

## **Personnel – Non-Certified**

### **Non-Certified Substitutes – Terms of Employment**

A non-certified substitute employee not covered by the contract between CSEA and the Stafford Board of Education (hereinafter referred to as the “non-certified substitute employee”) shall be paid at the amount of one dollar less per hour than the Step One rate for the classification in which the substitute is working, as specified in the CSEA contract.

When a non-certified substitute employee is assigned to cover a specified position, the employee shall be paid at the Step One rate for that classification, commencing the 21st date of the assignment. A full-time twelve month non-certified substitute employee who is in a specified assignment for more than six calendar months will receive two (2) paid sick leave days. A full-time ten month non-certified substitute employee who is in a specified assignment for more than six calendar months will receive one (1) paid sick leave day.

If a long-term substitute assignment is predetermined to cover a full year, the non-certified substitute employee shall become a member of the non-certified union, will be paid at the Step One rate for that classification, commencing the first day of the assignment, and will receive full contract benefits, including insurance. The substitute employee will be required to pay union dues.

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