

2.009.

Substitutes

Substitutes are hired for short periods of time to replace regular employees who are unavailable for work. Substitutes replacing certified personnel shall be authorized pursuant to the Rules and Regulations of the State Board of Education. Substitutes replacing non-certified personnel who have student responsibilities must be supervised by certified personnel.

Suitable programs for training, assigning, orienting, and evaluating the work of substitutes shall be provided by the certified staff under the direction of the Division Director and under the ultimate supervision of the Executive Director.

Substitutes are not eligible to participate in any fringe benefit plan offered by C.E.S.

Interim substitutes are employees who are hired to replace a regular employee on a substitute basis for a full year assignment and is entitled to benefits in accord with applicable policies and procedures.

Reference: Regulations of Connecticut State Agencies §10-45d-420.

ADOPTED: November 15, 1990

REVISED: June 1, 2000

REVISED: November 6, 2014

2.009A.

Procedure for Hiring Substitutes

Substitutes will be hired in accordance with the Rules and Regulations of the State Board of Education.

C.E.S. will first attempt to hire only certified substitutes, the only classification eligible for unlimited duty.

Substitutes are required to have a valid bachelor's degree, except that a request may be made to the Commissioner for a waiver for employing a substitute teacher without a bachelor's degree. Upon determination of good cause, the Commissioner may grant such waiver.

Substitutes hired for less than 40 days in the same assignment in the same year are not required to hold a teaching certification. However, for assignments or more than 40 days in the same assignment in the same school year, efforts should first be made to find a certified person for the position. However, non-certified substitutes may be employed for 40 days or more in the same assignment in the same school year, if the employer first obtains a substitute authorization from the State Department of Education. The State Department shall issue the authorization provided the substitute meets all applicable qualifications and it is attested that an appropriately certified person is not available, listing all of the steps taken to secure a certified person for the position. Such a substitute teacher extension shall not be valid for more than one school year.

A substitute employed for 40 days or more shall have a minimum of 12 semester hours of credit in the subject area or elementary grade levels to be taught.

A non-degreed substitute may be hired for a period of up to 40 days in a school year for subject areas for which a bachelor's degree is not required. If a non-degreed substitute is to work for 40 days or more in the same assignment in the same school year, a request for approval from the Department must be made prior to employment beyond 40 days.

A substitute may not be employed in administrative, supervisory or special service positions.

Reference: Reg. of Conn. State Agencies §§ 10-45d-400, 10-45d-420.

REVIEWED & AUTHORIZED: June 1, 2000