

**TEMPORARY/SUBSTITUTE PERSONNEL**

**Substitute Teachers**

Prior to the opening of school each fall, the chief district administrator shall prepare for Board approval a list of teachers recommended for substitute employment and the areas such teachers are qualified to teach. The substitute list may be amended during the year.

Substitute teachers shall be employed by the chief district administrator on an as-needed, day-to-day basis to replace absent regular teachers. A substitute teacher is to be classified as “long-term” after serving 30 consecutive school days for one regular certificated staff member.

Substitute teachers who work at least 75 percent of the number of the days district schools are maintained during the regular school year shall be reemployed the following year as probationary employees provided that such substitute service was other than on-call, day-to-day basis and that vacancies exist.

Substitute teachers who are reemployed as probationary employees shall be credited with one year of probationary service for the 75 percent or more of the preceding school year spent as a substitute.

*Legal Reference: (see next page)*

**TEMPORARY/SUBSTITUTE PERSONNEL** (continued)

*Legal Reference:*

EDUCATION CODE

- 44252.5 *State basic skills assessment required for certificated personnel*
- 44300 *Emergency teaching or specialist permits*
- 44830 *Employment of certificated persons; requirements of proficiency in basic skills*
- 44839.5 *Employment of retirant*
- 44846 *Criteria for reemployment preferences*
- 44914 *Substitute and probationary employment computation for classification as permanent employee*
- 44915 *Classification of probationary employees*
- 44916 *Time of classification; statement of employment status*
- 44917 *Classification of substitute employees*
- 44918 *Substitute or temporary employee deemed probationary employee; reemployment rights*
- 44919 *Classification of temporary employees*
- 44920 *Employment of certain temporary employees; classifications*
- 44921 *Employment of temporary employees; reemployment rights (unified and high school districts)*
- 44953 *Dismissal of substitute employees*
- 44954 *Release of temporary employees*
- 44956 *Rights of laid-off permanent employees to substitute positions*
- 44957 *Rights of laid-off probationary employees to substitute positions*
- 44977 *Salary schedule for substitute employees*
- 45030 *Substitutes*
- 45041 *Computation of salary*
- 45042 *Alternative method of computation for less than one school year*
- 45043 *Compensation for employment beginning in the second semester*
- 56060-56063 *Substitute teachers in special education*

CODE OF REGULATIONS, TITLE 5

- 5502 *Filing of notice of physical examination for employment of retired person*
- 5503 *Physical examination for employment of retired persons*

COURT DECISIONS

- Kavanaugh v. West Sonoma Union High School District, (2003) 29 Cal.4<sup>th</sup> 911*

*Management Resources:*

WEB SITES

- CTC: <http://www.ctc.ca.gov>
- CSBA: <http://www.csba.org>