



## **CT TEACHERS' RETIREMENT BOARD**

165 CAPITOL AVENUE HARTFORD, CT 06106-1673  
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"An Affirmative Action/Equal Opportunity Employer"  
[www.ct.gov/trb](http://www.ct.gov/trb)

### Substitute Teaching for Post Retirement Reemployment *Clarification of Substitute Status and Reporting Requirements*

#### **I. Per Diem Substitutes**

- A. Position
  - 1. A Per Diem Teacher provides day-to-day coverage district-wide for teacher absences
- B. Payment Options
  - 1. Substitute is paid at district Per Diem rate
- C. Reporting Requirement
  - 1. Per Diem Substitutes are not reported to CTRB

#### **II. Short Term Substitutes**

- A. Position
  - 1. A Short Term Substitute is a Per Diem Teacher that provides expected coverage for a single assignment no more than 60 days
- B. Payment Options
  - 1. Substitute is paid at district Per Diem rate up to 60 days
  - 2. If a Short Term Substitute assignment extends beyond 60 days, on the 61<sup>st</sup> day they are considered to be a Long Term Substitute. As a result they must be paid a salary based on their credentials in comparison to other teachers in the district with similar training and experience
- C. Reporting Requirement
  - 1. Required to report to CTRB after 60<sup>th</sup> day
  - 2. At 61<sup>st</sup> day must submit 45% reemployment paperwork to CTRB
  - 3. Earnings earned during the initial 60 day short term assignment will be part of the 45% maximum earnings for the year
- D. Break in Assignments – Includes Teaching at Multiple CT Districts
  - 1. 60 day Substitutes must take a 6 month break between teaching assignments in order to avoid being classified as a Long Term Substitute

#### **III. Long Term Substitutes**

- A. Position
  - 1. Continuous assignment intended for more than 60 days
  - 2. A Long Term Substitute is hired to provide coverage for a single teacher assignment expected to last more than 60 days
  - 3. Long Term Substitutes working over 60 days are considered to be working under the 45% Post Retirement Reemployment Guidelines
- B. Payment Options
  - 1. Per Diem up to 60 days, on 61<sup>st</sup> must be paid a salary based on their credentials in comparison to other teachers in the district with similar training and experience
- C. Reporting Requirement
  - 1. Must report with 45% Post Retirement Paperwork at start and end of assignment
- D. Multiple Assignments – Includes Teaching at Multiple CT Districts
  - 1. All earnings are reportable under 45%