

**POWAY UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURE**

Originator: Assoc. Superintendent, PSS
Issue No: 8
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Reference:

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.

SECTION 4.217.1 Substitute Teachers Procedures

Substitute Teacher Rates – Effective February 2, 2021

The daily rate of pay for substitute teachers is \$120.00 and \$80.00 for half day (3 ½ hours is a half day). Any Special Education assignment (full day) is \$135.00. The pay for working a Friday, or the last day of the week is \$130.00 (in the event it does not fall on a Friday i.e. last day of school). Long-term pay begins on the 21st day of working in the same assignment at \$130.00 and is not retroactive. The chart below provides the rates for all assignments.

Substitute Teacher Rates for General Assignments

Regular Substitute Full Day	\$120.00
Last Working Day of the Week	\$130.00
Regular Substitute Half Day (3.5 hours)	\$80.00

Long Term Substitute Teacher Rates for General Assignments*

Long Term (21 st) Day	\$135.00
Extended Long Term-with Director Approval (41 st) Day	\$180.00

Substitute Teacher Rates for Special Ed Teaching Assignments

Daily Assignments	\$135.00
Last Working Day of the Week	\$135.00
Half Day Assignment (3.5 hours)	\$80.00

Long Term Substitute Teacher Rates for Special Ed Teaching Assignments*

Long Term (21 st) Day	\$135.00
Extended Long Term-with Director Approval (41 st) Day	\$180.00

School Nurses, School Counselors, School Psychologists, and Administrators:

Information on rates for these classifications will be provided upon hiring.

An additional \$15.00 per day is received in two cases:

1. If the teacher for whom you are substituting has a preparation period on the day you are substituting and you are asked, and agree, to substitute for another teacher during that period, you will receive the additional compensation.
2. Some of our teachers have contracted to regularly teach and additional class during their assigned preparation period. These are referred to as 6/5th assignments. Because these teachers never have a preparation period, you will also receive the \$15.00 additional compensation.

In both of these cases, the school administrative assistant or the designated site contact for substitute will code the timesheets to include the additional amount.

Long-Term Substitute Procedures – Effective February 2, 2021

* 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.