

**CODE: GCGA**

**SUBSTITUTES for STAFF MEMBERS**

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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.

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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