

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

Personnel – Non-Certified

4221

Substitute Nurses – Rate of Pay

Qualifications for Substitute Nurses

Substitute nurses shall be eligible for employment upon the submission of a completed application form, proof of degree (diploma, ASN, BSN, or MSN), Connecticut licensure, CPR certification, and satisfaction of all applicable State Laws pertaining to employment (i.e. fingerprint check), and any applicable screening measures utilized by the fingerprint check, and any applicable screening measures utilized by the district.

Compensation

The pay schedule and any attendant benefits for substitute nurses are set by the Enfield Board of Education. The schedule is to be published in the administrative regulations pursuant to this policy.

Per Diem Nurse Substitute

Per diem nurse substitutes are those whose assignments range from a half workday to five full workdays. They will be paid at the base per diem rate.

Long-Term Substitute

In the event that a substitute nurse is employed for more than (5) consecutive school days in the same assignment, beginning on the sixth (6th) consecutive day of substituting, the nurse will be paid in accordance to the per diem pay schedule set by the Enfield Board of Education.

Interim Nurse

When a school nurse is employed to replace the same regularly employed nurse for more than twenty (20) consecutive days and beginning on the twenty-first (21st) day of responsibility, the nurse will be paid a per diem salary based on Step I of the Nurse's Salary Schedule. Interim nurses will be eligible for one (1) sick day for each consecutive fifteen (15) days of service commencing on the twenty-first (21st) day.

Special Conditions (Exceptional Situations)

In cases involving extended periods, where substitutes with specialized skills are needed, the Superintendent of Schools shall negotiate conditions of employment.

Policy Adopted: April 23, 2019