

## CERTIFIED PERSONNEL INITIAL EMPLOYMENT PROCEDURE

### Regular and Temporary Teacher

- A. Contact Personnel Office to verify \*Temporary Teacher status
- B. Follow TEACHER APPLICATION/SELECTION PROCESS, pg. 2
- C. Submit **PERSONNEL ACTION** and supporting documents to Personnel Office after vacancy closing date

A regular teacher is issued a contract and employed for the entire school year, beginning with the first day of the contract period, for a vacancy not created by a leave of absence.

A temporary teacher is issued a temporary contract and automatically released at end of year. Temporary teachers receive full benefits, except in cases where regular teacher is out on FAMILY AND MEDICAL LEAVE (pg. 13) and is receiving an insurance allocation.

\*Temporary status is determined by the following situations:

1. Employed after the first day of the contract period to fill a vacant position for the duration of the school year
2. Employed for the full school year to replace a teacher on leave for the entire school year
3. Employed for less than full-time
4. Other special circumstances as determined by the Director of Personnel

Note: A teacher serving in a temporary teacher capacity for someone on leave will not receive an insurance allocation while the teacher on leave is receiving an allocation.

### Certified Substitute

A person is eligible to be a Certified Substitute if one of the following applies:

1. Holds a State of Alabama Teacher's Certificate
2. Has completed requirements for a teacher's certificate
3. Holds a teacher's certificate from another state
4. Has at least a bachelor's degree in field or related field

An individual may receive Certified Substitute pay as follows:

1. After substituting 20 consecutive days for the same teacher, Certified Substitute pay will begin on the 21<sup>st</sup> day
2. In some cases, when a person is going to fill a vacant position, he/she may be approved by the Director of Personnel to begin Certified Substitute pay beginning with the first day. Principals should contact the Director of Personnel for approval
3. Principals submit **PERSONNEL ACTION** to initiate Certified Substitute pay, which is a rate equal to the daily rate on current teacher salary schedule for Bachelor's Degree/Step 0
4. No Board action is necessary for approval of Certified Substitute pay
5. Each absence after beginning the increased rate is without pay. Certified Substitutes receive no benefits and do not accrue leave

## SUPPORT PERSONNEL INITIAL EMPLOYMENT PROCEDURE

Follow SUPPORT PERSONNEL APPLICATION / SELECTION PROCESS, pg. 2.