

## **SUBSTITUTE PERSONNEL**

The Terrebonne Parish School Board shall require the compilation of a list of qualified individuals to serve as day-by-day substitute teachers within the school district. The Superintendent or his designee shall prepare the list assuring that all those listed possess appropriate employment criteria, including verification of teachers' qualifications and certification.

Principals or their designated representatives shall call substitute teachers from the approved list in case of absence of a regular teacher. Principals shall be required to hire substitutes for all certified employee absences of ½ day or more when all sick and emergency leave of said employee has been exhausted. It shall be the responsibility of the principal and the regular teacher to ensure that the substitute teacher has the necessary instructions and materials to teach effectively, including textbooks, lesson plans, class rolls, schedules and an outline of local school procedures.

Retired teachers may be employed as substitute teachers provided that use of retired teachers as substitutes is in accordance with the rules and regulations established by the Teacher's Retirement System of Louisiana and pertinent statutory provisions.

Qualified teachers may also be selected to substitute for teachers who plan to be absent for long periods of time. Provisions shall be made for the hiring of, or contracting with, applicable substitute teachers in these instances as developed by the Superintendent and staff.

### **CONTRACTED SUBSTITUTE PERSONNEL**

Contracted substitute personnel are defined as persons or teachers who are appointed for a specific limited period of time to fill a vacancy which may exist as a result of: (1) special projects which are not expected to be of a permanent nature, or (2) vacancies created by general fund personnel being placed on leave for reasons such as federally funded projects, sabbaticals, maternity, grants, special projects, etc.

Contracts with contracted substitute personnel shall specifically set forth that the position is in a substitute capacity for a limited period of time and shall designate that the contract will terminate at the end of the special project or the school year. At the end of the assignment of contracted substitute personnel, the Superintendent shall make a written recommendation to the School Board that the contracted substitute teacher's services be terminated and shall state the reasons therefor. The School Board shall evaluate the recommendation of the Superintendent and act accordingly.

### **SUBSTITUTE PAY**

Compensation paid to substitutes shall be based upon the degree status of the

substitute in accordance with a pay schedule as set by the School Board. It shall be incumbent upon the substitute teacher, however, to properly notify the personnel department of such continuous employment.

Any school employee whose job does not require a teaching certificate, who performs work as a substitute teacher for more than a single class period, shall be compensated for that time at the rate of a substitute teacher. The principal or his/her designee shall authorize the school employee to act as a substitute teacher, prior to the employee's participation in the classroom as a substitute, and shall verify the hours as a substitute teacher for payroll purposes. Any such compensation shall not be considered an increase in the employee's base pay nor factored into the employee's compensation for the following year.

Revised: December 1997

Revised: October 1998

Revised: December 2014

Ref: La. Rev. Stat. Ann. §§11:710, 17:81, 17:419.3, 17:493.1, 17:500, 17:1212, 17:1213, 17:1216, 17:1217; Board minutes, 8-15-95, 12-16-97, 10-20-98, 12-16-14.