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| OYSTER RIVER COOPERATIVE SCHOOL BOARD  | Policy Code: GCG-R |
| Date of Adoption: June 3, 1974<br>Consolidation of 2/Code and Title Change Adoption School Board: May 2, 2012<br>Previously: GCE-R | Page 1 of 2        |

### PART-TIME/SUBSTITUTE POSITIONS

The assistant superintendent for instruction, in consultation with the building principal, will establish the details of part-time positions, including a written statement of responsibilities and expectations with teachers being contracted. The percentage of time upon which the position is implemented will include: class time, planning time, staff meetings, and program development. The percentage of time will not exceed that for which the position is established by the Oyster River School Board.

Note: Teachers holding part-time positions will be notified by the assistant superintendent on or before March 15 for the following reasons:

- Failure of nomination or reelection.
- Change of status of position.
- Requirements of reapplication where applicable.
- "Tenure" status.

Placement on the salary schedule: Teachers holding part-time positions will be placed on the salary schedule on the step consistent with their previous full-time experience (number of years taught in a full-time position or its equivalent) and educational preparation. The salary on said step will then be prorated consistent with the percentage of time established for the position. Advancement on the salary schedule will be based upon the portion of experience credited for the position.

Economic benefits will be provided for positions requiring fifty percent or more time. Economic benefits, where applicable, will be prorated at the percentage of time upon which the position is based. Teachers may choose to contribute the difference between the prorated contribution of the board and the full cost of certain benefits.

Health and Life Insurance -- The board's contribution will be prorated.

Sick Leave and Supplemental Leave -- Leave will be prorated based upon the percentage of time established for the position.

Extended Leave of Absence, Maternity Leave, Sabbatical Leave -- Part-time positions do not ordinarily carry these benefits.

Professional Improvement -- Waiver of tuition costs for courses taken at the University of New Hampshire will be extended when possible. Reimbursement for approved courses not available at the University of New Hampshire will be prorated.

National Guard or Reserves -- Teachers holding part-time positions will be entitled to the pay differential and continued benefits outlined above for annual training for active duty obligation in the Guards or Reserves. Such benefit shall not exceed a two-week period within a given contract year.

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Persons who are interested in substitute teaching should request an interview at the superintendent's office. Applicants for appointment as substitute teachers shall submit formal applications and provide the necessary information to the superintendent's office.

A substitute teacher file will be kept in the assistant superintendent's office and in each principal's office.

Whenever possible, substitute teachers must be fully qualified and certified. An official list will be sent to each principal. The best qualified substitute teacher available should be used. It shall be the responsibility of the principal to secure substitute teachers.

Personnel records with respect to substitute teachers will be maintained in the superintendent's office.