

CARBON CAREER & TECHNICAL INSTITUTE

SECTION: PROFESSIONAL EMPLOYEES
 TITLE: SUBSTITUTE COMPENSATION
 ADOPTED: September 16, 2004
 REVISED:

| 429. SUBSTITUTE COMPENSATION | |
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| 1. Purpose | The Joint Operating Committee recognizes its obligation to secure and retain well qualified substitutes for service in the school, so that effective instruction takes place in the event of staff absenteeism. It further recognizes the need to provide substitute compensation that is both competitive and equitable. |
| 2. Authority SC 1850.1 | The Committee shall annually approve the various levels of substitute compensation established within the school. |
| 3. Delegation of Responsibility | The Administrative Director shall implement this policy with appropriate administrative regulations. |
| 4. Guidelines | <p>Substitute teachers in the school shall be classified into three broad categories:</p> <p>Category A (per-diem) substitute teachers shall serve on a day-to-day basis, but no more than 30 days in the same assignment, as necessary, because of the absence of regular teaching staff. These individuals may be differentiated in compensation but shall not receive fringe benefits.</p> <p>Category B (short-term) substitute teachers shall serve a commitment of 15 consecutive days or more as needed in a specific teaching assignment for less than 90 consecutive days. The duties and responsibilities of these substitute teachers shall generally be equivalent to those of the regular teaching staff and shall include responsibilities such as lesson plan preparation, parent conferences, committee work, progress and grade reporting, and planned evening events. These employees shall not receive fringe benefits.</p> <p>Category C (long-term) substitute teachers shall serve a commitment of 90 consecutive days or more. The duties and responsibilities of these substitutes shall be equivalent to those of the regular teaching staff, and they shall be placed on the negotiated teacher salary schedule. These employees shall receive full benefits.</p> <p>Absences for reason of illness, bereavement, or personal nature shall not be construed to cause interruption of a substitute's accumulation of consecutive teaching days for the purpose of being placed into an appropriate category.</p> |

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| | <p>All substitute teachers shall be compensated as defined in the above categories. When a Category A substitute has served 15 consecutive days in the same assignment or a Category B substitute has served 90 consecutive days in the same assignment, that individual shall be placed into the next highest category retroactively and approved by the Committee.</p> |
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