File: GC-9 (GCG/GCGA)

## Part-Time and Substitute Professional Staff Employment/Qualifications of Substitute Staff

The district shall maintain an authorized list of personnel to be used for substitute or part-time employment. Prior to adding a person's name to the list, a background check shall be carried out in accordance with state law.

The superintendent shall notify and direct persons on the list to perform such service for the district as may be required on a temporary basis. Principals shall notify and direct persons on the list to perform as substitute teachers on a temporary basis as needed.

Substitute teachers shall be paid at a rate established by the district. Authorization by the district to pay personnel performing services on a temporary basis shall constitute employment by the district for services provided during the period of time covered by such payment.

Such payment shall not constitute any assurance or offer of continuing employment.
Substitute teachers shall work no more than 129 hours per month unless preapproved by the superintendent or superintendent's designee to exceed this cap. Exceeding the cap in any one month may cause the substitute teacher to be eligible for the district's health insurance plan, in accordance with applicable federal law.

The administration shall take any necessary steps to increase the available pool of substitute teachers by encouraging qualified persons to seek the appropriate license or authorization as provided by state law and regulation.

Adopted by the superintendent: May 27, 2015
Revised by the superintendent: June 24, 2015
Revised and recoded by the superintendent: July 17, 2019
LEGAL REFS.: P.L. 111-148 (Patient Protection and Affordable Care Act)
C.R.S. 22-9-106 (1)(b) (licensed personnel evaluation system)
C.R.S. 22-32-109.7 (duty to make inquiries prior to hiring)
C.R.S. 22-32-109.8 (fingerprinting requirements for non-licensed 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 2260.5-R-4. 05 through 4.09 (substitute authorizations)

CROSS REFS.:
Board policies:
EL-12, Staff Treatment
EL-13, Staff Compensation
Administrative policies:
GCBD, Professional Staff Fringe Benefits
GCE/GCF, Professional Staff Recruiting/Hiring

File: GC-9 (GCG/GCGA)
GCO, Evaluation of Licensed Personnel GDE/GDF, Classified Staff Recruiting/Hiring

## File: GC-9-R (GCG/GCGA-R)

## Acquiring Substitute Teacher Guidelines

## Establishing a substitute list

The superintendent annually shall determine the school district's needs for substitute teachers and the availability of substitute teachers who meet the licensure requirements of state law. If it is determined that a shortage of qualified substitute teachers exists, the superintendent may authorize employment of emergency substitute teachers.

## Substitute teachers pay

Substitute teachers' pay shall be established yearly by the district and paid by full or half day of service.

A substitute teacher in the same assignment for more than 10 consecutive days will be considered long-term and will be paid at a higher rate starting on the 11th day.

Approved: November 6, 1996
Revised: September 26, 2012
Revised and recoded by the superintendent: July 17, 2019

