

## **P4014 SUBSTITUTE TEACHERS**

### **BOARD POLICY:**

**The Board hereby recognizes that the best instruction occurs when the regular teacher is present. Unfortunately, such attendance is not always possible. When absences occur, it is the policy of the Board of Education that alternatives be provided that are instructionally sound and have minimal adverse impact on classroom teachers, while fiscally possible.**

**It is the responsibility of the teacher needing a substitute to request one in the substitute system. The assignment of a substitute teacher is the responsibility of Human Resources where a request for a substitute has been properly made.**

Administrative Implemental Procedures:

1. All substitute assignments are temporary and the length of time in any given assignment may be adjusted depending upon the performance of the substitute and/or specific needs of the administrative base where the substitute is assigned.
2. For absences of less than a week, substitutes will be provided for classroom teachers only, unless otherwise requested by the building principal.
3. Rights and Privileges
  - a. A voluntary feedback survey of a substitute teacher may be obtained for each assignment. Principals are encouraged to hold a conference with any substitute teacher evaluated as less than satisfactory prior to the time the evaluation is submitted to Human Resources.
  - b. Each substitute teacher may participate in professional organizations on a voluntary basis.
  - c. The Wichita Substitute Teacher Association (WSTAA) shall be organized by the substitute teachers, as a group. The purpose of the association is to make recommendations to improve services in Wichita Public Schools.
  - d. It is the substitute's responsibility to notify the building principal, or others in charge of the building in the principal's absence, if the substitute teacher does not have lesson plans.
  - e. Unless he or she consents, no regularly assigned substitute teacher will be used during his or her daily planning period time to "fill in" for another teacher after the first ten days in an assignment. No regularly assigned substitute shall receive extra pay for substituting during his or her daily planning period.
  - f. A substitute teacher may be asked to switch to a different classroom other than what was accepted through the Absence management system if a greater need for a substitute is in another classroom or the assignment has been cancelled.
4. Salary
  - a. Any assignment shall be considered as at least a half day (3.5 hours) and shall be paid accordingly.
  - b. Substitute teachers shall be notified as soon as possible if the length of their assignment has been changed. If the substitute has not been released and returns to the assignment the following day and the regular teacher has returned, the substitute shall receive a half-day's salary.
  - c. A written itemized account of date, assignment, and rate of pay shall be presented in writing to any substitute making a reasonable written request regarding his or her remuneration.
  - d. Any change in the daily rate of pay of a substitute teacher shall be explained to the substitute teacher.
  - e. Substitute teachers' salaries shall be determined by the Board of Education.

- f. Substitute teachers will be paid the long-term rate of pay immediately if the substitute is hired in an assignment for 8 weeks or more.
  - g. If a substitute teacher is placed on the priority call list, they will receive long-term pay for assignments placed.
  - h. A substitute may be eligible for KPERS as defined by the length of assignment.
5. If a substitute should incur property damage, as a result of physical attack or willful malice, they may receive reimbursement on a case-by-case basis, as determined by the Chief Human Resources Officer or designee. The protections provided above do not cover accidental damage, theft, or mysterious disappearance.
6. Mileage Compensation
- a. A substitute teacher who is required to drive his or her own automobile while working in an assignment for which mileage is paid may be compensated at a rate per mile established annually by the school district. Such reimbursement shall be paid: (1) at the end of each quarter as follows - end of August, November, February, and May; and (2) in a manner consistent with other procedures established by Financial Services.
  - b. A Quarterly Mileage Log book must be completed as mileage is incurred and submitted at the end of each quarter and within two weeks of each quarter to the Substitute Teachers' Office. These log books can be obtained from any school office.
7. The selection and assignments of substitutes will be given in accordance with the district's EEO statement.

Administrative Responsibility: Human Resources  
Latest Revision Date: October 2019  
Previous Revision Date: July 2013 P4014  
Reference: *Substitute Teacher Handbook*