

CODE: GCGA

SUBSTITUTES for STAFF MEMBERS

Substitutes may serve on a day-to-day basis to fill short-term classroom teaching, instructional or support staff vacancies caused by the absence, resignation, inability to employ or termination of a certified teacher/nurse, educational technician or support staff member.

It will be the responsibility of the principal/supervisor to obtain a substitute to fill a vacancy caused by the temporary absence of a staff member from a list of approved substitutes. In filling temporary vacancies, whenever practicable, preference will be given to persons who are certified and/or have training or experience at the grade level or position of the staff member who is absent.

Compensation

Substitute rates for long-term and short-term assignments for staff members will be established according to a payment schedule determined by the Superintendent and approved by the School Committee, as needed. Substitutes are not eligible for health insurance or other fringe benefits.

Legal Reference: 20-A M.R.S.A. § 13402(3)
Chapter 115 § 13 (Maine Department of Education Rules) Adopted: January
21, 1997

Revised: August 15, 2000; September 6, 2011; November 20, 2012; January 7, 2014

Substitute Rates

Classification	Rate
Teacher Sub – Certified	
• 1-29 days cumulative/school year	\$85 per diem
• 30+ days and beyond	\$90 per diem
• *Long-term (after 10 consecutive days in one specific position)	\$198 per diem
Teacher Sub – Non-Certified	
• 1-29 days cumulative/school year	\$75 per diem
• 30+ days and beyond	\$80 per diem
• *Long-term (after 10 consecutive days in one specific position)	\$135 per diem
Teacher Sub – Less than 4 year degree	
• 1-29 days cumulative/school year	\$70 per diem
• 30+ days and beyond	\$75 per diem
• *Long-term (after 10 consecutive days in one specific position)	\$120 per diem
Educational Technician/Secretarial Sub	
• Each day	per diem as above
• *Long-term (after 10 consecutive days in one specific position)	\$14.12 per hour
School Nurse – Registered Nurse (RN)	
• 1-10 days cumulative/school year	\$125 per diem
• After 10 days cumulative/school year	\$150 per diem
• *Long-term (after 10 consecutive days in one specific position)	\$198 per diem
Individuals subbing for school nurses that are <u>not</u> Registered Nurses will get paid per the Teacher Sub rates above.	
Any half-day substitute assignment will result in 50% of the appropriate rate. A half day is defined as 3.75 hours or less.	
*Long-term assignments are hired by the Superintendent on a full-time basis (consecutive days) for one specific position for a specified period of time (LT pay rate begins on day #11 in that position).	
Custodial Sub	\$13.69 per hour
Bus Monitor Sub	\$15.72 per hour
School Nutrition Program Sub	\$11.39 per hour

Approved by Kittery School Committee: June 21, 2016
08/04/2016