

ARTICLE: 4.0 PERSONNEL SUPPORT SERVICES
4.2 CERTIFICATED PERSONNEL
4.217 CERTIFICATED SUBSTITUTES

SECTION 4.217.1 Substitute Teachers Procedures

Substitute certificated teachers may be secured on a day-to-day basis for those teachers absent from the District for reasons of illness, conferences, and/or various leaves.

Recruitment

Substitute teachers will be recruited by the Personnel Department. Every substitute applicant will be interviewed by a member of the administration.

Prior to hire, a substitute will have on record with the Personnel Department, a completed application, a copy of his/her placement file or letters of recommendation, a copy of his/her credential(s), a W-4, oath, fingerprints, and tuberculosis record. The Substitute Teacher Handbook is available on the PUSD website.

Securing a Substitute

All certificated employees may access the Sub Finder via the web from any computer or telephone absences to (858) 521-2772. The information is registered on the Substitute Finder system and the positions are filled by computer, or by the Human Resources Assistant.

Evaluations and Reports

Evaluations, Form P-23A, are available for evaluating substitute performance and must be signed by the principal, so that future recommendations for substituting and possible full-time employment can be considered.

Payment for Substitute Teachers

Substitute teachers are responsible for their own monthly time sheets. A District form B-29, Substitute Teacher's Time Sheet, may be picked from the administrative assistants. This form is to be kept in the possession of the substitute teacher and filed with the Payroll Department at the District Office by the deadline established by the Payroll Department. Time sheets received later than this date will not be processed that month; therefore, if necessary, the substitute teacher should hand carry the time sheet to the District Office. All checks for substitute teachers will be distributed the last working day of each month.

Notification of Absences

In instances of vacations, conference, major illnesses, etc., when time out of the District is for an extended period, the Human Resource Assistant/Substitute Desk should be notified of the beginning and ending dates.

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Substitute Teacher Rates – Effective January 2, 2007

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| Regular Substitute Full Day | \$100.00 |
| Plus Prep | 115.00 |
| Regular Substitute Half Day (3.5 hours) | 60.00 |
| Plus Prep | 75.00 |
| Additional Hours in excess of 3.5 hours | 100.00 |
| Two half days at same site | 100.00 |
| Two half days different sites | 120.00 |
| Plus Prep | 135.00 |
| Long-Term Full Day (21 st day and longer) | 110.00 |
| Plus Prep | 125.00 |
| Long-Term Half Day (21 st day and longer) | 60.00 |
| Plus Prep | 75.00 |
| Additional Hours in excess of 3.5 hours | 110.00 |
| Substitute for Special Ed Instructional Assistant | 115.00 |
| Last working day of the week (Fri or ?) | 110.00 |
| Special Ed Teacher | 115.00 |
| Counselors | 135.00 |

Long-Term Substitute Procedures – Effective February 1, 2007

Following are the rates for Long-Term Substitutes

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| 1-20 days | Regular Substitute Teacher rate |
| 21-40 days | Regular Substitute Teacher rate + \$10.00 |
| *41 days to completion of assignment | Regular Substitute Teacher rate + \$60.00 |

* The month that the long-term substitute exceeds the 30th day, the time sheet will be forwarded to the appropriate Human Resources Director. The director will discuss with the site to determine if the substitute is doing work beyond the regular substitute teacher responsibilities and inform Payroll to begin paying the increased rate on the 41st day.