

## Personnel -- Certified

### Substitute Teachers

It will be the responsibility of the Principal or his/her designee to assign a substitute to fill any vacancy by the temporary absence of a regular staff member. The substitute teacher will be selected from a list of approved substitutes furnished by the Superintendent's office.

In the filling of these temporary vacancies, an effort will be made to secure substitutes who have full certification, and at the least, training or experience at the level or in the subject specialization of the teacher who is absent. Only fully certified replacement teachers will be assigned to classes whose regular teachers are on long-term leaves of absence of forty (40) days or more. Principals will attempt to maintain as much continuity as possible by engaging only one substitute for the full period of absence of one teacher and by calling back a substitute to serve in a classroom in which he/she has already performed successfully.

### Regulation

#### Substitutes (in the same assignment) with Certification

1. Certified substitutes shall be paid according to Board Schedule for each day worked up to and including the fortieth (40) consecutive school day. If a certified substitute is employed for more than forty (40) consecutive school days in the same assignment (state guidelines apply), then he/she shall, on the forty-first (41) school day and each subsequent school day worked, receive 1/187 of the first step on the bachelor's scale of the teachers' salary schedule. There will be no fringe benefits. After a total of 90 days then the certified substitute teacher shall be entitled to all terms and benefits of the teacher's bargaining contract for the duration of the assignment. The benefits will be prorated according to the percentage of the remaining school year.
2. A certified substitute teacher will begin an assignment being paid on the first step of the bachelor's scale if he/she is hired prior to the opening of school at the beginning of the school year and who is to substitute for the entire year in the same assignment (state guidelines apply). The individual will receive the same fringe benefits as those provided for a member of the regular teaching staff under contract.
3. A certified substitute teacher will begin an assignment being paid on the first step of the bachelor's scale if he/she is hired for at least one-half of the school calendar year and who is to substitute for the half-year in the same assignment (state guidelines apply). There will be no fringe benefits.

Legal Reference: Connecticut General Statutes  
 10-183v Reemployment of teachers.  
 10-145a Certificates of qualification for teachers.

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PUTNAM PUBLIC SCHOOLS  
 Putnam, Connecticut