

SUBSTITUTES REQUIREMENTS & COMPENSATION

Substitutes shall be currently licensed teachers and their licenses must be on file in the district or Education District office through which they are hired. Substitutes will fall into one of two categories:

1. Short term – are those called out on a day-to-day basis. Substitutes pay shall be reimbursed at \$110.00/day. No fringe benefits shall accrue to any casual substitute regardless of the length of service rendered at any one time.

2. Long Term – are those called out as in #1 above, but whose length of service exceeds fifteen (15) consecutive teaching days for the same teacher or those called out for less than one year's service for the same teacher. Substitute teachers in this category must sign a Long Term Substitute Teacher Letter of Appointment. No fringe benefits, except sick leave, shall accrue to any long term substitute teacher regardless of the length of service rendered at any one time.

Proposed on: 11-1-94 Adopted on: 12-8-94 Revised on: 1-27-11

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**GOODHUE COUNTY EDUCATION DISTRICT
LONG TERM SUBSTITUTE TEACHER LETTER OF APPOINTMENT**

The Education District Board of the Goodhue County Education District of the State of Minnesota, Red Wing, Minnesota, at a meeting held on the day of _____, 20____, enters into this agreement with _____, a legally qualified and licensed teacher, who agrees to teach in the public schools in said Education District as a substitute teacher according to the following provisions which shall apply and are part of this contract:

(1) Basic Services

Said teacher shall faithfully perform the services prescribed by the board or its designated representative, whether or not such services are specifically described in this contract, abide by the rules and regulations as established by the board and State Board of Education, and any additions or amendments thereto, for the salary indicated below, and agrees to teach in the schools in said Education District as assigned.

(2) Duration

It is understood that the teacher is contracting to serve in a position as a substitute teacher, pursuant to M.S. 122A.44, in a vacancy occurring as a result of _____ (i.e., illness, resignation, death, etc.) of the regular teacher and for a period of less than a full school year. It is understood, therefore, that this contract shall not be subject to the continuing contract law, since the assignment is made as the result of an emergency for a period of time of less than one school year due to the absence of the regular teacher. The substitute teacher herein agrees to serve as a substitute teacher pursuant to the terms of this agreement from _____, 20____, to _____, 20____, or until the return of the incumbent, whichever occurs first.

The incumbent referred to herein is _____.
(Name of Incumbent)

(3) Calendar

School year and vacation days shall be those named on the school calendar as adopted by the board, and the teacher agrees to teach on those legal holidays on which the board is authorized to conduct school if the board so determines. In the event a duty day is lost due to school closing for any emergency, the teacher agrees to perform duties on such days in lieu thereof as the board shall determine.

(4) Additional Services

The board, or its designated representative, may assign the teacher to extracurricular, co-curricular, or other assignments, subject to established compensation for such services, which exceed the services, authorized in paragraph 1. Said extracurricular, co-curricular, or other assignments may be described in paragraph 5 of this letter of appointment or letter of assignment, together with a recitation.

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