

REGULATION-

HOPEWELL VALLEY REGIONAL

TEACHING STAFF MEMBERS
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SUBSTITUTE TEACHERS

3415 SUBSTITUTE TEACHERS

All substitute teachers must be on a current school year list approved by the Board of Education.

Holders of a valid New Jersey substitute certificate may serve for no more than 20 consecutive days in the same position in one school district during the school year.

Holders of a certificate of eligibility, a certificate of eligibility with advanced standing or a standard NJ instructional certificate may serve as a substitute teacher in areas authorized by their credentials for a period of 60 days and in areas outside of their endorsement for a period of 30 days.

Short-Term Assignments

A per-diem substitute called for a teacher who is on short-term leave. He or she shall be paid at the current school year per-diem substitute rate.

Long-Term Assignments

A substitute, fully certified by the State of New Jersey to teach the subject or grade, after 20 days of continuous teaching in the same class, will receive 1/200 of the base salary of the degree required for that particular position from the 21st day.

A substitute, fully certified by the State of New Jersey to teach the subject or grade in a vacated* position, will receive 1/200 of the base salary starting the first day if the assignment is specifically approved by the BOE.

A substitute, fully certified by the State of New Jersey to teach the subject or grade in a non-vacated* position, will receive 1/200 of the base salary starting the first day if the assignment is specifically approved by the BOE.

A long-term substitute will be entitled to one day paid sick leave and ½ day paid noncumulative personal leave for each month of service (calculated from the first day of employment in that position). No other benefits will be provided.

*A vacated position, as used in this policy, is a position from which the appointed teacher has resigned, or has been granted unpaid leave, i.e., Personal or Family Medical Leaves.

Adopted: 21 September 2009



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