

## **General Personnel**

### **Administrative Resource - Long-Term Substitute Teachers**

The following procedures will be utilized to calculate compensation for long-term substitute teachers. These procedures are consistent with Article 25, Section 7 of the Teachers' Agreement.

1. A substitute teacher who replaces the same regular teacher for more than 20 continuous school days will be paid retroactively at the per diem of 1/180th of the first step of the appropriate lane of the teachers' salary schedule.
2. Once a substitute teacher has achieved this 20 continuous day status, a break in service, either voluntary or for illness, also breaks this continuous service cycle.
3. Upon a return to service following a break resulting from voluntary choice or illness, the substitute teacher must again establish a 20 day continuous status in order to receive the benefit described in #1 and in Article 25, Section 7 of the Teachers' Agreement.
4. A substitute teacher who has accumulated more than 20 continuous days of service but not all with the same teacher, will not be eligible for the benefit described in #1 and in the Teachers' Agreement Article 25, Section 7.
5. Individual substitute days are paid at a rate of \$95 per diem.

(April 1995)

Revised: June 2007

