



PERSONNEL: Temporary Employment

Substitute Teachers

I. Purpose

To implement Board of Education of Baltimore County (Board) Policy 4500 by establishing guidelines for training, assigning, orienting, and evaluating the work of substitute teachers.

II. Definitions

- A. *Substitute Teacher* – An individual in the absence of the regular classroom teacher who provides for appropriate learning experiences and environment for students.
- B. *Long Term Substitute Teacher* – An individual in the same assignment who assumes the responsibilities of a teacher on authorized leave for a minimum of 10 consecutive work days.

III. Responsibility

The Department of Human Resources is responsible for establishing operating procedures for hiring, training, assigning, orienting, and evaluating the work of substitute teachers.

IV. Guidelines

- A. Assignment of Substitutes
 - 1. Employees designated as users of the substitute employee management system will record their absences in the automated system.
 - 2. All scheduling and job assignments for designated users will be coordinated through the substitute employee management system.
- B. Payments/Benefits
 - 1. Substitute teachers will be paid in half- or full-day increments.
 - 2. Substitute teachers will be paid at the long-term substitute per diem rate after completing a minimum of ten consecutive workdays in the same assignment for the same teacher. The pay will be retroactive to the beginning of the long-term assignment.

3. Substitute teachers in long-term status will be paid for scheduled holidays and for days when schools are closed because of inclement weather/emergency conditions.
4. Substitute teachers will not participate in the health insurance or the fringe benefits of the school system, except as mandated by federal or state law.

C. Continued Employment

1. Substitute teachers are at-will employees, and the Superintendent or designee reserves the right to add or remove individuals from the substitute list at his/her discretion at any time, for any reason, with or without prior notice.
2. The Superintendent or designee reserves the right to limit the placement/assignment of substitutes at his/her discretion.

Legal Reference: *Annotated Code of Maryland, Education Article §6-113, Hiring Prohibition for Individuals Convicted of Sexual Crimes or Crimes of Violence*

Related Policies: Board of Education Policy 4002, *Obligations of Employees of the Board of Education of Baltimore County*
Board of Education Policy 4003, *Recruitment and Selection*
Board of Education Policy 4100, *Employee Conduct and Responsibilities*

Rule

Superintendent of Schools

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