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428 – SUBSTITUTE TEACHER PAY

It is the desire of Detroit Lakes Public Schools to attract and engage certified substitute teachers to continue its educational program in the absence of its regular staff.

All substitute teachers shall be licensed and have on file at the District Office necessary information for payroll purposes, including I-9 information, TRA number, Social Security number, W-4, etc. A valid background check must also be on record with the district. A district database of approved substitute teachers is provided to all district administrators and teachers for selection and/or placement of substitute teachers as needed.

Each substitute teacher shall be provided by the building administrator or his/her designee information appropriate to carry on the educational activities of the respective substitute assignment. This information shall include, but not be limited to, a seating chart, class schedule, lesson plans, attendance procedures, emergency procedures for room and students, and any other additional information that is pertinent concerning the classroom procedures.

Each substitute teacher is expected to provide a brief summary at the end of the school day on the activities and any special assignments or other information for the classes conducted during that day or substitute period.

Each substitute teacher shall sign a voucher for payment of substitute compensation which is to be counter signed by the building administrator and forwarded to the District Office by pay period by the building administrator for payroll processing.

Substitute teacher pay periods will be the same as for all other district employees on the 15th and 30th of the month with the cutoff dates for payroll preparation consistent with all other employees of the district.

Substitute teachers may attend specified workshop and district inservice sessions when offered. Inservice sessions which substitutes may attend will be posted on the district website at the beginning of each school year or when this information is known. No compensation will be afforded for workshops or inservice attendance. However, consideration will be given to the engagement of substitute teachers who are most familiar with the school and its educational programs.

ADMINISTRATION:

The administration of the Substitute Policy shall be the responsibility of the superintendent or his designee and shall be consistent with all provisions as promulgated by the school board.

SUBSTITUTE TEACHER COMPENSATION:

Category I:

1. The daily rate of pay for substitute teachers will be approved on a bi-annual basis during even-numbered years at the May or June board meetings with rates going into effect the following school year.

The daily rate of pay for 2020-2021 and 2021-2022 will be as follows: \$120.00 per full day and \$60.00 per half day with an added incentive for substitute teachers who are retirees of Detroit Lakes Public Schools to earn \$125.00 per full day and \$62.50 per half day.

2. Any interim substitute teaching sixteen consecutive student contact days for the same teacher in the same classroom shall earn the proration of the base of the BA lane of the present salary schedule retroactive to the first day of consecutive student contact days.

Category II:

1. Any teacher who substitutes more than thirty (30) days per school year for the same absent teacher shall be placed on the appropriate step and lane of the salary schedule retroactive to the first day of service in the school year after completion of the thirty (30) days. Experience will not be accepted beyond the 6th step of the salary schedule.
2. Pursuant to the provisions of the Affordable Care Act (ACA), long-term substitute teachers hired to work 30 or more hours per week shall be eligible to enroll in the group health insurance plan upon completion of a 90 day waiting period of continuous employment. Eligibility is also subject to any limitations contained in the contract between the insurance carrier and the School District. Insurance premium contribution, if given, will not be retroactive and shall begin on the first of the month after the substitute has been employed for 100 consecutive contract days and shall be subject to the limitations applying to all other teachers concerning District's obligation for insurance coverage.
3. The provisions of the Master Agreement shall not apply to substitutes employed less than thirty-one (31) days per year for the same absent teacher.
4. Substitutes who have completed thirty (30) days of teaching for the same teacher per school year shall receive prorated leaves. Example: A Substitute will receive one (1) day of sick leave per twelve (12) days of service; retroactive to the first day of service.

Payments to Substitutes When A School Day is Shortened:

The substitute teacher will be paid full day sub rate of pay when:

1. Normal school start and school day dismissing by 1:30 PM (or later), or at least five hours in length.
2. Delayed school start and normal dismissal.

The substitute teacher will be paid the half-day sub rate when:

1. Normal school start and school day dismissing before 1:30 PM.
2. Delayed school start combined with any early dismissal.

The substitute teacher will not be paid when:

1. School is cancelled (including a day where staff reports but school is cancelled after buses are out and partial student load is returned to home).

Cancellation Of Sub Assignment

1. In the event a subbing assignment has been cancelled or the substitute is no longer needed and is not notified of such and the substitute reports to the assigned building at the originally assigned time, the substitute will be paid the equivalent of the ½ day rate of sub pay.