

**Personnel - Certified**

**Substitute Teachers**

The Superintendent of Schools shall maintain a list of all substitute teachers that have been appointed.

The per diem pay rate for substitute teachers shall be set by the Waterford Board of Education annually on the non-union matrix as part of the budget process.

For certified long-term substitute teachers, the per diem rate will be paid for the first 40 consecutive days in the same assignment. Commencing on the forty-first day and each consecutive day thereafter in the same assignment, the long-term substitute teacher shall be paid at a daily rate based on the B.A. First Step (with no benefits).

The Superintendent of Schools may, at his/her discretion, adjust the rate of pay necessary to obtain qualified substitute teachers for positions which are difficult to fill or have severely limited candidate pools. The Superintendent of Schools shall regularly survey area towns to ensure that Waterford Public Schools is offering a competitive substitute teacher rate and when advisable, recommend changes to the Board of Education.

Legal Reference: Connecticut General Statutes

10-183v Reemployment of teachers.

10-145a Certificates of qualification for teachers.

Policy adopted: April 15, 2004  
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Policy revised: May 25, 2017  
Policy 4568: October 24, 2019

**WATERFORD PUBLIC SCHOOLS**  
Waterford, Connecticut