
Subject: Substitute Teachers
Effective: January, 1992
Revised: June, 1994; June 1999; July 1, 2001

1.0 PURPOSE

This policy establishes the wages and working conditions for substitute teachers.

2.0 APPLICATION

This policy applies to all substitute teachers working in the public education system.

3.0 DEFINITIONS

A **long-term supply assignment** is one expected to last more than twenty (20) work days.

4.0 LEGAL AUTHORITY

[Education Act](#) – Sections 42 and 47.1

5.0 GOALS / PRINCIPLES

- 5.1** Substitute teachers are entitled to fair and equitable working conditions.
- 5.2** The Department of Education considers that substitute teachers must be treated fairly in order that qualified teachers remain working in the profession and are retained in the province of New Brunswick.

6.0 REQUIREMENTS / STANDARDS

6.1 Rate of Salary

- 6.1.1 (i)** A substitute teacher who holds a New Brunswick Certificate 4, 5 or 6 shall be paid at the daily rate of \$105.00.
- (ii)** All other substitute teachers, including teachers who hold a New Brunswick Certificate 1, 2 or 3, shall be paid at the daily rate of \$97.00.

ORIGINAL SIGNED BY

MINISTER

6.2 Experience

- 6.2.1** Experience gained by a certified substitute teacher who subsequently obtains a teacher's contract is recognized for salary purposes on the basis that 195 teaching days are equal to one year.

6.3 Absence Due to Illness or Bereavement

- 6.3.1** Substitute teachers shall not be paid for days lost due to illness or bereavement and shall not accumulate sick leave days to their credit.
- 6.3.2** In a long-term supply assignment, any approved absence of three (3) days during any six-month period for reasons of illness or bereavement shall not be interpreted as a break in service.

6.4 Hiring Practices

- 6.4.1 (i)** The school district shall maintain a roster of substitute teachers willing to do short-term supply work and an eligibility list for long-term supply work.
- (ii)** The eligibility list of substitute teachers qualified for long-term supply work is compiled at least once a year in each school district by August 15 and is updated as required throughout the year.
- (iii)** The school district office should receive applications for placement on the annual long-term supply eligibility list prior to June 15 of each year.
- 6.4.2** Long-term supply positions are normally filled from the eligibility list or posted individually for each school district.
- 6.4.3** When at any time a long-term supply position cannot be filled by a qualified teacher from the eligibility list of the school district or through posting, the position may be
- (i)** filled from the eligibility list of another school district, or
- (ii)** posted individually as a Schedule D contract and offered to the most qualified and suitable candidate.
- 6.4.4** Upon completion of a long-term supply assignment, a teacher's name will go back on the eligibility list if the teacher is given a positive evaluation.
- 6.4.5** The service commencement and termination of each substitute teacher hired shall be recorded separately.

- 6.4.6** A Schedule D contract under the NBTF Collective Agreement will be awarded to a substitute teacher
- (i) for every assignment expected to last at least one year,
 - (ii) for every assignment expected to last at least three months when that assignment is to substitute for a regular teacher taking a secondment, educational leave or deferred salary leave, or
 - (iii) on the first day of the seventh month of continuous service in the same assignment.

- 6.4.7** Notwithstanding paragraph 6.4.5 or 6.4.6, where a substitute teacher is awarded two (2) consecutive long-term supply assignments within the same school district, there is deemed to be no break in service.

6.5 Professional Development

- 6.5.1** An orientation session will be held for substitute teachers prior to the commencement of each school year. That session will be without pay.
- 6.5.2** A substitute teacher hired for a long-term supply assignment may, at the discretion of the school district, be offered professional development leave with pay during the school year, and there is deemed to be no break in service.
- 6.5.3** A substitute teacher requested to attend professional development sessions is eligible for the same travel, meal and accommodation allowances as are provided to regular teachers.

6.6 Storm Days

- 6.6.1** A substitute teacher who teaches more than ten (10) consecutive teaching days in the same assignment in a school that is closed due to a storm will be paid for that storm day in accordance with Article 16.02(a) of the NBTF Collective Agreement, provided that the storm day occurs during the assignment, including the first and last scheduled day of the assignment.

6.7 Travel Allowance

- 6.7.1** A substitute teacher replacing a teacher who must normally travel during the school day will receive the same or equivalent travel allowance as the regular teacher.

6.8 Evaluation

- 6.8.1** Long-term substitute teachers will be evaluated, and a written evaluation will be completed prior to the first day of the seventh month of continuous service. Substitute teachers will be advised of this process.

6.9 Schedule of Substitute Teachers

- 6.9.1** Substitute teachers will be expected to fulfil the same responsibilities, perform the same duties and carry out the same teaching assignments as the teachers whom they are replacing.

6.10 Classroom Discipline

- 6.10.1** As part of their orientation process, substitute teachers shall be informed of their rights and responsibilities within the scope of [Policy 701](#) – Pupil Protection Policy and [Policy 703](#) – Positive Learning Environment Policy. Substitute teachers are entitled to the same level of support normally provided to regular classroom teachers in such matters.

6.11 Recall Rights

- 6.11.1** A substitute teacher who serves in such capacity for more than six (6) months and is awarded a Schedule D contract is entitled to recall rights under Article 48 of the NBTF Collective Agreement when the supply contract terminates. Pursuant to these provisions, the teacher's name will be placed on the long-term supply eligibility list and the recall list, and the teachers will be considered for future Schedule D or B contracts for which they are qualified.

7.0 GUIDELINES / RECOMMENDATIONS

Nothing in this policy limits the right of the school district to add at any time the name of a qualified substitute teacher to the long-term supply eligibility list or to hire the most qualified substitute teacher for any long-term supply assignment.

8.0 DISTRICT EDUCATION COUNCIL POLICY-MAKING

A DEC may make policies respecting the hiring and assignment of substitute teachers that are not inconsistent with this policy or with [Policy 206](#) – Supply Teaching by Teachers on Educational Leave.

9.0 REFERENCES

[*Collective Agreement between Board of Management and the New Brunswick Teachers Federation*](#)

[Policy 206](#) – Supply Teaching by Teachers on Educational Leave

10.0 CONTACTS FOR ADDITIONAL INFORMATION

Department of Education – Human Resources Branch
(506) 453-2030

ORIGINAL SIGNED BY

MINISTER