in specified extenuating circumstances and only after it has been determined that Kelly Services is not able to provide coverage after the designated cut off time, on a daily basis.

Application Process: All interested Local Substitutes candidates must submit a completed application, resume and three letters of reference to the Superintendent of Schools, RSWSU, 168 York Street, Poultney, VT 05764.

Materials received will be copied and submitted to the school Principals for review. Principals are responsible for screening applications/materials, reference checks, verifying prior employment history, and interviewing candidates. Principals shall make recommendations of hire to the Superintendent in writing, to include all screening results.

Prospective Local Substitutes will be required to complete all necessary employment paperwork, (to include, but not limited to, criminal record check, and registry check) prior to beginning work (unless in an emergency situation). In the event of an emergency, (e.g. the need at the school is immediate, and does not permit time for the individual to complete paperwork prior to working) the Principal shall notify the Superintendent immediately of the situation; and the substitute will be required to complete the paperwork at the conclusion of the first work day.

Approval Process: The Superintendent shall present a list of local substitutes to the board of school directors on a monthly basis for approval. The boards have authorized the Superintendent to approve recommended substitutes on an interim basis, between board meetings, until the board officially approves at regular monthly meetings.

The Superintendent will provide the schools (Administrators) with an approved local substitute list; and will update the list periodically as new subs are approved. The schools (Administrators) are responsible for orientation of new local substitutes.

Employment Process: Supervision and evaluation of the local substitute is the responsibility of the school Principal. Local substitutes are considered at-will, non-exempt employees. There is no guarantee (directly or implied) of continued employment. Services are to be provided on an as needed, on call basis. Local substitutes receive no benefits, and are considered at-will employees of the school district(s) in which they sub.

Payment Process: A Local Substitute Stipend form shall be completed for each day the substitute works, and must be authorized by the Principal for payment, and submitted to the Payroll Office for processing. Payment will be consistent with current practice and payroll schedule. (See attached form).

Local substitutes will be paid in full-day or half-day increments at the board approved rate of pay. Full-day is considered four (4) hours or more; and half-day is considered anything less than four (4) hours. Payment is currently \$65.00 per day (full-day) when subbing for teachers, and Instructional Assistants/Para Professionals.

Local Substitute Salary Schedule

	Full-Day (4-8 hours per day)	Half Day (less than 4 hours Per day)
1-14 Days	\$65.00/Day	\$32.50/Half Day
15-44 Days*	\$100.00/Day	\$50.00/Half Day
45 Days or longer*	FTE Long Term Sub Teacher's Salary Schedule (per diem rate) Per prevailing Negotiated Agreement	FTE rate on prevailing Teachers' Salary Schedule

*Substitutes hired for more than 30 days for the same teaching position must be certified in the area for which they are hired. The above noted salary schedule pertains to those individuals who are hired to substitute for the same teaching position consecutively. When it is known at the time of hire that a long term substitute's services may be retained for a period of 15 or more days consecutively for the same teaching position, the substitute may be hired at the rate specified on the salary schedule based on the expected total number of days.