

## SECTION 1. ALL SUBSTITUTE EMPLOYEES

### 1.01 Pre-Employment Requirements

All new substitute staff hires will have to meet all new staff requirements, including but not limited to, a tuberculin test or chest x-ray, and a criminal background check.

## SECTION 2. SUBSTITUTE **TEACHERS PROFESSIONAL STAFF**

### 2.01 Licensure and/or Permit

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

### 2.02 Training and Evaluation

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

### 2.03 Assignment and Professional Responsibilities

- A. Assignments: Substitute **teachers professional staff** shall be assigned at the discretion of the District.
- 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 **if applicable**. School Board policies are available to the substitute via the District website.
- C. Notifying/Declining Daily Substitute Call/Mistaken Acceptance of Assignment
  1. ~~A s~~Substitute **teacher professional staff** 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 **teacher** who accepts a job by mistake or wishes to cancel a teaching assignment in advance of the current date may use the automated system without providing notification to the Administrator. A substitute **teacher** who wishes to cancel an assignment on the current date must inform the system administrator and the building secretary by phone. Any substitute **teacher** who abuses the cancellation privilege, in the District's discretion, may be removed from the substitute **call** list.
- D. Professional Responsibilities:

The professional responsibilities and duties of substitute **teachers professional staff** shall be consistent with the regular **teacher's professional staff'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 **teacher** will be compensated at the applicable substitute **teacher** rate.

E. Long-Term Substitute Assignment: When a substitute **teacher** is assigned for more than twenty (20) consecutive days in the same position, 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.

F. Substitute Teaching Day: Substitute's **teaching** day shall be defined by the **ed**District.

**2.04 Compensation**

A. Daily Rate: Substitute **teachers professional staff** shall receive compensation for services rendered as provided in section 2.07.

**2.05 Dismissal/Removal from Substitute List**

Substitute **teachers professional staff** 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 **ed**District.

**2.06 Miscellaneous Provisions**

A. In-Service: Long-term substitute **teachers** may be required to participate in new **teacher staff** orientation or **teacher** in-service day programs in the schools. Long-term substitute **teachers** shall be paid at their applicable rate for in-service participation if the employer requires them to attend. The principal may, in his/her discretion, determine and notify the long-term substitute that he/she is not required to attend any in-service day(s) and will not be paid for that day.

B. Mileage: Long-term 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 rate set forth in the *Handbook* for use of their personal automobile in traveling from one District work site to another.

C. Duty Free Lunch: All full day substitute **teachers** 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. Substitute **teachers** attending the in-service will not be compensated for their attendance.

E. Online Services: Long-term substitutes will be provided **ed**District email accounts and network access.

**2.07 Substitute **Teacher Professional Staff** Pay Schedule**

Regular Pay Scale:

1 day any <b>classroom position</b> . . . . .	<b>\$85 \$100</b> per day and <b>\$50 \$60</b> per half day
<b>2 to 5 days consecutively in the same classroom</b> . . . . .	<b>\$90 / day</b>
<b>6 to 20 days consecutively in the same classroom</b> . . . . .	<b>\$95 (retroactive to day 1)</b>
21 or more days consecutively in the same <b>classroom position</b> . . .	<b>\$170.94 \$174.23</b> per day <b>prorated per FTE</b>

**Longevity Incentive:**

The counting of days for the longevity rate starts at the beginning of each school year. Daily pay is automatically adjusted as indicated below: Days shown reflect the total number of days worked during the school year.

1 to 25 days .....	\$85 per day and \$50 per half day
26 to 50 days .....	\$90 per day and \$52 per half day
50+ days .....	\$95 per day and \$55 per half day

**SECTION 3. SUPPORT STAFF SUBSTITUTES**

**3.01 Licensure and/or Permit**

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

**3.02 Training and Evaluation**

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

**3.03 Assignment and Professional Responsibilities**

- A. Assignments: Support staff substitutes shall be assigned at the discretion of the District.
- B. School Policies & Procedures: A copy of the appropriate school policies and procedures shall be made available to the substitute upon request.
- C. Notifying/Declining Daily Substitute Call/Mistaken Acceptance of Assignment
  - 1. A substitute may refuse an automated or 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.
  - 2. A substitute who accepts a job by mistake or wishes to cancel an assignment in advance of the current date may use the automated system without providing notification to the Administrator. A substitute who wishes to cancel an assignment on the current date must inform the system administrator and the building secretary by phone. Any support staff substitute who abuses the cancellation privilege, in the District’s discretion, may be removed from the substitute call list
- 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 Service: The substitute’s length of service will be determined by the District.

**3.04 Compensation**

- A. Licensed **Substitute** Teachers: Licensed **substitute** teachers who provide services in any substitute position shall receive compensation for services rendered as provided in section 2.07.

- B. Current District Aides: Aides who currently work in the eDistrict and provide substitute services for other eDistrict aide positions will receive their regular aide pay.
- C. Other Support Staff Substitutes: The District will review individual situations requiring support staff substitutes to determine the appropriate level of support needed and compensation.

### **3.05 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 the substitute call list at the discretion of the eDistrict.

### **3.06 Miscellaneous Provisions**

- A. Duty Free Lunch: All full day support staff substitutes shall be provided breaks and lunch periods consistent with the support staff person that the substitute is replacing.
- B. In-service/Orientation: The District may provide an orientation at the beginning of each school year. Attendance at the in-service will be voluntary. Substitutes attending the in-service will not be compensated for their attendance.
- C. Online Services: Long-term support staff substitutes may be provided eDistrict email accounts and network access.