

Lewistown School District

PERSONNEL

5314

Substitutes

The Board authorizes the use of substitutes as necessary to replace staff members who are temporarily absent. The principal, principal's secretary, or sub call-in staff, shall arrange for the substitute to work for the absent staff member. Under no condition is a staff member (other than secretaries or sub call-in) to select or arrange for a private substitute.

The Board establishes the hourly rate of pay for substitute teachers as follows: (effective August 11, 2014)

- \$12.00 per hour for Certified Teachers (current or not) or a Master's degree or higher.
- \$11.00 per hour for non-certified, degrees less than a Masters, and non-degreed.
- July 1, 2015, and every July 1st thereafter, extend same % increase as approved by the Board of Trustees.

The Board establishes the hourly rate of pay for substitute paraprofessionals as follows: (effective August 11, 2014)

- \$11.00 per hour for Certified Paraprofessionals (at least two years of college or an Associate's Degree or higher; or Certified Paraprofessional test results and/or certificate)
- \$10.00 per hour for non-certified and non-degreed.
- July 1, 2015, and every July 1st thereafter, extend same % increase as approved by the Board of Trustees.

When a classified employee is called upon to substitute for a teacher, the teacher sub rate shall apply unless the classified rate of pay is higher.

Substitutes for all other classified positions will be paid by the hour at the Step 0 rate for that position as per the classified salary matrix.

No fringe benefits are given to substitutes.

Policy History:

Adopted on: June 28, 2004
Revised on: February 27, 2006
Revised on: January 14, 2008
Revised on: July 9, 2012
Revised on: August 18, 2014