

ADOPTED: 4/10/89

**REVISED: 9/90, 4/91, 4/00, 6/25/07, 2/23/09, 1/1/16,
8/20, 1/1/23, & 7/23**

ADMINISTRATIVE REGULATIONS REGARDING SUBSTITUTE PAY

SUBSTITUTE PAY

Category I – Basic Daily Substitute Rate

New candidates will be screened and interviewed by Human Resources prior to employment as a substitute teacher in the Berlin Public Schools.

The basic daily rate for substitute teachers in the Berlin Public Schools will be \$125.

Category II – Long-Term Substitute – During the School Year

New candidates will be screened and interviewed by an administrator prior to employment as a long-term substitute teacher in the Berlin Public Schools.

More than 20 consecutive days but less than 40 consecutive days in the same position, with the regular teacher scheduled to return during the academic year.

Long-term substitutes brought in during the school year to serve in place of a regular teacher who will be out more than 20 consecutive days but less than 40 consecutive days, will be paid at the applicable daily substitute rate listed in Category I.

Long-term substitutes who are asked to begin the school year in place of the regular teacher who will be returning during the school year will begin at the applicable daily rate listed in Category I per day for the first 20 days. After a positive evaluation of the substitute by the building administration, the substitute will be paid at a per diem rate of BA, Step 1 beginning with the 21st consecutive day and continuing at that rate until the regular teacher returns to work sometime during the school year.

Preference will be given to substitutes with a Connecticut Teaching Certificate.

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Category III - Long Term Substitute –In Place Through The End of The Academic Year

New candidates will be screened and interviewed by an administrator prior to employment as a long-term substitute teacher in the Berlin Public Schools.

Beyond 20 days but less than 40 days and continuing until the close of the academic year

If it is known from the outset that a regular teacher will be absent for more than 20 consecutive days but less than 40 days and will not return for the remainder of the school year, the substitute will start at a per diem rate of BA, Step 1, on the Teacher’s Salary Schedule.

PREFERENCE WILL BE GIVEN TO SUBSTITUTES WITH A CONNECTICUT TEACHING CERTIFICATE.

Category IV - Per the Agreement Between the Board of Education and the Berlin Education Association – Section “Substitutes, A and B”

New candidates will be screened and interviewed by an administrator prior to employment as a Category IV substitute teacher in the Berlin Public Schools.

Substitutes filling in for a long-term illness or leave of one (1) teacher for more than forty (40) continuous school days shall be placed on the appropriate step of the salary schedule.

This substitute position requires a current Connecticut Teaching Certificate.

Administrative Discretion:

If, in the opinion of the building principal or Director of Pupil Personnel Services, a situation develops which merits consideration different from the categories listed, the situation will be discussed with the Superintendent. The Superintendent has the discretion to deviate from the procedures as specified if, in the Superintendent’s opinion, the situation warrants it.