

**GOFFSTOWN SCHOOL DISTRICT****GCG****SUBSTITUTE STAFF EMPLOYMENT  
(Substitutes)**

The Superintendent shall have the authority to hire qualified substitutes who may be called on to replace regular teachers, school nurses, paraprofessionals and other support staff who are absent.

The School District utilizes an automated platform for scheduling and notifying substitutes. If a substitute has not been secured by the automated system to fill a vacancy, the Principal or designee will make arrangements utilizing available staff to provide coverage. Principals will be responsible for seeing that the work of the substitute is as effective as possible and will provide their with a planned program.

See policy GBCD for Criminal History Records Check information.

**SUBSTITUTE PAY AND BENEFITS****Long-term Substitutes**

The rate of pay for a substitute shall be set by the School Board and be subject to periodic review. A long-term-substitute is a substitute who is a certified teacher and who substitutes as a teacher more than 20 consecutive work days during the school year in the same position. When a substitute is known to be needed for more than twenty (20) consecutive work days in the same position, the long-term substitute rate will begin on day one (1) of the long-term assignment.

**Per Diem Substitutes**

Because the hours a substitute works vary from week to week, they are not initially eligible for health insurance benefits with the District. Substitute hours worked will be reviewed on an annual basis to determine health insurance eligibility on a prospective basis. In order to be eligible for health insurance the substitute must have worked an average of 30 or more hours per week during the substitute's measurement period.

Depending on the number of hours and weeks worked in a given school year, substitute teachers may meet New Hampshire Retirement System minimum eligibility standards. The District will inform such substitute teachers/employees if those minimum eligibility standards are met.

**Employees Reasonably Expected to Regularly Exceed 30 Hours for 90 or More Days**

If it is known that the employee will be in the same position for more than 90 calendar days, the substitute will be eligible for health insurance benefits on the first of the month following the 60<sup>th</sup> calendar day in that respective position.

Health insurance will terminate when the substitute is no longer eligible as defined by the health insurance plan rules. Continuation coverage will be offered in accordance with all applicable plan rules and laws.

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(Substitutes)  
(Continued)**

**Legal References:**

*RSA 189:13-a, School Employee and Volunteer Background Investigations*

*RSA 100:A-1 New Hampshire Retirement System*

*Ret 302.05 Minimum participation Standards – Group I State and Political Subdivision*

*Employees NH Code of Administrative Rules, Section Ed. 503.02 Exceptions*

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