

APPENDIX C – SUBSTITUTE TEACHERS

- SECTION C.1** The District and Association agree that the basic needs of substitutes should be addressed consistently across the District.
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- The District will maintain a Substitute Landing Page via SharePoint in the following categories:
- Access and use of classroom technology resources
 - Staff Resources
 - Curriculum Access
 - Support Systems
 - District and School Information (map, phone numbers, calendar, schedules, etc.)
 - Additional Resources
- SECTION C.1.1** In order to ensure the continuity and quality of the District's educational programs the District retains the right to determine the employment and retention of substitutes on the District substitute list. This may include limiting the buildings/grade levels available to individual substitutes.
- SECTION C.2** Teachers will be provided the opportunity to provide input to the District regarding the effectiveness and/or concerns they have encountered as a result of a substitute having covered their class.
- SECTION C.3** Selection and retention of substitute teachers is the sole discretion of the District. Any substitute who, based on information provided to the District on the Substitute Feedback form, is not recommended for consideration of substituting in the future, may be removed from the District substitute list at the sole discretion of the District.
- SECTION C.4** The daily rate of pay for Substitute Teachers for 2024-25 will be \$217.00. This rate shall be adjusted in accordance with Section C.9 below. In addition, daily substitute work performed on a Friday will be compensated at a Friday Super Rate of \$242.00 for a full-day and \$121.00 for a half-day (3 ½ hours).
- SECTION C.5** When substitutes work a half day (3 ½ hours) or less they will be paid ½ the substitute rate. When substitutes work more than three and a half (3 ½) hours they will be paid the daily substitute rate. When the regular teacher returns to the classroom prior to the conclusion of the substitute's assigned full or half day, the substitute will remain for their entire assignment (half or full day) and may assist the teacher or perform other work as assigned by the principal.
- SECTION C.6** Substitutes who work six (6) to twenty (20) consecutive days in the same assignment shall be paid \$223.00 per day.
- SECTION C.7** Teachers who are retired from Lake Washington School District and who are placed on the substitute list shall be paid at \$245.00 per day or \$122.50 for a half (½) day. Retired District teachers who work six (6) to twenty (20) consecutive days in the same assignment shall be paid \$251.00 per day. Retired teachers who perform daily substitute work on a Friday will be compensated at a Friday Super Rate of \$277.00 for a full-day and \$138.50 for a half-day (3 ½ hours).

- SECTION C.8** Substitutes who work fifty – sixty-nine (50-69) days in one (1) school year will receive a bonus of one thousand (\$1,000) dollars; those who work seventy – ninety-nine (70-99) days will receive one-thousand five hundred (\$1,500) dollars; those who work one hundred (100) or more days will receive two thousand (\$2,000) dollars. A day shall be equal to one (1) full day or two (2) half days. This bonus will be paid at the end of the school year in the July paycheck.
- SECTION C.9** Long-term substitute assignments in excess of twenty (20) days will be paid at the contract teacher rate, retroactive to the first day of assignment, except that when, in the judgment of Human Resources, the assignment appears at the onset to be a long-term assignment, the contract teacher rate may be paid from the beginning of the assignment.
- Substitutes working multiple continuous, sequential assignments in the same school building agreed to by building administration, and with each assignment being no less than 10 consecutive student school days, will receive compensation commensurate with a long-term sub assignment. Compensation for long-term sub teachers will not be penalized for taking pre-approved absences or sick leave.
- SECTION C.10** The rates specified in C.4, C.6, and C.7 above shall be adjusted by the same percentage amount by which the regular teacher salary may be adjusted.
- SECTION C.11** If the daily rate for substitute teachers is adjusted during any fiscal year as a result of an adjustment to the regular teacher salary, such adjustment will only apply prospectively from the date of the agreement between the Association and the District. Substitute salary adjustments will not be retroactively applied to days worked prior to such agreement.
- SECTION C.12** The above salary is based on a full teacher workday, including planning time (if applicable). Whenever a substitute is required by an administrator to cover a class during his/her scheduled planning time, or when covering for a teacher with a super contract, the substitute will receive additional compensation for this added responsibility. Such compensation will be at the substitute hourly rate of pay.
- SECTION C.13** If the District determines the need to delay the start of school, substitute teachers are to report one (1) hour before the newly announced start time.
- Substitutes who report to work on a day when school closures are announced:
- after 5:30 a.m. for middle school
 - after 6:00 a.m. high school/Transition Academies
 - after 6:30 a.m. for elementary/pre-school
- Shall be paid one (1) hour at the substitute rate of pay. Substitute teachers who have reported to work when a subsequent closure occurs will be paid a minimum of a half (½) day of substitute pay.
- SECTION C.14** Represented substitute teachers will earn paid sick leave according to the law per I-1433 (or RCW49.46.210)
- Definition: Assignment** – an assignment means the substitute has accepted the scheduled work. The substitute would need to cancel the position but also contact the substitute office, via email, to inform the substitute coordinator that they are canceling for purposes of sick leave. A substitute who declines an offer of work is not eligible for sick leave.

The District's responsibility:

- Paid Sick Leave is earned at a rate of one hour for every 40 hours worked.
- Earned leave is loaded in Employee Access and use of leave will be recorded in Employee Access.
- Up to 40 hours of accrued sick leave can be carried over from one school year to the next.
- Accrued sick leave balance cannot be cashed out upon the substitute's termination, resignation, retirement or other separation from the LWSD substitute pool.
- The Employee must be scheduled for an assignment in order to be eligible to request paid sick leave.
- Substitutes must have a sick leave balance available for use at the time of the request.
- The employer has the right to require verification for use of paid sick leave if absence exceeds three consecutive days.

The Employee's Responsibility for Use:

- Substitute is entitled to use accrued paid sick leave beginning on the 90th calendar day after becoming a substitute.
- Substitute must have a sick leave balance available for use. Available sick leave balances should be verified by the substitute through Employee Access.
- Use of Sick Leave must be in one-hour increments.
- The substitute must notify the substitute office that they will be utilizing paid sick leave as soon as they realize that they will not be able to fill their scheduled assignment.
- The substitute must fill out a Sick Leave Request Form and turn it into the substitute office.
- Once approved by the substitute office, the form will be submitted to payroll.

The District reserves the right to make changes to these procedures if the law is modified, changed or eliminated.

Paid sick leave may be used for absence caused by illness, injury, or health condition of the employee or immediate family member of the employee.

SECTION C.15 Substitutes will be enrolled in insurance benefits based on eligibility per Section 22.1.1 through Section 22.2.4.

SECTION C.16 – LONG-TERM SUBSTITUTES

The District may fill vacancies with long-term substitutes provided such vacancy shall not exceed eighty-nine (89) school days.

SECTION C.17 Substitutes who perform work under the Professional Learning Certificated Pay Structure will be paid at the rate of \$45 per hour for such work.

Approved: May 6, 2024

Effective: August 11, 2024