

COMPENSATION GUIDELINES for SUBSTITUTE TEACHERS 2021

The **Substitute Teacher Guidelines** are to be used when requesting a substitute and when conducting reconciliations of employee leave time. If an activity is not included within the guideline, please contact an HR Administrator for clarification.

DEPARTMENT EVENTS:

Activity	Paid by 0050	Requirements/Criteria	Skyward Time-Off Entry	Absence Management Entry
CTE	NO	Pre-approved by Department Director. Contact CTE for an approved budget code.	Other: Excused Absence Description required	District/School Excused
Counselor Substitute	Default Budget	It is expected that the counseling team will cover in the event that one of the counselors is absent. If an extended absence is necessary, the Counseling Consultant may approve a substitute from the counselor sub pool.	All may apply	All may apply

DISTRICT EVENTS:

Activity	Paid by 0050	Requirements/Criteria	Skyward Time-Off Entry	Absence Management Entry
Association Activities/Events	YES	Must be submitted on a Request for Personnel to Attend Association-Related Activity form and approved by the Superintendent in accordance with District Policy A6. The form should indicate “no charge” or “3 rd party reimbursement” (sub cost plus benefits).	Other: Excused Absence Description required	District/School Excused
District Excused Professional Development Training	YES (or default budget)	Training or development classes approved through USBE or JPLS. Enter a note to indicate the name of the class and the entity, including who offered the training.	Other: Excused Absence Description required	District/School Excused Notes to Admin: location of activity (include City).
District Related Competitions	YES	The absence will be covered by 0050 for a teacher who is involved in a District related activity that meets the travel criteria (within 80 miles). * Over 80 miles, school budget must pay.	Other: Excused Absence Description required	District/School Excused Notes to Admin: location of activity (include City).
Participating/Judging District Events	YES	During school hours (not before/after school) for activities such as: Math counts, Spelling Bee, Geography Bee, Music/Science competitions or performances (not to exceed 80 miles).	Other: Excused Absence Description required	District/School Excused Notes to Admin: location of activity (include City).
OUT of District events	NO	*Out of district participation will require the use of own leave days.		
Third Party Reimbursements	YES	District approved development trainings through USBE or JPLS approved with a sub reimbursement offer. They should be entered as “Third Party” and submitted on the Third-Party Reimbursement Form to the sub office.	Other: Excused Absence Description required	Third Party Reimbursement

SCHOOL EVENTS:

Activity	Paid by 0050	Requirements/Criteria	Skyward Time-Off Entry	Absence Management Entry
Administrative Substitute Note: Administrative subs receive an additional \$100 per day for Parent-Teacher conference (submit on time sheet to Payroll)	YES	Utilizing an Administrative Sub should be pre-approved by the AOS as follows: <ul style="list-style-type: none"> - Elementary: Requests may be made when the principal is absent from the building for three (3) or more days. AP may be used to substitute in their absence; Lead teachers may be used to sub with a pre-approval from the AOS and if they are in the current Admin Pool or have a current Admin license. - Secondary: Principals should use their AP to sub in their absence. - Secondary-Assistant Principals: If the AP will be absent from the building for ten (10) days or more. Exceptions must be per approved through the AOS. 	All may apply	All may apply
Cheerleading	YES	During school hours (not before/after school). Must be for an activity within 80 miles for 0050 to pay (as per guideline). <ul style="list-style-type: none"> • If over 80 miles, school budget must pay. 	Other: Excused Absence Description required	District/School Excused Notes to Admin: location of activity (include City).
MESA	NO	Pre-approved by Department Director and paid from department budget.	Other: Excused Absence Description required	District/School Excused Notes to Admin: Title of activity
Music/Band/Orchestra/Choir	YES	During school hours (not before/after school). Must be for activity with 80 miles for 0050 to pay (as per guideline). * Over 80 miles, school budget must pay.	Other: Excused Absence Description required	District/School Excused Notes to Admin: location of activity (include City).
Parent-Teacher Conference (Grade K-12) – not DLI or part time Kindergarten	YES	An absence during parent-teacher conference must be approved by the principal. Long-term subs are approved to work a maximum of 4 hours each night. This time must be submitted on a timesheet at the current level of pay including any LTS additional pay (typically a long-term sub will work 2 hours each night for a ½ day pay). *Job share teachers should split the hours each night or work on opposite nights.	Other: Excused Absence Description required	District/School Excused Notes to Admin: PTC – subject you teach
Parent-Teacher Conference for Dual Language Immersion Teachers – FALL Parent-Teacher Conference for Dual Language Immersion Teachers –	5635 – DLI 0050	-Fall Parent-teacher conferences will be paid from the DLI budget and need to include a note to indicate that the teacher participated in PTC appointments. -Spring Parent-teacher conferences will be paid from 0050 and need to include a note to indicate that the teacher participated in PTC appointments.	Other: Excused Absence Description required	District/School Excused Notes to Admin: PTC – subject you teach

SPRING Parent-Teacher Conferences – Kindergarten Part-time ONLY	YES	Evening conference – only long-term subs are approved for additional pay. Daytime Conferences will be included in long-term subs schedule. *Job share teachers should split the hours each night or work on opposite nights.	Daytime conference = Other: Excused Absence Description required	Daytime Conference = District/School Excused Notes to Admin: PTC – subject you teach
School Related Field Trips	YES	The absence will be covered by 0050 for a teacher who is involved in a District related activity that meets the travel criteria (within 80 miles). * Over 80 miles, school budget must pay.	Other: Excused Absence Description required	District/School Excused Notes to Admin: location of activity (include City).
Resignation/Vacancy	Default Budget	When a teacher resigns before the end of a school year and a substitute is used, the pay will come from the same budget the teacher was paid from and should be entered as a vacancy (not tied to the teacher).	N/A	Vacancy
School Professional Days	YES	MUST be submitted for Principal pre-approval using school allocated Professional Days (as allocated through the AOS).	Other: Professional Day	Professional Day
Team Sports – Scheduled (Utah HS Events & Athletics’) Team Sports – Non-scheduled (more than 80 miles)	YES NO	-Scheduled Regional and pre-season games/events only. MUST be within 80 miles location of events must be included in notes. - Non-scheduled regional, pre-season or out of town (more than 80 miles) games & events MUST be paid from school funds (Not 0050).	Other: Excused Absence Description required	District/School Excused Notes to Admin: location of activity (include City).

ADDITIONAL NOTES:

- Emergency Subs: Hourly assistants who are also approved as subs will be paid their hourly rate if using True Time for emergency subs jobs. Jobs that are accepted through the Absence Management system will be paid their sub rate. Emergency Subs should work less than 3 hours or be entered in the Absence Management system.
- When a Long Term Sub submits a timesheet for pay, it should be paid at the current LTS rate: \$15 – for 10 days or \$50.00 for 35 days.
- Substitutes are paid for either a full day or half day, no additional time will be approved or paid. Subs who are NOT working in a long-term assignment can be asked to cover another class during a prep period during the sub assignment. A long-term sub who is required to work a seventh period stipend should be paid on a time sheet from the same stipend budget.
- Preparation days that are used for a Long Term Sub consecutive to the beginning of the LTS assignment will count towards the 10 consecutive days for additional pay.
- Long Term Subs do not receive additional pay for working during a preparation period if it is already part of the assigned schedule.
- Long Term Subs who are expected to working on non-student days such as Back to School Night, Parent Teacher Conferences or Grade Transmittal Days, must submit pay using a timesheet.
- Long-term sub may work 2 days if job begins on first day of school, 1 day thereafter in preparation for long-term assignment – additional days must be paid from a school budget on a time sheet.