

FOSTER-GLOCESTER REGIONAL SCHOOL DISTRICT
Gloicester, RI

PER DIEM SUBSTITUTE EMPLOYEES REASONABLE ASSURANCE POLICY

POLICY STATEMENT:

Qualified per diem substitutes have reasonable assurance to work for the Foster-Gloicester Regional School District with the following conditions:

1. All substitutes are required to attend an annual Safety & Orientation Workshop on an annual basis and/or comply with any self-study orientations distributed by the District in order to remain on the District's substitute call list through AESOP.
2. Substitutes who do not attend the Safety & Orientation Workshop (or comply with any self-study orientations) and/or new substitutes hired after all sessions of the Safety & Orientation Workshop must apply as a new substitute to the District and follow all new substitute procedures.
3. All substitutes will be called through, and recorded in AESOP, the District's substitute caller system. Failure to use the AESOP substitute caller system may be grounds for termination.
4. Per diem substitutes may not work more than 28 hours per week in the Foster-Gloicester Regional School District. Except as approved by the Superintendent for long-term substitute positions.
5. Per diem substitutes who are also part-time employees (stipend, salary or hourly) and/or coaches of the Foster-Gloicester Regional School District may substitute/cover for the District no more than 8 hours per week.
6. Any substitute who refuses work/AESOP calls more than 3 times per month, without doctor's notes, will be removed from the AESOP sub-caller system and deemed to have voluntarily quit. In order to be added back to the substitute caller system, the person must submit a new application.
7. Effective July 1, 2014, substitutes/employees who work a minimum of 30 hours/week or 130 hours per month during the school year may be eligible for healthcare through the district. Substitutes eligible for healthcare will be categorized into the district's plans based on the employee for whom they

substitute. (Example: a substitute teacher would be eligible for the same healthcare plan and co-payment as a teacher-employee.)

8. Effective July 1, 2014, per diem substitutes who are eligible for healthcare benefits through the Employer Shared Responsibility section of the Patient Protection Affordable Care Act are required to have their copayment for healthcare benefits deducted from their bi-weekly paychecks. The co-pay on an individual plan is limited to 9.5% of the substitute's W-2 wages during the stability period. However, should the employee choose to cover their children under a family plan, the employee will be required to pay the District's family plan co-payment which will be deducted from their bi-weekly paychecks. At the end of the calendar year, the Business Office will calculate any balance due for the co-pay on an individual plan and/or any balance due for the co-payment on a family plan. Any error in the calculation of the co-pay must be reported to the Business Office immediately.

First Reading:	April 30, 2013
Second Reading:	June 4, 2013
Adoption:	June 4, 2013
First Reading Amendment:	August 6, 2013
Second Reading and Adoption:	September 3, 2013