

Hampton School District Policy	Section: <u>G</u> Code: GCG Title: Part-Time & Substitute Professional Staff Employment Category: R (Recommended) Page: 1 of 1
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PART TIME AND SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT
(SUBSTITUTE TEACHERS)

The Superintendent shall maintain a list of qualified substitute teachers who may be called on to replace regular teachers who are absent. A “qualified substitute teacher” is defined as someone who holds a Bachelor Degree. Such a list shall be filed with the Principal of each school.

Insofar as possible, the Principal or designee will call teachers on the substitute list for the grades and/or subjects for which they are listed. A teacher whose name does not appear on the substitute list may not be employed in the District except when specifically approved by the Superintendent.

Principals will be responsible for seeing that the work of the substitute is as effective as possible and will provide him/her with a planned program.

SUBSTITUTES PAY

The rate of pay for a substitute as set by the Hampton School Board and subject to periodic review will be \$12.50 per hour. When the same individual substitutes 10 consecutive days for the same educator, the rate will increase to \$20.00 per hour beginning on day 11. When that specific substitution continues beyond 20 days, the rate will increase for day 21 and thereafter to the per diem rate of the SEA teacher salary scale entry point (BA-Step 1).

Substitutes school nurses holding an RN license shall be paid at a rate of \$20.00 per hour.

All part-time and substitute employees must undergo a Criminal History Records Check prior to any employment. See policy GBCD for Criminal History Records Check information.

Wherever a fully qualified substitute teacher is required for a period in excess of twenty (20) consecutive days to replace a teacher on a leave, the building principal will interview and the Superintendent will recommend the individual selected to the Board for approval prior to the start of service.

Legal Reference:
RSA 189:13-a, School Employee and Volunteer Background Investigations

Adopted:	DATE: January 21, 1991, November 9, 2010, Aug., 14, 2012, Feb. 11, 2014
Reviewed:	Sept. 2010, July 10, 2012
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