**265 - Substitute Requirements and Compensation Procedure**

**01-25-2018**

**Description**:

A. George Washington Academy (GWA) substitutes will receive assignments from the Attendance/Substitute Secretary or their designee for those fields and levels in which they can establish competence, subject to the following guidelines:

1. In emergencies and in consideration of the health, welfare and safety of students, a substitute may be temporarily assigned to any teaching or non-teaching position.
2. Payment for substitute teaching will be made only to those persons who have made formal application and who have been interviewed by the Staff Developer and/or Executive Director.
3. Substitute teachers are expected to report to the school office 15 minutes prior to the beginning of their assignment and remain for the full school day unless previous arrangements are made with the or Front Office Secretaries. They are expected to perform those duties assigned by the Staff Developer or Front Office Secretaries in order to receive the full substitute rate.

B. Classification & Compensation of Teaching Substitutes:

1. Temporary Full or Part Time, Salary or Hourly (Exempt or Nonexempt)
   1. Regular Substitutes will be defined as a substitute teacher called in to cover a position in advance or up to the day of coverage with the understanding that his/her employment is only temporary in nature and will end no later than upon the completion of a specific assignment or duty. Regular Substitutes will be compensated as follows:

**Compensation**

|  |  |  |
| --- | --- | --- |
| Whole Day w / Certificate | 4 hours or more | K-5 $80.00, 6-8 $85.00 |
| Whole Day w/o Certificate | 4 hours or more | K-5 $70.00, 6-8 $75.00 |
| ½ Day w / Certificate | Less than 4 hours | K-5 $50.00, 6-8 $55.00 |
| ½ Day w/o Certificate | Less than 4 hours | K-5 $45.00, 6-8 50.00 |

* 1. Long-term Substitutes will be defined as a substitute teacher teaching CONSECUTIVELY in the SAME CLASSROOM for more than ten (10) days OR as a substitute teacher teaching SEMI-CONSECUTIVELY in the SAME CLASSROOM for the same event for more than ten (10) days. On the eleventh consecutive or semi-consecutive day and each consecutive/semi-consecutive day thereafter, Long-term Substitutes will be compensated as follows:

**Compensation**

|  |  |  |
| --- | --- | --- |
| Whole Day w / Certificate | 4 hours or more | K-5$160.00  6-8 $170.00 |
| Whole Day w/o Certificate | 4 hours or more | K-5 $140.00  6-8 $150.00 |
| ½ Day w / Certificate | Less than 4 hours | K-5 $100.00  6-8 $110.00 |
| ½ Day w/o Certificate | Less than 4 hours | K-5 $90.00  6-8 100.00 |

Requirements:

* 21 Years Old
* Or 2 Years College
* Approved Background Check
* Verified in CACTUS if Certified Teacher
* Completed GWA Training for Substitute Teachers or similar training

C. Classification & Compensation of Hourly Substitutes:

1. Temporary Full or Part Time, Salary or Hourly (Exempt or Nonexempt)

* 1. Regular – are called in to cover a position in advance or up to the day of coverage.

Employees engaged to work full-time or part-time on GWA's payroll with the understanding that their employment is only temporary in nature and will end no later than upon the completion of a specific assignment or duty.

**Compensation:**

* Based on the Part-Time Secretary and Aide Pay Schedule, Level 1 Step 1
* Includes substitutes for:
* Office (maximum of 29 hours per week)
* Custodian (maximum 20 hours per week)
* Aides, including Special Ed Aides (maximum of 24 hours per week)
* Library (maximum of 12 hours per week)
* Computer (maximum of 28 hours per week)

**Requirements:**

* 21 Years Old
* Or 2 Years College
* Approved Background Check
* Completed GWA Training for Substitutes

D. Statement of Policy:

1. The Finance Committee will issue guidelines and pay scales for substitute employees.

2. The Staff Developer will make every effort to obtain substitutes for staff who are absent due to disability, professional leave or other personal emergency. Such leaves must be approved by Administration. When approved, a copy of Employee Leave Request (Form 265F) should be sent to the Administrative Assistant who will process for payroll and other record keeping. The Staff Developer will observe substitutes for the purpose of performance evaluations.