

**JORDAN SCHOOL DISTRICT
Employee Guidelines**

SUBJECT: Administrative Substitute Pay - REVISED

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| Superintendent Approval: _____ | Date: <u>10-11-19</u> |
| Human Resource Approval: _____ | Date: <u>10-11-19</u> |
| Payroll Approval: _____ | Date: <u>10/11/19</u> |
| Origination date: _____ | Reviewed: _____ Revised: _____ |

Guideline administration: Payroll Department and Department of Human Resources

The Department of Human Resources is responsible for keeping a current list of Administrative Substitutes.

SUBSTITUTE COVERAGE:

Administrative Substitutes for Elementary Principals: Through the respective administrator of schools (AOS), elementary principals may request an administrative substitute if he/she will be absent from their building three (3) or more days. Elementary principals are to use the assistant principal or a lead teacher at their school location to substitute in his/her absence.

Administrative Substitutes for Secondary Principals: Secondary principals are to use the assistant principal at their school location to substitute in his/her absence.

Administrative Substitutes for Assistant Principals: Principals may request an administrative substitute for an assistant principal through their AOS, if the assistant principal will be absent from his/her building ten (10) or more days.

Exceptions to the above guidelines may be made, if there are extenuating circumstances.

SUBSTITUTE PAY:

Effective immediately, 10/10/2019, administrative substitutes will be paid according to the Administrative Salary Schedule, Lane 1 (Elementary assistant principal / specialist). In the 2019-20 academic year, that amount is \$373.51 per day or \$46.48 per hour. Administrative substitute assignments may include JPAS monitoring. However, "teaching" does not constitute "administrative services," therefore, should be paid according to the teacher salary schedule.

An additional \$100 per day will be paid to the administrative substitute who is expected to work Parent-Teacher Conferences. Elementary administrative substitutes may also be eligible for an additional \$50 per evening/night activity (off contract time) with the pre-approval of the respective AOS.

The established hourly rate of pay for non-contracted administrative services, i.e. an out of district hearing officer is \$50 per hour. The rate of pay for "other administrative services" will be determined on a case-by-case basis and will require the approval of the superintendent.

This guideline replaces the guideline dated August 8, 2011.

JORDAN SCHOOL DISTRICT Administrative Substitute Guideline

8/8/11

SUBJECT: Request / Pay for Administrative Substitutes

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| Superintendent Approval: <u><i>Patricia A. Johnson</i></u> | Date: <u>8/8/11</u> |
| H.R./Payroll Approval: <u><i>Janelle Masten</i></u> | Date: <u>8.8.11</u> |
| Origination date: _____ | Reviewed: _____ |
| Revised: _____ | Revised: _____ |
| Guideline administration: _____ | |

Administrative Substitutes for Elementary Principals: Elementary Principals may request an administrative substitute through their Area Executive Director, if they will be absent from their building three (3) or more days. Elementary Principals may consider using their Assistant Principals or a lead teacher to substitute in their absence.

Teachers who substitute for an Elementary Principal are reimbursed according to the Year Round Guidelines.

Administrative Substitutes for Secondary Principals: Secondary Principals are to use their Assistant Principals to substitute in their absence.

Administrative Substitutes for Assistant Principals: Principals may request an administrative substitute for an Assistant Principal through their Area Executive Director, if the Assistant Principal will be absent from their building ten (10) or more days.

Exceptions may be made if there are extenuating circumstances.

The Department of Human Resources is responsible for keeping a current list of Administrative Substitutes.

An administrative substitute will be paid \$300 per day or \$37.50 per hour for the following administrative services:

- Administrative Substitutes
- JPAS Monitoring

An additional \$100 will per day will be paid to the Administrative Substitute who is expected to work during Parent-Teacher Conferences. In addition, "teaching" does not constitute "administrative services," therefore, should be paid according to the teacher salary schedule.

The established hourly rate of pay for non-contracted administrative services, such as out of District Hearing Officer is \$50 per hour. The rate of pay for "other administrative services" will be determined on a case by case basis and will require the approval of the superintendent.

Licensed administrators providing administrative services are to submit a time sheet to their Area Administrator. The Area Administrator must approve these services then forward the time sheet to the payroll department for payment. The HR Administrator will be responsible for processing time sheets for "other administrative services."

Replaces Guideline dated January 21, 2009
See Interoffice Memo dated January 3, 2011