



BENEFIT AND EMPLOYMENT GUIDELINES FOR PERMANENT SUBSTITUTE TEACHERS

August 13, 2025 - May 21, 2026

The following guidelines shall apply to Permanent Substitute Teachers, effective August 13, 2025. Except as noted below, guidelines contained in School District 45 (the “District”) Handbook for Substitute Teachers, Teacher Assistants, Health Assistants, and Secretaries apply to Permanent Substitute Teachers.

A. DEFINITION OF PERMANENT SUBSTITUTE TEACHER

A Permanent Substitute Teacher is a full or part-time, at-will, employee of the District who will be available to serve as a substitute teacher in the District, daily, throughout the 2025–2026 school year. (At-will employees may be terminated at any time with or without cause.) All Permanent Substitute Teachers must hold a valid substitute teacher license but need not hold a regular teacher license. Permanent Substitute Teacher positions are not positions within the Villa Park 45 Education Association Bargaining Unit nor are they covered by the terms of the VPEA Collective Bargaining Agreement.

B. DAILY PAY RATE

A Permanent Substitute Teacher’s regular daily rate of pay will be the Permanent Substitute Teacher rate or Legacy Sub Rate (as applicable) included on the Pay Rates for Part-Time and Temporary/Substitute and Other Support Positions document approved annually by the District 45 Board of Education. On days when the Permanent Substitute Teacher serves in a Long-Term Substitute Teacher position (10 or more consecutive days in the same certified assignment), the rate of pay will be the Long-Term Substitute Teacher rate included on the Pay Rates for Part-Time and Temporary/Substitute and Other Support Positions document. If, while serving in a Long-Term Substitute Teacher position, a Permanent Substitute Teacher uses an earned sick or personal leave day, the Permanent Substitute’s daily rate of pay for that day will be the regular Permanent Substitute Teacher daily rate, not the Long-Term Substitute Teacher daily rate.

C. WORK YEAR/WORK DAY

Permanent Substitute Teacher workdays will generally match student attendance days. Permanent Substitute Teachers will work for a full day on Early Dismissal Days. Any additional days worked may be timesheeted at the regular daily/hourly rate for Permanent Substitute Teachers.

D. DAILY ASSIGNMENTS

The District will assign Permanent Substitute Teachers to a primary building, as determined by the District, and such assignments are subject to change at the discretion of the District. A Permanent Substitute Teacher may be assigned to perform substitute services at any school in the District on a daily basis at the discretion of the District. A Permanent Substitute Teacher may be assigned to perform any assignments or tasks typically performed by certified or non-certified personnel at the discretion of the District.

E. SICK LEAVE

A Permanent Substitute Teacher will accrue one (1) paid sick day for every four (4) weeks of work performed during the 2025-2026 school year, up to a maximum of nine (9) sick leave days for the work year. A Permanent Substitute Teacher may use all nine (9) sick leave days that they accrue throughout the work year as of the first day of the school year. Used sick leave days in excess of earned sick leave days will be deducted from compensation at the conclusion of the school year or earlier as applicable. Earned, unused sick leave will be paid at 50% of the regular daily Permanent Substitute Teacher rate at the conclusion of the school year or will be credited to TRS at the Permanent Substitute Teacher's request.

F. PERSONAL LEAVE

A Permanent Substitute Teacher will accrue one (1) paid sick day for every twelve (12) weeks of work performed during the 2025-2026 school year, up to a maximum of three (3) personal leave days for the work year. A Permanent Substitute Teacher may use all three (3) personal leave days that they accrue throughout the work year as of the first day of the school year. Used personal leave days in excess of earned personal leave days will be deducted from compensation at the conclusion of the school year or earlier as applicable. Earned, unused personal leave will be paid at 50% of the regular daily Permanent Substitute Teacher rate at the conclusion of the school year or credited to TRS at the Permanent Substitute Teacher's request.

G. GROUP INSURANCE

Group health, dental, and life insurance is available to the teachers who work one-half time or more at the employee's cost. Information about insurance options are available from the District Office.