

## 4.210 SUBSTITUTE TEACHER POLICY

### I. Purpose

To establish a fair and equitable schedule of payment for substitute teachers working in District 745

### II. General Statement of Policy

Substitute Teachers: Those licensed staff members who are not contracted under the Master Agreement with the Albany Federation of Teachers as outlined below:

A. Short-Term Substitute Teachers: A substitute teacher who works less than ~~90~~ **30** consecutive days as a replacement for one teacher shall be compensated at the rate of ~~\$100.00 per day or \$14.29~~ \$15 per hour for partial days. A full day is 7 hours, with compensation being \$105 per day ( $15 \times 7 = 105$ ) ~~Three full blocks of teaching time constitutes a full day. (A full block consists of 85 minutes.) A substitute teaching four full blocks will be paid an additional \$10.00 or \$110.00 for the day.~~

Duty hours will normally be from 8:00 a.m. to 3:00 p.m. The building administrator may from time-to-time vary the hours to meet the particular needs of the building or program.

The short-term substitute teacher will report to the building office upon arrival for duty and will depart via the office when leaving the school. Prior to leaving the school for the day, the substitute is asked to complete a timesheet available from the school's office staff. Payment will be issued on the same semi-monthly (15<sup>th</sup> & last day of the month) schedule as is followed for all other staff.

All short-term substitute teachers will be provided a duty free, paid lunch period of 25-30 minutes. ~~and shall earn one sick leave day per 30 consecutive working days when substituting for the same teacher.~~

B. Long-Term Substitutes: A substitute teacher employed for more than ~~90~~ **30** consecutive teaching days for the same teacher will be paid **on BA Step 1** ~~employed subject to the conditions of the MASTER CONTRACT. The wage scale will be limited to the BA/BS lane. A substitute teaching four full blocks will be paid an additional \$10.00 or \$110.00 for the day.~~ **Payment shall be retroactive to day one. They shall also earn on day of sick leave per 30 days of continuous employment. The Superintendent is authorized to negotiate the salary of a LTS in the event that a position cannot be filled by placement on the BA Step 1.**

C. Homebound Teachers: Teachers, if not contracted with the AFT shall be

compensated at the rate of \$15.00 per clock hour for homebound teaching responsibilities. The time for which compensation is provided is for the actual time the teacher is instructing the homebound student.

- D. For teachers who are employed part time under the AFT Master Agreement, after subbing for 10 consecutive days in the same assignment for the same teacher, the teacher substitute shall receive the hourly/daily rate of pay per his/her contract. This rate shall be retroactive back to day one.

#### Policy History

Adopted by the School Board August 19, 1997

Revised by the School Board March 17, 1999

Revised by the School Board July 11, 2007

Revised by the School Board October 8, 2008

Revised by the School Board February 1, 2012

Legal References: None

Cross References: AFT Master Agreement