

District In-House Subbing Policy

In circumstances where a substitute is unable to be secured, teachers can perform in-house subbing duties in place of a substitute teacher. This in-house subbing work may be performed for pay or for accumulation of credit toward a District Earned Leave day.

In-house subbing is subject to the following provisions:

1. For a teacher to receive payment for in-house subbing services, that certified instructor's contract must be covered under the teacher negotiated contract.
2. A teacher choosing to forgo their professional time to perform in-house subbing duties can choose to work for pay or toward the accumulation of credit toward a District Earned Leave day.
3. A teacher without a daily core classroom schedule may be asked to forgo their daily duties to fill in for an absent colleague. In this case, the teacher would only be eligible for additional pay during any in-house subbing time that overlaps their designated professional time.
4. A student teacher cannot be left alone to teach a class while the mentoring teacher performs in-house subbing in another classroom.
5. A teacher may perform in-house subbing duties to cover an absent or open classroom paraeducator position only under circumstances where the principal has approval from their Associate Superintendent. In this case, the teacher can only in-house sub for pay, and the rate will be at the teacher substitute daily rate of pay. Teaching staff cannot in-house sub for any other hourly position.
6. Split classes - An absent teacher's class may be split between other teachers in the building. Split classes can be worked for pay or the accumulation of leave credits if the online in-house subbing form is used. Split classes submitted via a paper Additional Pay form can only be worked for pay and not leave. When a class is split, the pay or leave earned will be based on a percentage of the class the teacher is accepting, multiplied by the unit of time.

Earned Substitute Leave

Earned Substitute Leave provides an option to allow teachers performing in-house subbing duties to choose to earn credit toward an additional leave day.

1. A classroom teacher who substitute teaches for another classroom teacher during regularly scheduled professional time or by adding students to their existing class may earn credit toward a District Earned Leave.
2. Non-classroom teachers (including, but not limited to, librarians, counselors, interventionists, gifted and talented or instructional coaches) must have a written, principal approved,

schedule of their professional time shared with their building principal. These teachers may choose to earn credit toward a District earned Leave day if they are substituting during their scheduled professional time.

3. The teacher must inform the building principal whether they elect to receive compensation or earn substitute leave. If the teacher does not make a selection, the teacher will be compensated at the teacher substitute rate.

4. “Substitute leave days” will be accrued at the following rate:

	Number of Substitutions	Equals
Professional Times	7*	1 substitute leave day

* Each substitution must be for a minimum of forty minutes. If a teacher substitutes for less than forty minutes, the teacher will be paid per the teacher substitute rate.

5. A teacher may earn a maximum of two full days of substitute leave per school year. Substitute leave days must be taken in full-day increments and prior to May 15 of the current school year.
6. Substitute leave days not taken prior to May 15 of the current school year will be paid out at the teacher substitute rate. The teacher substitute daily rate is divided by 5 for at least 40 minutes of assignment.
7. Substitute leave days must be utilized according to the Negotiated Agreement and District policy.
8. A teacher subbing for an hourly or classroom para position can only work for pay and not credit toward an earned leave day.

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