

Personnel - Certificated Employees

Substitute Teachers

Persons employed as substitute teachers shall meet such qualifications as are established by law and the State Department of Education and may be employed for periods of time in the absence of the regular teacher.

The rate of compensation for substitute teaching shall be set by the Board, acting upon the recommendation and advice of the superintendent. Differentiated rates may be paid to teachers who teach more than ten (10) consecutive days as a substitute for the same absent teacher. Substitute teachers will not participate in the health plan or other fringe benefits of the school district.

The Superintendent or Superintendent’s designee shall be responsible for recruitment, selection, assignment, orientation and evaluation of substitute teachers. The Superintendent, or Superintendent’s designee, is hereby authorized on behalf of the District to execute any necessary documents to assist a substitute teacher to secure a local substitute teaching permit.

Payment Procedures

For a full day substitution, the rate of pay shall be 100% of daily pay. For substitution of less than a full day, pay rate will be according to the following table.

Hours Worked	% of Daily Rate
1.4 or less	\$25 / hour
1.5 - 2.9	25%
3 - 4.4	50%
4.5 - 6.24	75%
6.25 or more	100%

In the event that the regular teacher’s preparation period falls during the first period (or its

equivalent) or the last period (or its equivalent) the substitute will be expected to be on duty preparing for, or closing out the regular assignment.

For **long-term substitution** for a single, regular teacher, from the eleventh day through the thirtieth consecutive day, the substitute shall be paid an amount for each day of services equal to the daily rate for a beginning teacher on the first step of the salary schedule (BA, Step One). From the thirty-first consecutive day of substituting for a single, regular teacher, he/she shall be paid an amount for each day of services equal to the daily rate according to placement on the salary schedule. Transcripts must be submitted for review and hours must be obtained from an accredited institution.

Long-term substitute assignments shall be defined as a substitute consecutively assigned to sub for the same single, regular teacher for eleven or more days. A set schedule must be followed to be considered consecutive.

Long-term assignment pay rate starts at day 1 with each new long-term assignment.

Legal Reference: Neb. Rev. Stat. Sec. 79-808

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