

POLICY

FRANKLIN TOWNSHIP BOARD OF EDUCATION

File Code: 4121

CERTIFICATED SUBSTITUTE PERSONNEL

The chief school administrator shall make provision to employ the services of substitute teachers in order to maintain the effective operation of the educational program.

The board shall approve potential substitute personnel and the positions in which they may substitute.

Teacher substitutes must have at least a valid substitute teaching certificate issued by the county superintendent, and preferably hold a degree.

Any substitute teacher shall be entitled only to the wages approved by the board on a per diem basis, and to no other benefits.

Persons employed as aides may not perform as substitutes for professional employees unless they are board-approved substitute teachers.

The chief school administrator shall recruit, screen and recommend to the board candidates for employment as instructional substitutes. The chief school administrator shall:

1. Develop procedures for the assignment of substitutes;
2. Develop methods of evaluating substitute teachers;
3. Recommend annually to the Board a list of substitute teachers.

Vacant Positions and Use of Substitutes

It is the goal of the district to provide continuity in the educational program by employing permanent qualified teaching staff. When a position in the district is vacant, the district shall observe the limits as provided for in law, in the employment of substitute teachers.

Definitions

- A. A Substitute Credential allows the holder to temporarily perform the duties of a fully licensed and regularly employed teacher.
- B. A Certificate of Eligibility (CE) is a credential with lifetime validity issued to persons who have completed a degree program of academic study and the applicable test requirements for certification. The CE permits the applicant to seek and accept employment in positions requiring certification through the State Alternate Route Program.
- C. A Certificate of Eligibility with Advanced Standing (CEAS) is a

credential with lifetime validity issued to persons who have completed a degree program of academic study and the applicable test requirements and traditional professional preparation programs for certification. The CEAS permits the applicant to seek and accept employment in positions requiring certification.

Limits on Filling Vacant Teaching Positions with Substitutes

A vacant teaching position shall not be filled in any school year by one or more individuals:

- A. Holding a substitute credential issued by the State Board of Education for a total amount of time exceeding 20 school days (N.J.S.A. 18A:16-1.1a);
- B. Employed as a substitute teacher, holding a certificate of eligibility (CE) or a certificate of eligibility with advanced standing (CEAS) issued by the State Board of Examiners and working in an area authorized by their credentials for a total amount of time exceeding 60 school days (N.J.S.A. 18A:16-1.1b). If the substitute is employed more than 60 days, compensation shall be adjusted on a pro-rata basis, consistent with the salary provided to a teacher with similar credentials employed by the district;
- C. Employed as a substitute teacher, holding a certificate of eligibility (CE) or a certificate of eligibility with advanced standing (CEAS) issued by the State Board of Examiners and working in an area not authorized by their credentials for a total amount of time exceeding 20 school days (N.J.S.A. 18A:16-1.1c);
- D. Employed as a substitute teacher and holding a standard instructional certificate issued by the State Board of Examiners and working in an area not authorized by their credentials for a total amount of time exceeding 40 school days (N.J.S.A. 18A:16-1.1d).

The executive county superintendent of schools may grant an extension of time in accordance with law, upon written application from the district demonstrating the district's inability to hire an appropriately certified teacher for the vacant position within the original time limit.

Long Term Substitute Teachers

Benefits Procedures

The Franklin Township Board of Education will provide eligible (30+ hours per week) temporary (long-term substitute or leave replacement) employees with single (health only) benefit coverage, at the lowest level plan available by the current health insurance plan provider, less the required State contribution. Eligible temporary employees will also have the option to purchase coverage for eligible dependents at 100% of the cost of the premium in excess of the single benefit plan.

Eligibility means the date the employee is eligible to receive benefits. It is NOT the same as the employee's date of hire. If an employee is currently a part-time employee and not eligible for benefits and he/she becomes eligible on September 16, 2019 or later,

he/she is eligible for single benefits after the mandatory waiting period as set forth by the current health insurance plan provider.

If an eligible temporary employee has other health coverage and chooses to decline enrollment in the coverage offered by the Franklin Township Board of Education, no payment will be made to the temporary employee for such waiver of coverage. The eligible temporary employee will be requested to sign a waiver of coverage form for District recording purposes.

All premium contributions, pursuant to New Jersey P.L. 2011, Chapter 78 or the Franklin Township Board of Education procedure or policy, shall be deducted under Section 125 on a pre-tax basis.

Sick Leave

Sick leave for long-term substitute personnel will be in accordance with the New Jersey Sick Leave law.

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