

SUBSTITUTE TEACHER POLICY
Albany Area Schools

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

1. Short-Term Substitute Teachers: A substitute teacher who works less than 90 consecutive days as a replacement for one teacher shall be compensated at the rate of \$100.00 per day or \$14.29 per hour for partial days. 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 (15th & 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.

2. Long-Term Substitutes: A substitute teacher employed for more than 90 consecutive teaching days for the same teacher will be 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.
3. 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.
4. 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.

Adopted by the School Board August 19, 1997
Revised by the School Board March 17, 1999
Revised by the School Board July 11, 2007
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