

## Harlem School District

### PERSONNEL

5314

#### Substitutes

The Board authorizes the use of substitute teachers as necessary to replace teachers who are temporarily absent. The Principal shall arrange for the substitute to work for the absent teacher. Under no condition is a teacher to select or arrange for a private substitute.

The Board annually establishes an hourly rate of pay for substitute teachers. No fringe benefit are given to substitute teachers.

Substitutes for classified positions will be paid by the hour. 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.

All substitute teachers will be required to undergo fingerprint and background checks. *The Board may pass a motion waiving, in whole or in part, this requirement, if the non-licensed substitute has previous teaching or substitute teaching experience in an accredited public school in Montana prior to November 28, 2002.*

Legal Reference:      ARM 10.55.716      Substitute Teachers

#### Policy History:

Adopted on:    March 15, 2000  
Revised on:    July 16, 2003  
Revised on:    August 19, 2014  
Revised on:    September 15, 2015