

Policy

NON-INSTRUCTIONAL SUBSTITUTES

Substitutes in any of the below listed classifications shall be considered "temporary" employees and shall not be eligible for benefits afforded to permanent employees. Substitutes shall be paid on an hourly or per diem basis only.

- A. Secretaries and clerks
- B. Aides
- C. Maintenance and grounds personnel
- D. Custodians
- E. Cafeteria personnel
- F. Bus drivers
- G. Such other classifications as the Board may establish

This policy shall apply to employees hired under special projects whose salaries are paid by other than local school district funds (such as federal, state or foundation funds). Such employees shall be placed into one of the job classifications approved by the Board and shall receive the same benefits as other employees in such classifications, provided that such benefits are in accordance with state law. The cost of such benefits shall be borne by the project funds.

Adopted: 1994
NJSBA Review/Update: November 2008
Readopted: March 2009

Key Words

Substitutes, Temporary Employees

Legal References: N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.S.A. 18A:17-2 Tenure of secretaries, assistant secretaries, school business administrators, business managers and secretarial and clerical employees
N.J.S.A. 18A:17-3 Tenure of janitorial employees
N.J.S.A. 18A:38-33 Tenure of attendance officers in city districts

Possible

Cross References: *3510 Operation and maintenance of plant
*3541.33 Transportation safety
*4212.6 Personnel records
4217.51 Withholding increment
4217.52 Dismissal/suspension

*Indicates policy is included in the Critical Policy Reference Manual.