

**EMPLOYMENT/ARRANGEMENTS FOR SUBSTITUTE STAFF**

The superintendent shall establish procedures to secure and maintain a roster of teachers who are eligible for employment in the district as substitutes.

Regular, full-time personnel who are to be absent from duty must make arrangements for a substitute in the manner prescribed by the building principal. It is the responsibility of the teacher who is absent to call the principal's office before the close of the school day to inform him/her of the teacher's likely return to duty on the following day. This allows the principal to secure the services of the same substitute for the same position. Should the absent teacher fail to make such a call, and should both the regular teacher and the substitute teacher appear for duty the following morning, the regular teacher will be charged with any financial obligations incurred by the school district to the substitute teacher.

The salary of substitute teachers shall be established by the Board of Education.

**Substitute teacher pay**

Substitute teachers who work eight (8) consecutive days in the same classroom shall be compensated at the following rate for each consecutive day worked thereafter in that classroom.

1. Substitute teachers who hold a Colorado teaching license (an initial, provisional, or professional teacher's license) shall be placed on the certified salary schedule, at the Step 1, Column A rate and paid at a daily rate computed on a 160 day schedule.
2. Substitute teachers holding only a Colorado substitute teaching authorization license shall be paid at a rate of 1.5 times the daily substitute rate established by the Board of Education.

Substitute teachers who exceed eight (8) consecutive days of work in the same classroom will be considered long-term substitutes. **Long term substitutes shall not be eligible for fringe benefits.**

LEGAL REFS: C.R.S. 22-9-106 (1)(b) (licensed personnel evaluation system)  
C.R.S. 22-23-109.7 (duty to make inquiries prior to hiring)  
C.R.S. 22-32-109.8 (fingerprinting requirements for non-certified positions)  
C.R.S. 22-60.5-111 (types of authorizations)  
C.R.S. 22-63-103 (6),(10) (definition of part-time teacher, definition of substitute teacher)  
1 CCR 301-37, Rules 2202-R-4.09(educator licensing Act regulations renewal of substitute authorizations)

ADOPTED: April 11, 2007