

Adopted: 1997

Revised: 1999, 2007, 2008, 2012, 2016

## **450 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. Daily Substitute Teachers: A substitute teacher who is hired for less than 30 days as a replacement for one teacher shall be compensated at the rate of \$16.43 per hour for partial days. A full day is 7 hours, with compensation being \$115.00 per day.

When a daily 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. Partial days in this category will be paid at the rate of \$17.15 per hour. 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. Daily substitute teachers will be provided a duty free, paid lunch period of 25-30 minutes if working a full day.

Daily substitute teachers 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 (15<sup>th</sup> & last day of the month) schedule as is followed for all other staff.

B. Long-Term Substitutes: A substitute teacher hired for an assignment of 30 or more teaching days for the same teacher will be paid on BA Step 1. They shall also earn one day of sick leave during each 30 day assignment. 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 October 16, 2016.**

C. Homebound Teachers: Teachers, if not contracted with the AFT shall be compensated at the rate of \$16.00 per clock hour for homebound teaching responsibilities. The time for which compensation is provided is for the actual time a teacher is instructing a 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.

Legal References: None

Cross References: AFT Master Agreement