

GENERAL INFORMATION

Full Day Assignments – The regular teaching day is seven hours plus a 30-minute lunch. This includes 30 minutes before and 30 minutes after the regular student day. Substitutes are expected to be available during these times.

Half-Day Assignments – Substitutes hired for a half-day assignment work three and one-half hours plus 15 minutes following the conclusion of their last class or assigned responsibility. Only administrators have the authority to authorize an additional half-day after you have been called for a half-day assignment. Unless the building administrator has extended your assignment to a full day (two half-day assignments for a total of 7 hours), you are to work for a half day (3 ½ hours, plus 15 minutes) only. Without official notification of an assignment change to a full day, by an administrator, you will be paid only for your authorized half-day assignment.

Half-Day Pay – Substitutes are paid an additional premium for accepting a half-day assignment. If you report to work as a half-day substitute and are asked to work a second half-day, you will receive the premium pay for each of the half-day assignments.

Friday Pay – Substitutes are paid a premium for working on Fridays.

Long Term Assignments – Substitutes who have worked more than 20 days in a continuous assignment are paid at their per diem rate based on the HEA Salary Schedule. The per diem rate is paid only if the substitute's official college transcripts (all colleges attended) and relevant experience verifications are in the substitute's personnel file in the Human Resources Department on the 21st day of the continuous assignment. Adjustments for transcripts and experience that arrive late are paid from the date of receipt, not retroactively. An application for Health benefits (medical only) may be made after the 20th day of the continuous assignment. Sick leave is not provided during long term assignments. However, up to two days for illness and/or required professional development is allowed each month (without pay) while maintaining the continuous assignment per diem rate of pay.

Completed Assignments – Substitutes who complete the year in one assignment will be paid their per diem amount (less the daily substitute rate of pay previously paid) for the first 20 days of their assignment.