

# POLICY GCG

## Board of Education Las Cruces Public Schools

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**Related Entries:** GCG-R

**Responsible Office:** Associate Superintendent for Operations

**Applicable To:**  Union Certified Employees  Union Classified Employees  Non-Union Employees  All Employees

### SUBSTITUTE STAFF EMPLOYMENT

#### I. PURPOSE

To maintain an active list of persons who shall provide substitute services in LCPS classrooms and buildings in accordance with state statutes, §22-10A-15 NMSA 1978, state regulations, and LCPS policy.

#### II. BACKGROUND

- A. It is sometimes necessary to temporarily replace school district employees when they are on leave from their jobs. To ensure the continuation of services in district classrooms and within district buildings, a pool of accepted applicants for substitute services shall be maintained. The part-time substitutes shall be appropriately screened and hired in accordance with LCPS processes and procedures.
- B. Although the Board of Education acknowledges that substitute teachers are necessary to occasionally fill in for certified instructors, the repetitive use of substitutes for direct instruction in an individual classroom is discouraged.

#### III. POSITION

- A. A current list of approved applicants shall be maintained by the Human Resources Department for use as substitute teachers, educational assistants, custodians, nurses, associate librarians, food service workers, and other positions that necessitate a substitute when the employee is not available for duty.
- B. It shall be the duty of the immediate supervisor of the employee who has taken leave from his/her job to ensure that an appropriate substitute has been placed, as necessary.
- C. The Superintendent or his/her designee shall ensure that substitutes hired by the school district have an appropriate level of education and/or certification, as applicable, NMAC 6.63.10, and shall undergo background checks (see LCPS Policy GBJC - Employment: Hires, Investigations, Verifications and Exams).

1. Applicants for substitute services are not placed on the active substitute list until they are officially notified of their approval for employment by the Human Resources Department.

D. Substitutes employees:

1. are considered at-will employees and may be removed from the substitute list at the discretion of the Human Resources Director;
2. shall be paid at a rate recommended by the Superintendent and established annually by the Board of Education;
3. do not pay toward educational retirement or district insurance programs.

E. The Superintendent of Schools shall promulgate a regulation for the enforcement of this policy

**IV. REVIEW**

This policy shall be reviewed on an ongoing basis in accordance with the Board of Education policy review process.



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*Board of Education, President*

February 15, 2011

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*Date Approved*

**History:** Formerly Policy 264, Revised 11.22.95, 10.17.00; Replaces Policy #264: Substitute Teachers, 1<sup>st</sup> reading 12.14.10; 2<sup>nd</sup> reading 1.18.11; 3<sup>rd</sup> reading 02.15.11

**Legal Reference:** §22-10A-15 NMSA 1978; NMAC 6.63.10.1-14