

## **ALL SUBSTITUTE EMPLOYEES**

### **Pre-Employment Requirements**

All new substitute staff hires will have to meet all new staff requirements, including but not limited to, a physical examination and a criminal background check.

A school may decide to ask a substitute to not return. This may occur if there is a lack of skill to manage the classroom, inappropriate interactions with students or staff, or other issues that disrupt the school learning environment.

If a school blocks a substitute from service, the school administrator should preferably have a conversation with the substitute regarding the issue and inform of the block. If that is not possible, an email with the description of the issue should be sent to Human Resources. Human Resources will then contact the substitute to inform him/her of the restriction.

Having more than one school request restriction may result in removal from the substitute pool.”

## **SUBSTITUTE TEACHERS**

### **Licensure and/or Permit**

All substitute teachers shall have the necessary license and/or permit required by state law to serve in the substitute teaching assignment.

### **Training and Evaluation**

Suitable programs of training, orienting and evaluating the work of substitute teachers may be provided by the instructional staff and/or the District as appropriate.

### **Assignment and Professional Responsibilities**

- A. Substitutes shall be assigned at the discretion of the District. Daily substitute assignments for teaching staff will be made available on Frontline (District’s automated substitute teacher system) for substitute acceptance.
- B. A copy of the appropriate school policies, an outline of the absence and tardiness procedures, recess schedule (if applicable), teacher’s daily schedule, general class schedule (bell schedule when applicable), name of any individual designated in charge of discipline, seating charts, class schedule and lesson plans for all classes to be taught shall be made available to the substitute. Policies are available on the District website.
- C. Notifying/Declining Daily Substitute Call/Mistaken Acceptance of Assignment
  1. A substitute teacher may refuse an automated or personal daily call. The District may, in its sole discretion, unilaterally remove individuals from the substitute teacher list if the substitute demonstrates a pattern or practice of declining assignments.
  2. A substitute who accepts a job by mistake will contact the District as soon as possible to rectify the error. A substitute teacher may also cancel a teaching

assignment using the automated Frontline system in advance of the current day without providing notification to the site administrative assistant. A substitute who wishes to cancel an assignment on the current date must inform the site administrative assistant by phone. Any substitute teacher who abuses the cancellation privilege, in the District's discretion, will have their cancellation privileges revoked.

D. Professional Responsibilities:

The professional responsibilities and duties of substitutes shall be consistent with the regular teacher's responsibilities and duties for whom they are substituting. When a substitute is employed as a long-term substitute teacher, or is employed at the end of the semester, and is expected to close out school records, do report cards, and inventories, he/she may be given up to one day to complete these tasks if deemed necessary by the principal. The substitute will be compensated at the applicable substitute rate.

E. Long-Term Substitute Assignment

1. When a substitute is assigned for more than forty-five (45) consecutive days in the same position, then the long-term rates apply retroactive to the first day, unless such long-term is known in advance, in which case payment will begin on the first day. The substitute's hourly rate shall be computed based on the number of periods per day in a building (e.g. at elementary level – eight (8) hours).
2. Responsibilities of the long-term substitute teacher shall be the same as the regular classroom teacher.

F. Substitute Teaching Day: substitute's teaching day shall be eight (8) hours, including the duty free lunch, when subbing for a full-time teacher who is absent for a whole day. If a teacher does not have a full schedule of classes the time will be prorated. A substitute's teaching day may be less than eight (8) hours if the substitute is replacing a teacher on a partial absence.

### **Compensation**

A. Daily Rate: The daily rate is \$125/day. The daily long-term rate is \$175/day.

B. Homebound or Alternative Site Instruction

1. Substitute teachers who are contracted to provide homebound or alternative site instruction to a student of this school district, shall be compensated at \$30/hr.
2. Substitute teachers will be paid mileage from the student's school to the student's location and back pursuant to the terms of the *Handbook*.

### **Dismissal/Removal from Substitute List**

Substitute teachers are casual employees and therefore have no expectation of continued employment. As such substitute teachers may be disciplined or discharged for any reason without recourse to the grievance procedure. Substitute teachers may also be removed from the substitute call list at the discretion of the district.

### **Miscellaneous Provisions**

A. In-Service: Each per diem substitute may be required to participate in new teacher orientation or teacher in-service day programs in the schools. Per diem substitutes shall be paid at their applicable rate for in-service participation if the employer requires them to attend. Long-term substitutes will be required to attend in-service days and will receive

their long-term rate. The principal may, in his/her discretion, determine and notify the long-term substitute that he/she is not required to attend an in-service day(s) and will not be paid for that day.

- B. Mileage: Substitute teachers assigned and working for the District on the same day at more than one school or work location, shall be reimbursed mileage at the applicable IRS rate for use of their personal automobile in traveling from one District work site to another.
- C. Duty Free Lunch: All substitutes shall be provided with a daily duty-free lunch period of at least thirty (30) continuous minutes.
- D. In-service/Orientation: The District may provide an orientation at the beginning of each school year. Attendance at the in-service will be voluntary and the in-service shall last no more than two (2) hours. Substitute teachers attending the in-service will not be compensated for their attendance.
- E. Online Services: Long-term substitutes will be provided district email accounts and network access at the discretion of the District.

### **Substitute Teacher Pay Schedule**

Substitute teachers shall be employed at the rate established by the District. The rate of pay is \$125/day for daily assignments and \$175/day for long-term assignments.

Part-time substitute teachers shall be paid on a prorated basis based off of the full daily rates set forth above. The substitutes' hourly rate shall be computed based on the number of periods per day in a building. (At the elementary level - 8 hours.)

## **SUPPORT STAFF SUBSTITUTES**

### **Licensure and/or Permit**

All substitute support staff shall have the necessary license and/or permit required by state law to serve in the substitute assignment. (we do not require any licensure for para subs)

### **Training and Evaluation**

Suitable programs of training, orienting and evaluating the work of substitute support staff may be provided by other District staff and/or the District as appropriate.

### **Assignment and Professional Responsibilities**

- A. Assignments: Substitutes shall be assigned at the discretion of the District.
- B. Board Policies: A copy of the appropriate school policies is available to substitutes by visiting the District website.
- C. Notifying/Declining Daily Substitute Call/Mistaken Acceptance of Assignment: A substitute may refuse a personal daily call. The District may, in its sole discretion, unilaterally remove individuals from the substitute list if the substitute demonstrates a pattern or practice of declining assignments.
- D. Responsibilities: The responsibilities and duties of substitutes shall be consistent with the regular employee's responsibilities and duties for whom they are substituting.
- E. Substitute Day: The substitute's length of service will be determined by the District.

## **Substitute Employee Pay Rates**

Hourly Rate: Substitute employees shall receive compensation for services rendered at the hourly rate of \$13/hr. This rate is subject to change at the discretion of the District.

## **Dismissal/Removal from Substitute List**

Substitute employees are casual employees and therefore have no expectation of continued employment. As such substitute employees may be disciplined or discharged for any reason without recourse to the grievance procedure. Substitute employees may also be removed from the substitute call list at the discretion of the district.

## **Miscellaneous Provisions**

- A. In-Service: Each per diem substitute may be required to participate in new employee orientation or in-service day programs in the schools. Substitutes shall be paid at their applicable hourly rate for in-service participation if the employer requires them to attend.
- B. Mileage: Substitute assigned and working for the District on the same day at more than one school or work location, shall be reimbursed mileage at the applicable IRS rate for use of their personal automobile in traveling from one District work site to another.
- C. Duty Free Lunch: All substitutes shall be provided breaks and lunch periods consistent with the support staff person that the substitute is replacing.
- D. In-service/Orientation: The District may provide an orientation at the beginning of each school year. Attendance at the in-service will be voluntary and the in-service shall last no more than two (2) hours. Substitutes attending the in-service will not be compensated for their attendance.
- E. Online Services: Long-term substitutes may be provided district email accounts and network access at the discretion of the District.