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Memorandum

To: School District Retirement Liaison Officers

From: Sonya Hellwinkel, Director  
Employer & Production Services

Date: July 29, 2015

Re: PERS Policy 1.53 Substitute Teachers

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During recent employer training sessions, we have experienced an increasing number of employers incorrectly defining PERS eligible positions as “substitute teachers” or “long term substitute teachers”.

PERS Policy 1.53 defines Substitute Teacher as “A person employed by a school district to fill the position of a licensed teacher under contract on a limited basis and who is performing work for which licensure as a substitute teacher is required.” Based on this, substitute teacher applies to an individual who is hired, on a limited basis, to fill in for an absent licensed employee.

Filling a vacant position with a substitute teacher until a permanent teacher is hired or until a Nevada teaching license is obtained, are scenarios that do not meet the definition of substitute teacher. Licensure is not a criterion for determining PERS membership eligibility. Therefore, if an employee is hired to fill a vacant position intended for a licensed teacher, that is half time or more, enrollment in PERS is required.

If you need assistance determining PERS eligibility or have questions regarding this notice, please contact Charyl Lacombe at extension 228 or myself at extension 269.