

<b>TOPEKA PUBLIC SCHOOLS</b>	<b>REGULATION NUMBER: 4150-01</b>
<b>SUBJECT:</b>  <b>EMPLOYMENT OF SUBSTITUTES</b>	<b>DATE OF ISSUE: 06/18/80</b> <b>REVISIONS: 12/03/09; 07/21/11;</b> <hr/> <b>03/01/12; 09/07/23</b> <hr/> <b>PREPARING OFFICE:</b> <b>HUMAN RESOURCES</b>

**I. PURPOSE:**

To establish procedures for the employment of substitute personnel.

**II. APPROVED PERSONNEL:**

To be approved for employment, substitutes will submit the appropriate application forms and completed tuberculosis test. Certified and classified substitutes shall not have a deficient record with the State Department of Children and Families Child Abuse Registry and the district background check vendor. Substitute employees are employed on a temporary basis and are not eligible for fringe benefits. The provisions of the Administrators' Handbook, the Classified Employees' Handbook, and the Professional Agreement do not apply to substitute employees.

- A. The approved list of certified substitute teachers is established and maintained by Substitute Services.
- B. The approved list of office personnel substitutes is established and maintained by the Office of Human Resources and registered with substitute services.
- C. The approved list of custodial substitutes is established and maintained by Substitute Services.
- D. The approved list of food service substitutes is established and maintained by Substitute Services.
- E. The approved list of licensed practical nurses (LPNs) and registered nurses (RNs) is established and maintained by Substitute Services.
- F. The approved list of paraprofessionals is established and maintained by Substitute Services.
- G. Any addition to the approved lists must be made through the Human Resources office.

**EMPLOYMENT OF SUBSTITUTES (Continued)**

**III. PROCEDURES:**

**A. To obtain classified and nurse substitutes:**

1. The absent custodian shall notify the Substitute Automated Calling System and the building principal. The Automated Calling System contacts the substitute.
2. The absent food service worker shall notify the Substitute Automated Calling System and manager. The Automated Calling System contacts the substitute. Only food service workers assigned to work two (2) hours or more per day receive substitutes.
3. Nurses are to notify the building principal and the coordinator of nursing services. The coordinator of nursing services then calls the absence into Automated Calling System for a substitute.
4. Paraprofessionals are to report absences through the Automated Calling System and notify the supervisor.
5. Office personnel report absences into the Automated Calling System and notify the supervisor.

**B. To obtain a substitute teacher:**

1. Employee must place absences in the Automated Calling System and follow building procedures outlined by the principal.
2. The telephone numbers for Substitute Services are: 295-3032 or 295-3098.

**IV. PAYMENT OF SUBSTITUTES:**

- A. During each 10-day pay period, it is the substitute's responsibility to keep an accurate record of all jobs worked on the "Substitute Daily Payroll Report Form" (#8205-05). All job assignments must have an approved signature of the building administrator or designee. The payroll report form must be returned to the substitute office. These records are verified with the automated calling system, calculated and forwarded to the payroll department.
- B. Substitutes will be paid at the established daily or hourly rate. Substitutes are paid only for the days or hours they actually work.
  1. Substitute teachers (certified and emergency) and registered nurses (RNs) shall be paid according to the established salary schedule.

**EMPLOYMENT OF SUBSTITUTES (Continued)**

2. All substitute secretaries, custodians, paraprofessionals, food service, LPNs (licensed practical nurses), and retired USD 501 staff are paid according to the established salary schedules.
3. Emergency Teacher Substitutes
  - a. Pursuant to Kansas State Department of Education (KSDE) regulations, an emergency substitute with a bachelor's degree cannot substitute more than thirty (30) school days in the same assignment.
  - b. Pursuant to KSDE regulations, an emergency substitute with a minimum of sixty (60) college hours (but no bachelor's degree) cannot substitute more than fifteen (15) days in the same assignment nor more than sixty (60) days in a semester.

**EXCEPTIONS TO THE ABOVE:**

1. If a substitute teacher (certified and emergency) is continuously in one assignment and begins to assume more nearly the full teaching load, the rate of pay shall be increased on the 11<sup>th</sup> consecutive day by the amount established. The current rate is \$100.00 per day. Retired teachers who maintain a current certification will be paid \$100.00 per day from the first day. Long-term incentives do NOT apply. Half-day pay for a retired teacher is \$55.00.
2. It is sometimes necessary for teachers to leave their classrooms to supervise students in extracurricular activities. When Substitute Services is unable to provide substitutes for these sponsors, building teachers may be asked to teach these classes during their planning periods or a period beyond the regular full schedule assignment. In such an event, the teachers will be paid at a rate set forth in the negotiated agreement.
3. If it becomes necessary to appoint a substitute administrator, or any classified or certified employee under special circumstances (for example, long-term absences), the general director of human resources may appoint the substitute under special terms or conditions with the approval of the superintendent and the Board of Education.

**V. CONTINGENCY PLANS:**

When there are more requests for substitute teachers than substitutes available, elementary classrooms may be staffed by employees designated by the building principal. Secondary classrooms are to be staffed by building teachers during their planning periods or paraprofessionals under the supervision of a certified teacher.

**EMPLOYMENT OF SUBSTITUTES (Continued)**

**VI. EVALUATION OF PERFORMANCE:**

- A. The building administrator may provide teachers with a form to evaluate the substitute teacher's performance.**
- B. The purpose of such evaluation is to obtain information which could be useful in considering the substitute for future substitute positions and to counsel the substitute when necessary.**
- C. When a substitute completes an assignment, the substitute may request an evaluation of the service provided. This evaluation is ordinarily sent to the department of human resources and becomes a part of the substitute's file. A principal or a teacher may file an evaluation of the substitute at any time.**
- D. Principals and teachers make requests for the return of specific substitute teachers. Whenever possible, their requests are honored. Teachers and principals may request that a substitute not be assigned to their classes or building.**