

**Monroe 2-Orleans BOCES Policy**  
**Series 5000 – Personnel**  
**Policy #5151 – TEMPORARY AND PART-TIME EMPLOYEES**

The District Superintendent is authorized to fill vacant positions on a temporary basis when such positions are necessary for the maintenance or continuity of a program or service.

**Part-Time Employees**

Individuals may be employed on a part-time basis to meet the education needs of the BOCES upon the recommendation of the District Superintendent.

Regular part-time classified (Civil Service) employees working 50% or more per week will accrue seniority on a full-time basis of employment.

All part-time employees may participate in the appropriate New York State Retirement System.

**Long-Term Substitute Teachers**

Long-term substitute teachers are appointed to fill vacated encumbered positions.

Substitutes may participate in the New York State Teachers' Retirement System.

Whenever possible, substitutes should be certified and prepared by experience and background to fill the position. Non-certified substitutes may be employed in accordance with the incidental teaching standards, consistent with the Every Student Succeeds Act and in accordance with state and federal regulations.

**Per Diem Substitutes Teachers**

Per diem substitutes are employed on a short-term basis and shall be compensated at a per diem rate to be established by Board. Substitutes are paid only for days worked. Per Diem substitutes are not eligible for fringe benefits, but are eligible to participate in the New York State Teachers' Retirement System. Whenever possible, substitutes should be certified and prepared by experience and background for the positions they fill. Non-certified substitutes may be employed in accordance with incidental teaching standards, consistent with federal and state laws. Substitutes may be employed more than 40 days during a school year without certification provided certain parameters are met.

**Student Teachers**

In recognition of the need for pre-service learning experiences for potential teachers, state certification requirements, and the reciprocal benefits derived by BOCES professional personnel, the Board encourages the utilization of student teachers, as per regulation.

8 New York Code of Rules and Regulations (NYCRR) Section 80.36 Education Law Section 3023.

Adopted: 7/13/1999

Revised: 4/15/2009

Revised: 10/19/2011

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