

PERSONNELSubstitute Pay - TeachersA. Short-Term Substitutes

1. Each substitute teacher will be paid on an hourly basis and the principal will determine the workday assignment of each substitute teacher. The workday assignment of each substitute teacher may include, but is not limited to, the following activities: supervising lunch, study hall, detention, recess, and etc. Each substitute will be expected to fill the responsibilities of the regular teacher. If the substitute fills in for another teacher at the secondary level during an open period, he/she will receive \$25 per period.
2. Substitute teachers may use their ID badge as their pass for entry to co-curricular activities.

**Certified Hourly Rate:* \$ 12.05

Non-Certified Hourly Rate: \$ 11.70

**Bonuses will be paid within 30 days of the last day of school.

<u>Total Short-Term Hours Worked</u>	<u>Bonus Rate Per Hour</u>
0 to 150	0
151 to 300	\$0.55
301 to 700	\$1.10
701+	\$1.70

* Certified Teacher Substitutes must hold a 4-year teaching degree.

** The long-term sub hours worked are included when determining the level of bonus paid, but are not included in the calculation for bonus.

B. Long-Term Substitutes

1. An individual becomes a "Long-Term Substitute" when he/she continues to teach in the same position or assignment for more than five (5) consecutive full days. When this occurs, he/she will be paid on an hourly basis beginning with the sixth full day of employment. The long-term substitute teacher will then receive the "Long-Term Substitute Contract" and shall submit a time slip each Friday for work performed that week. The principal is responsible for notifying the Human Resources Office when a substitute exceeds five (5) days in the same assignment and when the long-term substitute's service has ended.
2. An individual also becomes a long-term substitute when human resources knows in advance that he/she is being called upon for long-term duty and will be expected to fill the responsibilities of the regular teacher. A long-term substitute contract shall be issued and the substitute teacher will, from the first day of the assignment, submit a time slip each Friday for work performed that week.
3. Long-term substitute teachers who serve for a semester or more may be placed at BA or MA plus credits at step 1 on the regular teaching salary schedule. They will also be provided with prorated sick leave days at the rate of one (1) day earned per thirty (30) days of work and worker's compensation insurance. The long-term substitute teacher will receive a long-term substitute contract to cover this period of time and shall submit a time slip each Friday for work performed that week. The contract will be nonrenewable.
4. A long-term substitute teacher, who is working during a period of time when parent conferences are scheduled and is requested by the principal to attend such conferences outside of the regular school day, will be compensated for this extra duty on an hourly basis by recording this activity on their time slip.
5. Hourly Rate \$ 21.15

C. Noncertified Subs

1. The district will consider for employment as substitute teachers individuals who are licensed as teachers in the state of Wisconsin, individuals who can provide proof of having been certified teachers, individuals who are currently enrolled in a certification program, or individuals who have obtained the substitute teacher license from the Department of Public Instruction and who have completed a substitute teacher staff development/orientation program accepted by the district.

D. Miscellaneous

School Closings: If school is called off for any reason prior to reporting time, substitutes are not to report to work and will not be paid. Substitutes should listen and watch the local news media outlets for information regarding school closures.

Late Reporting Times: If school is scheduled to start later than normal for any reason, substitutes are to report to work at the specified time. Substitutes should listen and watch the local news media outlets for information regarding late starts.

Early Release Days: When school is scheduled to release earlier than normal, substitutes will be paid for time worked after the early dismissal time if requested by principal.

Other: In the event that a substitute teacher reports for work at a building to substitute for a position that does not require a sub (AESOP error), the substitute teacher will either be: 1) assigned to a different substitute position in the building, or a different building if necessary, **or** 2) issued substitute teacher pay for a maximum of 4 hours for that particular sub assignment, and released for that day of work.