

**BOARD OF TRUSTEES
CARSON CITY SCHOOL DISTRICT**

**ADMINISTRATIVE REGULATION No. 308.1
CERTIFIED STAFF**

EMPLOYMENT OF SUBSTITUTE NURSES

Substitute nurses are made available at the school level as the need arises on both a short-term and long-term basis. Substitute nurses are used to provide nursing services in the school when a regular nurse employee is absent for any one of a variety of reasons. Whenever this period of time exceeds twenty (20) consecutive days, but is generally less than ninety (90) days, the substitute teacher may be placed in a category known as a long-term substitute. In the event the need for the assignment is maintained for a period long than ninety (90) days, the extended term substitute nurse may be considered, providing their service has been at an acceptable level of performance. The Associate Superintendent of Human Resources will approve all recommendations for long term and extended term substitutes.

Substitute nurses must possess a valid Substitute Endorsement or Nevada Certificate. Substitute teachers possessing only the substitute endorsement are limited to a maximum of twenty (20) days of consecutive service in one classroom or for the same person. (Nevada Certification Regulation 391.150).

The Human Resources Division shall develop procedures for employment of substitute teachers.

Scheduling and Payment of Substitutes

Regular substitutes shall be paid at a daily rate established by the Superintendent for each day or one-half (1/2) day; one-half (1/2) of that daily rate shall be paid for one-half (1/2) day. Long term substitutes may be paid at a daily rate established by the Superintendent for each day of one-half (1/2) day.

Substitute nurses in any category are not eligible for fringe benefits except participation in the federal social security program.

Adopted: September 26, 1994