

**MSBA Core Manual
Basic Policy Management Services**

Policy GB-1: PART-TIME AND SUBSTITUTE EMPLOYMENT

Status: ADOPTED

Original Adopted Date: 01/23/2020 | **Last Revised Date:** 07/01/2024 | **Last Reviewed Date:** 07/01/2024

November 21, 2024

The district may employ part-time employees and employees who will work on a substitute basis in the district. These employees must meet the same qualifications as full-time staff, must be appropriately certified or licensed when necessary, and are subject to the same policies, procedures, and other rules as full-time employees. Part-time and substitute employees must satisfactorily complete the same background checks and screenings required of full-time employees.

Substitute Employees

In accordance with law, a majority of the whole board must approve the employment of all employees, which includes substitute employees. The superintendent will present an initial list of substitute employees to the board for approval. If substitute employees are added to or removed from the list, the superintendent will submit the revised list or the individual changes to the board for approval.

The district will provide all substitute teachers access to a state survey that they are required to complete, in accordance with law. Substitute teachers under the age of 20 will not teach in grades 9 through 12.

Part-Time Employees

The superintendent or designee may create part-time employment positions in situations where the district will benefit from employing part-time staff or where full-time staff are not necessary to accomplish the district's goals. The district will employ persons in part-time positions in accordance with the district's regular hiring practices and board policy.

Job Sharing

The district may employ classroom teachers through a job-sharing arrangement in accordance with law. Classroom teachers in a job-sharing position shall receive paid legal holidays and paid leave applicable to all classroom teachers on a pro rata basis.

A job-sharing position shall mean any position that is shared with one other employee, requires employment of at least 17 and no more than 20 hours per week on a regular basis, and requires at least 70 percent of all time spent in classroom instruction. Instructional support or school services positions (such as school counselors, media coordinators, psychologists, social workers, audiologists, speech-language pathologists,

and nursing positions) are not eligible for job sharing under state law but may still be employed on a part-time basis.

Employing Retirees

The district may employ persons retired and currently receiving a retirement allowance from a public retirement system, but the district shall consult with that public retirement system before hiring one of their beneficiaries.

Contracts

The contracts of all teachers employed on a regular, part-time basis must explicitly state the percentage of full-time equivalent (FTE) work for which they are contracted so that the district may accurately calculate the accumulation of tenure.

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Dent-Phelps R-III School District, Salem, Missouri

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
§ 162.301, RSMo.	State Statute
§ 162.322, RSMo.	State Statute
§ 162.324, RSMo.	State Statute
§ 162.331, RSMo.	State Statute
§ 162.475, RSMo.	State Statute
§ 162.561, RSMo.	State Statute
§ 168.037, RSMo.	State Statute
§ 168.101, RSMo.	State Statute
§ 168.130, RSMo.	State Statute
§ 168.303, RSMo.	State Statute

§ 169.560, RSMo.	State Statute
§ 169.596, RSMo	State Statute
§168.036, RSMo.	State Statute
16 C.S.R. 10-5.010	State Regulation
16 C.S.R. 10-6.060	State Regulation
5 C.S.R. 20-400.110	State Regulation
5 C.S.R. 20-400.220	State Regulation