

**Wayne Township Public Schools  
Wayne, New Jersey**

**Standard Operating Procedure:  
Hiring and Payment of Substitute Teachers**

Subject: (Title) Hiring and Payment of Substitute Teachers	Effective Date:  July 1, 2013	Page 1 of 3
	Approved: Dr. Raymond Gonzalez	

- I. Purpose: To document the guidelines for hiring and paying substitute teachers**
- II. Authority: Dr. Raymond Gonzalez**
- III. Terms and Conditions: This process applies to all Board-approved daily and long-term substitute teachers**
- IV. Reporting Procedures: Human Resources**
- V. Approval Process: Dr. Raymond Gonzalez**
- VI. Consequences: Failure to follow the SOP will result in advertising requests not being processed and/or hiring recommendations not being Board approved.**
- VII. Dissemination: All Principals, Directors, Assistant Superintendent and Superintendent**

**Process for Hiring Substitute Teachers**

The Human Resources Department will maintain on the Applitrack system an open posting for substitute teachers. The Human Resources Department and a rotating principal will be responsible for interviewing and recommending for hire substitute teachers on a continual basis so that the District maintains an adequate pool of qualified substitute teachers.

When a building Principal becomes aware of a long-term replacement need, the Principal will complete a job advertising request form and forward it to Human Resources. Human Resources will have the appropriate Director sign the advertising request form, and will post the approved position(s) for ten days internally within each building and also on the Applitrack system for both internal and external applicants. If after viewing the Applitrack pool of candidates, the Principal determines that a newspaper advertisement is necessary, he/she will notify the Human Resources Department and Human Resources

will place the advertisement based on the information in the submitted Job Advertising/Posting form.

**Process for Recommending Candidates for Appointment as a Daily Substitute or a Long-Term Replacement Substitute:**

Daily substitutes will be interviewed by the assigned Principal and the Human Resources Department. Human Resources will be responsible for placing the substitute on the Board agenda for approval, and for ensuring all employment paperwork is completed before work begins.

The building principal will conduct the interview process for long-term substitutes. When the Principal has made an initial selection, he/she will complete a "Recommendation for Appointment" form and forward that form, along with the recommended candidate's application materials, to Human Resources. Human Resources and the Superintendent or Assistant Superintendent will conduct follow-up interviews with the finalist; in all cases, the Superintendent retains final authority to approve or not approve a recommended finalist or to recommend a different finalist.

The finalist will be placed on the Board agenda by Human Resources for approval. Following board approval, it is the responsibility of the Human Resources Department to ensure that the employee has completed all necessary employment paperwork.

**PAYMENT OF SUBSTITUTE TEACHERS:**

Daily Substitute rates will be as follows:

County Certification: \$90/day

CE/CEAS or Standard Certification: \$100/day

Between 60 and 120 consecutive days in the same classroom: 65% of Step U on the then current Teachers' Salary Guide at the appropriate degree level, and pro-rated sick days.

Over 120 consecutive days in the same classroom: Step U on the then current Teachers' Salary Guide at the appropriate degree level and pro-rated sick days.

When a long-term substitute is hired for the full year, the substitute will also be entitled to enrollment in health benefits and to receive the sick days, personal days and family illness days provided to a tenure-track teacher.

The Superintendent retains final authority to determine placement on the salary guide based on District needs and related circumstances.