

08/2024

EMPLOYEE HANDBOOK

PART VI

SUBSTITUTE EMPLOYEES

SECTION 1 - ALL SUBSTITUTE EMPLOYEES

1.01 Pre-Employment Requirements

All new substitute staff hires will have to meet all new staff requirements, including but not limited to, a physical examination (including a tuberculin test or chest x-ray), and a criminal background check.

SECTION 2 - SUBSTITUTE TEACHERS

2.01 Licensure and/or Permit

All substitute teachers shall have the necessary license and/or permit required by state law to serve in the substitute teaching assignment. Valid licensure includes a Wisconsin teaching license or a Wisconsin substitute teaching permit.

2.02 Training and Evaluation

Suitable programs of training, orienting and evaluating the work of substitute teachers may be provided by the instructional staff and/or the District as appropriate.

2.03 Assignment and Professional Responsibilities

- A. Substitutes are subject to the rules and regulations outlined in the *Employee Handbook Part I - Provisions Applicable to All Staff*.
- B. Assignments: Substitutes shall be assigned at the discretion of the District. To comply with the Highly Qualified Teacher standard set forth by the federal government under Elementary and Secondary Education Act (ESEA), licensed teachers shall be given first priority when filling assignments.
- C. A copy of the appropriate school policies, an outline of the absence and tardiness procedures, recess schedule (if applicable), teacher's daily schedule, general class schedule (bell schedule when applicable), name of any individual designated in charge of discipline, seating charts, class schedule and lesson plans for all classes to be taught shall be made available to the substitute. School Board policies will be available to the substitute upon request.
- D. Notifying/Declining Daily Substitute Call/Mistaken Acceptance of Assignment
 - 1. A substitute teacher may refuse a personal daily call. The District may, in its sole discretion, unilaterally remove individuals from the substitute teacher list if the substitute demonstrates a pattern or practice of declining assignments.
 - 2. A substitute who wishes to cancel an assignment on the current date must inform the sub-call secretary by phone. Any substitute teacher who abuses the cancellation privilege, in the District's discretion, will have their cancellation privileges revoked.
- E. Professional Responsibilities: The professional responsibilities and duties of substitutes shall be consistent with the regular teacher's responsibilities and duties for whom they are Substituting. When a substitute is employed as a long-term substitute teacher or is employed at the end of the semester and is expected to close out school records, do report cards and inventories, he/she may be given up to one day to complete these tasks if deemed necessary by the principal. The substitute will be compensated at the applicable substitute rate.

F. Long-Term Substitute Assignment

1. When a substitute teacher commits to a long-term assignment (20 student contact days or more), payment will be at the base pay on the salary schedule. In the case of a long-term substitute missing work due to illness or emergency, one paid day is allowed per quarter (45 days worked). Any additional days off will be unpaid.
2. Responsibilities of the long-term substitute teacher shall be the same as the regular classroom teacher.

G. Short-Term Substitute Assignment

1. When a substitute teacher is assigned for more than five consecutive days in the same position, on day six the substitute teacher shall begin being paid at a rate equal to the day rate of a beginning teacher with a bachelor's degree.
2. Responsibilities of the short-term substitute teacher shall be the same as the regular classroom teacher.

H. Homebound or Alternative Site Instruction

1. Substitute teachers will be paid mileage from the student's school to the student's location and back pursuant to the terms of the Handbook. If a substitute teacher is required to report to the District and subsequently travel to a different location (either within or outside of the District), the District will reimburse him/her an amount equal to the Internal Revenue Service (IRS) business travel rate per mile for travel to that second location (and back to the first location, if required by the District).

- I. Substitute Teaching Day: The substitute's teaching day shall be based on an eight hour day, excluding the duty-free lunch, when subbing for a full-time teacher who is absent for a whole day. If a teacher does not have a full schedule of classes, the time will be prorated. A substitute's teaching day may be less than eight hours if the substitute is replacing a teacher on a partial absence.

2.04 Compensation

- A. Daily Rate: Substitute teachers shall receive compensation for services rendered based on the daily rate established by the District. Part-time substitute teachers shall be paid on a prorated basis off of the full daily rates. The substitute's hourly rate shall be computed based on the number of periods per day in a building. (Elementary level = 8 hours)

2.05 Dismissal/Removal from Substitute List

Substitute teachers are casual employees and therefore have no expectation of continued employment. As such, substitute teachers may be disciplined or discharged for any reason without recourse to the grievance procedure. Substitute teachers may also be removed from the substitute call list at the discretion of the District.

2.06 Miscellaneous Provisions

- A. In-service: Each per diem substitute may be required to participate in new teacher orientation or teacher in-service day programs in the schools. Per diem substitutes shall be paid at their applicable rate for in-service participation if the employer requires them to attend. Long-term substitutes will be required to attend in-service days and will receive their long-term rate.

The principal may, in his/her discretion, determine and notify the long-term substitute that he/she is not required to attend an in-service day(s) and will not be paid for that day(s). Substitute teachers may be invited to participate in after school/summer in-services at no cost, provided teachers and/or administrators are able to attend without cost. Substitute teachers may be invited to participate in after school/summer in-services at the same cost as teachers provided the vendor offers such a discount to substitute teachers. Substitute teacher availability to participate in all of the above school/summer in-services will be on a space available basis as determined by the District.

- B. Mileage: Substitute teachers assigned and working for the District on the same day at more than one school or work location shall be reimbursed mileage at the rate set forth in the Handbook for use of their personal automobile in traveling from one District work site to another.
- C. Duty-Free Lunch: All substitutes shall be provided a daily duty-free lunch period of at least 30 continuous minutes.
- D. In-service/Orientation: The District may provide an orientation at the beginning of each school year. Attendance at the in-service will be voluntary and the in-service shall last no more than two hours. Substitute teachers attending the in-service will not be compensated for their attendance.
- E. Online Services: Long-term substitutes will be provided District email accounts and network access.

SECTION 3 - SUPPORT STAFF SUBSTITUTES

3.01 Licensure and/or Permit

All substitute support staff shall have the necessary license and/or permit required by state law to serve in the substitute assignment.

3.02 Training and Evaluation

Suitable programs of training, orienting and evaluating the work of substitute support staff may be provided by other District staff and/or the District as appropriate.

3.03 Assignment and Professional Responsibilities

- A. Substitutes are subject to the rules and regulation outlined in the *Employee Handbook Part I - Provisions Applicable to All Staff*.
- B. Assignments: Substitutes shall be assigned at the discretion of the District.
- C. Board Policies: A copy of the appropriate school policies shall be made available to the substitute upon request.
- D. Notifying/Declining Daily Substitute Call/Mistaken Acceptance of Assignment
 - 1. A substitute may refuse a personal daily call. The District may, in its sole discretion, unilaterally remove individuals from the substitute list if the substitute demonstrates a pattern or practice of declining assignments.

2. A substitute who wishes to cancel an assignment on the current date must inform the sub-call secretary by phone. Any substitute who abuses the cancellation privilege, in the District's discretion, will have their cancellation privileges revoked.

E. Responsibilities: The responsibilities and duties of substitutes shall be consistent with the regular employee's responsibilities and duties for whom they are substituting.

F. Long-Term Substitute Assignment

1. Responsibilities of the long-term substitute shall be the same as the regular employee.

G. Substitute Day: The substitute's length of service will be determined by the District.

3.04 Compensation

Hourly Rate: Substitute employees shall receive compensation for services rendered as determined by the District which is equivalent to the support staff pay scale Step 1.'

3.05 Dismissal/Removal from Substitute List

Substitute employees are casual employees and therefore have no expectation of continued employment. As such, substitute employees may be disciplined or discharged for any reason without recourse to the grievance procedure. Substitute employees may also be removed from the substitute call list at the discretion of the District.

3.06 Miscellaneous Provisions

A. In-Service: Each per diem substitute may be required to participate in new employee orientation or in-service day programs in the schools. Substitutes shall be paid at their applicable hourly rate for in-service participation if the employer requires them to attend.

B. Mileage: Substitutes assigned and working for the District on the same day at more than one school or work location shall be reimbursed mileage at the rate set forth in the Handbook for use of their personal automobile in traveling from one District work site to another.

C. Breaks: All substitutes shall be provided breaks and lunch periods consistent with the support staff person that the substitute is replacing.

D. In-service/Orientation: The District may provide an orientation at the beginning of each school year. Attendance at the in-service will be strictly voluntary and the in-service shall last no more than two hours. Substitutes attending the in-service will not be compensated for their attendance.

E. Online Services: Long-term substitutes will be provided District email accounts and network access.