



### **POLICY 3.85**

**4-A** I recommend that the Board adopt the proposed revised Policy 3.85, to be renamed "Employment of Substitute Teachers, Teachers of Adult Education, and Nondegreed Teachers of Career Programs."

[Contact: Pat Kaupe, PX 48043.]

#### **Adoption**

#### **CONSENT ITEM**

- The Board approved development of this revision at the first reading on May 30, 2007. Pursuant to the Board-approved motion of Board member Robert Kanjian at the Special Meeting on Policy on August 1, 2007, changes have been inserted into this Policy commencing with section 2, line 9, which now includes the procedures and provisions within a new form (PBSD 2252) that is incorporated by reference into the Policy.
- The initiative to revise this Policy originated with the Director of Recruitment and Retention, as to changing the 60-hour college-credit requirement to 30 hours for nondegreed substitute teachers (see line 19). Other updates were included for consistency with current law and practice.
- Statutory citations and terminology are also updated.

POLICY 3.85

1 EMPLOYMENT OF SUBSTITUTE TEACHERS, PART-TIME TEACHERS OF ADULT  
2 EDUCATION, AND VOCATIONAL, AND NONDEGREED VOCATIONAL TEACHERS  
3 OF CAREER PROGRAMS  
4

- 5 1. The Board authorizes the Superintendent to employ substitute, ~~part-time adult,~~  
6 ~~part-time vocational, and nondegreed vocational teachers,~~ teachers of adult  
7 education, and nondegreed teachers of career programs.
- 8 2. All the above referenced teachers must file a complete set of fingerprints as  
9 stipulated for employment, as required by Fla. Stat. § 1012.39. Effective for all  
10 fingerprinting done after August 1, 2007, and following the procedures and  
11 provisions stated within form PBSD 2252, fingerprinting costs charged to a  
12 substitute teacher shall be credited back to the substitute teacher upon his/her  
13 request and upon providing verification of having served in that capacity for at least  
14 ten (10) days within six (6) months of the fingerprinting being completed. Form  
15 PBSD 2252 is incorporated herein by reference as part of this Policy and can be  
16 found on the District's web site at: [http://www.palmbeach.k12.fl.us/](http://www.palmbeach.k12.fl.us/Records/FormSearch.asp)  
17 Records/FormSearch.asp.
- 18 3. Nondegreed substitute teachers are required to show evidence of a minimum of  
19 thirty (60/30) semester hours of college credit. Compensation for substitute  
20 teachers can be found on the District's website at  
21 <http://www.palmbeach.k12.fl.us/Jobs/pdfs/substituteteachers.pdf>, and that  
22 document is incorporated herein by reference.
- 23 4. For adult and ~~vocational education~~ career program teachers, as provided by  
24 Florida law, a bachelor's degree or the appropriate license and/or verifiable work  
25 experience is ~~needed~~ required.
- 26 5. ~~Part-time adult and vocational teachers who are employed less than 160 hours per~~  
27 ~~year are permitted to forego certificate requirements. The above-referenced~~  
28 teachers must meet the requirements for their position and follow the employment  
29 procedures as set in the Florida Statutes and State Board of Education Rules,  
30 including but not limited to Fla. Stat. §§ 1012.24, 1012.35, 1012.39, and 1012.43;  
31 and SBER 6A-1.0502, 6A-1.0503, 6A-4.001, 6A-6.010 and 6A-6.014.

32 STATUTORY AUTHORITY: Fla. Stat. §§ ~~420.53, 230.22, 231.001, 231.1725~~ FS  
33 1001.41(2); 1001.43(11); 1012.23(1), 1012.39

34 LAWS IMPLEMENTED: Fla. Stat. §§ ~~230.23(5), 231.47, 236.0711,~~ FS 1012.22,  
35 1012.35, 1012.39, 1012.24, 1012.43

36 HISTORY: New: 7/11/90 (replaces previous 3.85 and 3.97); \_\_\_/\_\_\_ 2007

Legal Signoff:

The Legal Department has reviewed proposed Policy 3.85 and finds it legally sufficient for adoption by the Board.

\_\_\_\_\_  
Attorney

\_\_\_\_\_  
Date



THE SCHOOL DISTRICT OF PALM BEACH COUNTY

**Day-to-Day Substitute Teacher Fingerprinting Fee Reimbursement**

Effective August 1, 2007, day-to-day substitute teachers will be reimbursed the fingerprinting fee of \$84 after they have worked the equivalent of 10 days or 70 hours within 6 months from the date of fingerprinting. The days worked must be after 8/1/07. This request for reimbursement **MUST** be mailed within 9 months after the date of fingerprinting. Forms mailed after the deadline will not be processed. There will be no exceptions.

This form is an original. If you lose this form, a copy is not available. It is your responsibility to complete and mail this form to Accounting Services for reimbursement. You must attach a copy of your pay stubs to this form to verify the hours worked. Make a copy of the form and keep for your records before you submit the original for reimbursement. Your reimbursement will be \$84.

Allow 6 weeks after the date of submission to receive your reimbursement. Direct all questions to 434-8600.

Name \_\_\_\_\_ Employee ID # \_\_\_\_\_

Current Mailing Address \_\_\_\_\_

E-mail \_\_\_\_\_ Phone # \_\_\_\_\_

DATE WORKED	LOCATION	FINGERPRINT STAMP
1. _____	_____	
2. _____	_____	
3. _____	_____	
4. _____	_____	
5. _____	_____	
6. _____	_____	
7. _____	_____	
8. _____	_____	
9. _____	_____	
10. _____	_____	

**Mail this form (via US Mail)** to Accounting Services, 3300 Forest Hill Blvd., Suite A 323, West Palm Beach, Florida 33406. Duplicates of this form will not be accepted.

I certify that I have worked the equivalent of 10 days or 70 hours as a day-to-day substitute teacher.

\_\_\_\_\_  
*Signature of Substitute*

\_\_\_\_\_  
*Date*

<b>Accounting Use Only:</b>	Dept: 9004	Fund: 1000	Account: 434900	Program: 3440	Amount: \$84.00
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