

421 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~~ **Daily** Substitute Teachers: A substitute teacher who ~~works~~ **is hired less than for less than 30 consecutive** days as a replacement for one teacher shall be compensated at the rate of ~~\$15~~ **\$16.00** per hour for partial days. A full day is 7 hours, with compensation being ~~\$105~~ **\$115.00** per day (~~\$15 x 7hrs = 105~~).

When a substitute has worked 210 hours (30 day equivalent) in a school year, they will be paid \$120.00 per day for the remainder of the school year. The new rate of pay will be effective in the pay period after the sub reaches the 210 hours.

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~~ **Daily** substitute teacher will report to the building office upon arrival for duty and will depart via the office when leaving the school. 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~~ **Daily** substitute teachers will be provided a duty free, paid lunch period of 25-30 minutes **if working a full day.**

B. Long-Term Substitutes: A substitute teacher ~~employed~~ **hired** for **an assignment of more than 30 or more consecutive** teaching days for the same teacher will be paid on BA Step 1. ~~Payment shall be retroactive to day one.~~ They shall also earn one day of sick leave ~~per~~ **for each 30 day assignment.** ~~s 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.

Rates of pay and policy changes are effective November 1, 2016.

C. Homebound Teachers: Teachers, if not contracted with the AFT shall be compensated at the rate of ~~\$15.00~~ **\$16.00** 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. Part Time Staff: 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