



# NEBO SCHOOL DISTRICT BOARD OF EDUCATION POLICIES AND PROCEDURES

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**SECTION:** G - Personnel  
**POLICY TITLE:** Substitutes  
**FILE NO.:** GCE  
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## TABLE OF CONTENTS

1. PURPOSE & PHILOSOPHY
  2. DEFINITIONS
  3. ASSIGNMENTS
  4. STUDENT TEACHERS
  5. SUSPENDED CERTIFICATES
  6. EMPLOYMENT PROCEDURES
  7. No DISCRIMINATION
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### 1. PURPOSE AND PHILOSOPHY

Staffing services for substitute teachers and classroom technicians in Nebo School District (the "District") shall be procured through an independent contracted staffing service provider (the Provider) in accordance with an agreement between the District and the Provider (the Educational Staffing Agreement). Classified Substitutes, such as food service workers, bus drivers, custodians, and sweepers, shall be hired through the District.

### 2. DEFINITIONS

- 2.1 **"Classified Substitute"** means an individual who works on a day-to-day basis to take the place of a regular classified employee who is temporarily absent. Classified Substitutes include, but are not limited to, bus drivers, food service workers, custodians, sweepers, etc., who are employed through the District.
- 2.2 **"Substitute Teacher"** means an individual who works on a day-to-day basis to take the place of a regular teacher who is temporarily absent. Substitute Teachers are not employed through the District but are staffed through the Provider.
- 2.3 **"Substitute Technician"** means an individual who works on a day-to-day basis to take the place of a regular classroom technician who is temporarily absent. Substitute Technicians are not employed through the District but are staffed through the Provider.
- 2.4 **"Temporarily absent"** means a period not to exceed eight (8) consecutive weeks.

### 3. ASSIGNMENTS

- 3.1 Classified Substitutes who are not actually working on a particular day are not employees of the Nebo School District. Individual names that are contained on any substitute list(s) created and maintained by the District, or any of its departments or schools, does not create a contractual relationship between the named substitute and the District, nor does it create an expectation of employment or continued employment.
  - 3.1.1 Nebo School District has the sole and absolute discretion as to whether a Classified Substitute is asked to work or not. Establishment of procedures for the temporary employment of substitutes is at the discretion of individual schools and departments. Such procedures include the order and frequency in which substitutes are called to

work, the creation of any substitute list(s), and any other decisions regarding work assignments and the substitutes chosen.

- 3.1.2** When a Classified Substitute is actually working on a particular day, they are only temporary for that one day. This applies even if it is anticipated that the substitute will work more than one day.
  - 3.1.3** As a temporary worker, Classified Substitutes are “at-will” during their daily assignment, as defined in [Nebo School District Policy GCPD, Employee Discipline, Administrative Leave, and Orderly Termination](#). Accordingly, Classified Substitutes have no expectation of continued work and may be terminated at any time with or without cause, including the day they are working.
  - 3.1.4** Classified Substitutes will be paid in accordance with the Nebo School District Classified Employee Handbook, as may be amended.
- 3.2** Substitute Teachers and Substitute Technicians are not employees of Nebo School District but rather employees of the Provider. Substitute Teachers or Substitute Technicians who are staffed through the Provider do not have any contractual relationship with the District, nor do they have any expectation of employment.
- 3.2.1** Substitute Teachers and Substitute Technicians staffed through the Provider shall comply with [UTAH CODE ANN. § 53E-6-901](#) and specific Nebo School District requirements, including, but not limited to, eligibility, criminal background checks, licensing, hiring priorities, time limitations, physical and mental fitness, training, etc.
  - 3.2.2** When a Substitute Teacher or Substitute Technician is required, the teacher or technician shall notify the principal and shall follow the procedures designated for arranging for a Substitute Teacher or Substitute Technician to be staffed through the Provider as far in advance of their anticipated absence as possible. Teachers and technicians anticipating absence due to illness shall inform their principal no later than the notification deadline established by the school. Each principal shall determine the appropriate notification deadline for his/her school and shall inform school staff of this deadline. Under normal circumstances, the teacher or technician has the responsibility to provide the substitute with appropriate lesson plans, seating charts, classroom procedures, and other appropriate instructions.
- 3.3** Substitute Teachers and Substitute Technicians will be paid by the Provider in accordance with the Educational Staffing Agreement.

#### **4. STUDENT TEACHERS**

- 4.1** Student teachers may not be used as Substitute Teachers except as permitted by their respective university. At a minimum, the following conditions must be met for a student teacher to work as a Substitute Teacher:
  - 4.1.1** The student teacher must be in the student teaching placement for a minimum of two (2) weeks.
  - 4.1.2** The student teacher may only substitute in the mentor teacher’s classroom.
  - 4.1.3** The student teacher is limited to three (3) consecutive days and five (5) days total as a paid substitute in their assigned classroom during mentor teacher absences. As a paid substitute, the student teacher must be registered through the District’s Provider.
- 4.2** Exceptions for extenuating circumstances may be granted as follows.

- 4.2.1 Recommendation by the student teacher’s university supervisor or District liaison and principal in consultation with the student teacher.
- 4.2.2 Final approval by the student teacher’s university program coordinator or department chair and the designated District supervisor/director.

## 5. SUSPENDED CERTIFICATES

No individual staffed from the Provider shall serve as a Substitute Teacher in Nebo School District if their teaching license has been revoked or is currently suspended by the Utah State Board of Education or whose license has been revoked or is currently suspended by another state.

## 6. EMPLOYMENT PROCEDURES

- 6.1 Process for screening Classified Substitutes:
  - 6.1.1 Fingerprint the applicant so that a background check may be performed by the Bureau of Criminal Identification (BCI).
  - 6.1.2 Conduct an interview to determine placement as a substitute.

## 7. NO DISCRIMINATION

Nebo School District does not discriminate on the basis of race, color, national origin, sex, religion, pregnancy, disabilities, age, status as a veteran of the Vietnam era, or any other legally protected class(es) as defined by applicable state and federal law.

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### EXHIBITS

None

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### REFERENCES

[Utah Code Ann. § 53E-6-901](#)

[Nebo School District Policy GCPD, Employee Discipline, Administrative Leave, and Orderly Termination](#)

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### FORMS

None

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### HISTORY

**Revised 11 September 2024** – granted exceptions to prohibition on student teachers acting as substitutes.

**Revised 11 August 2021** – removed name of previous substitute service provider; updated citations; made technical changes.

**Revised 13 March 2013** – substantially rewritten to permit contracted services for certain substitutes.

**Revised or adopted 18 July 2007.**

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