MIDLAND INDEPENDENT SCHOOL DISTRICT
ADMINISTRATIVE REGULATIONS

D- PERSONNEL

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EMPLOYMENT OBJECTIVES:
EQUAL EMPLOYMENT OPPORTUNITY
DAA (REGULATION)

The following steps will be taken to ensure equal opportunity employment:

1. Interviewers and recruiters will be instructed how to conduct interviews without regard to race, creed, color, sex, religion, marital status, national origin, disability, or age.

2. The District's application forms will be reviewed periodically to ensure that all forms are free of requests for information that may constitute unlawful discrimination.

3. Reasonable modifications or adjustments to the job application process will be made to enable a qualified applicant with a disability to be considered for employment.

APPROVED – OCTOBER 2006

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS:
CREDENTIALS AND RECORDS
DBA (REGULATION)

GUIDELINES FOR ACCESS

The District will maintain a personnel file for each employee, and the following guidelines will apply.

An employee or his and her designated representative may inspect the employee's file in accordance with the provisions of DBA(LEGAL).

Requests for access to, or information from, personnel files will be directed to the Superintendent or designee. Confidentiality considerations pertaining to sensitive information must be observed by the Board and by all supervisors with authorized access to such records. Personnel records may be accessed by:

1. Administrative personnel designated by the Superintendent.
2. Personnel officers.
3. The principal or immediate supervisor.
4. The Board.

EMPLOYEE REQUESTS FOR COPIES

The custodian of records will make a copy of requested documents in an employee's personnel file available within a reasonable time after an employee or designee submits a request, in accordance with District guidelines.

A copy of a personnel file or record will not be mailed unless the employee has made such a request in writing. The request for a copy to be mailed must be approved by the Superintendent, who has the authority to waive the requirement for an in-person request in the event of a hardship or urgent necessity on the part of the employee.

PUBLIC ACCESS

Within 14 days after employment with the District begins or ends, each employee and former employee should complete a form indicating his or her choices regarding public release of personal information that may be requested under the Public Information Act.

RECORDS UPDATE

Each employee will be responsible for keeping personal information accurate and up-to-date and must notify the Human Resource Services of any change of address or credentials.

CREDITABLE YEARS OF SERVICE

Within one month after beginning employment with the District, each new employee will be responsible for submitting official documentation of any creditable years of service for purposes of the District determining the appropriate level of compensation.

SUBSEQUENT ACADEMIC WORK

If an employee earns additional college credit hours after a transcript is on file, an official record of the new work must be submitted. A grade report is not acceptable.

PERSONNEL RECORDS

Personnel records will be organized as individual employee files, aggregated employee files, and payroll files, as detailed below.

INDIVIDUAL EMPLOYEE FILES

The following information may be included in individual personnel files:

1. Applications
2. Credentials
3. Service records
4. Transcripts

5. Contracts
6. Records of assignment
7. Performance appraisal records
8. Personnel action memoranda and forms
9. Documentation of continuing education or staff development
10. Leaves and absences reports
11. Personal identification and emergency contact information
12. Separation forms
13. Letters of reasonable assurance
14. UIL professional acknowledgement forms
15. Copies of identification documents

Medical information, alcohol and drug test information, and criminal history record information will be maintained in separate, confidential files.

AGGREGATED EMPLOYEE FILES

The following personnel records may be maintained in centralized files:

1. Criminal history record information
2. Form I-9
3. Post-offer employment physicals for bus drivers
4. Alcohol and drug screening test results for bus drivers
5. Waivers to obtain alcohol and drug screening tests from previous employers for bus drivers
6. Benefit enrollment forms
7. References

PAYROLL FILES

The following information may be maintained in payroll files:

1. Withholding forms
2. Copies of Social Security cards
3. Time sheets for nonexempt employees
4. Leave administration information

BUS DRIVER CREDENTIALS

Current alcohol and drug screening test results, as well as such test results from previous employers, will be required. Driving records are also required.

The District will use the "School Bus Driver's Penalty Point System," published by the Texas Department of Public Safety to determine eligibility for employment as a bus driver. Any person who has accumulated 10 or more penalty points will not be considered for employment in a job or position requiring that the person drive a motor vehicle used to transport students or District property.

An employee who accumulates 10 penalty points will be ineligible to drive school vehicles and will be dismissed.

> ***Note:*** Contact the Department of Public Safety for the appropriate form to use to check a person's driving record or driver's license validity.

APPROVED – OCTOBER 2006

EMPLOYMENT PRACTICES
DC (REGULATION)

VACANCY NOTICES

Notice of a vacancy may contain:

1. A description of the job functions.
2. Criteria or credentials essential for qualification.
3. A list of dates for filing the application.
4. The name of the person to contact for information and interview.

Job vacancies must be posted for a minimum of 10 days. Posting will be in the principal's office, in the faculty area, on the central office bulletin board and on the District's website. Posting and further recruitment will not be required in cases where the Superintendent or designee recommends filling a position by promoting a District employee.

RECRUITMENT

Vacancies will be open to all applicants, including employees in the District. District employees who apply and are eligible for a position will be considered with other applicants.

Applications will be directed to the Office of Human Resource Services as described in the vacancy posting. Reasonable accommodations will be made for qualified persons with disabilities to ensure equal opportunity in the application process. Applications must not be made directly to the Board.

PROCESS FOR EMPLOYMENT OF CONTRACTUAL PERSONNEL

The employment process for professional, contractual personnel will be as follows:

1. Professionals seeking employment will file completed applications as specified by the District and submit complete college and certification credentials.

2. After the screening process, principals will invite selected applicants for an interview.

3. Prior to the Superintendent making a recommendation to the Board for employment, a thorough investigation will be made of the applicant's education, experience, and other qualifications related to the position. Such investigation will include obtaining information from school and college officials, former employers, and/or placement offices, and making inquiries concerning competence, general character, and citizenship.

PROCESS FOR EMPLOYMENT OF NONCONTRACTUAL PERSONNEL

When a job vacancy occurs for a noncontractual staff position, current applications on file will be considered and screened for the best-qualified applicants.

Applications will be maintained in the office of the Human Resource Services. Interviews of applicants will be conducted by the appropriate campus or department hiring official.

Consideration will be given to each applicant based on the ability to perform job duties, attendance record, dependability, past evaluations, experience, and other criteria that may be required. The hiring official will recommend the chosen applicant to the Superintendent or designee for approval or for recommendation to the Board, in accordance with DC (LOCAL).

CRIMINAL HISTORY RECORDS

To obtain the criminal history records of applicants, the following procedures will apply:

1. Applicants will be notified by means of an addendum to the application that the District is authorized to obtain a criminal history record on applicants it intends to employ.

2. Once the application and addendum are completed, the criminal history record information addendum will be detached and kept in a place separate from the application.

An employee will be assigned to maintain the criminal history record information addenda, to conduct the criminal history record checks, and to interpret the information received. This employee is required to distinguish between arrests and convictions and to report to the interviewer only a

conviction history relevant to the job for which the applicant has applied. The interviewer will be given access only to those convictions relevant to the job for which the applicant has applied and will not have access to the criminal history record information addendum.

ADDITIONAL REQUIREMENTS FOR BUS DRIVERS

Each person who applies to be a bus driver will additionally be required to:

1. Sign a notice giving the District permission to obtain alcohol and drug testing results from previous employers for two years prior to the date of application.

2. Undergo preemployment drug testing, in accordance with federal regulations and District policy.

NOTE: Contact Human Resource Services for appropriate forms (i.e.: Personnel Recommendation form, Separation packet, substitute application, auxiliary application, etc.). The online teacher application may be accessed at www.midlandisd.net/appentry.

APPROVED – OCTOBER 2006

COMPENSATION AND BENEFITS:
SALARIES, WAGES, AND STIPENDS
DEA (REGULATION)

RECORDS

The District will maintain in the central payroll office weekly time records on all nonexempt employees. Records will indicate all hours worked, including compensatory time earned and used. Weekly time records must be verified by the supervisor and the employee and submitted to the payroll office on designated dates. All payroll records, including time records, will be maintained for a period of three years and will be made available for inspection by government authorities upon request.

OVERTIME

Nonexempt employees will receive compensation, either monetarily or in time, for all hours actually worked in excess of 40 hours per week. Prior to working overtime, employees will be informed whether the overtime is to be compensated monetarily or in time. Hours of sick leave, personal leave, or vacation time will not be considered time worked. Hours in excess of eight per day will not be considered overtime unless the total exceeds 40 hours actually worked within the particular week.

All overtime worked must be approved by the employee's supervisor in advance. Supervisors are responsible for preventing unauthorized overtime. Employees who work unauthorized overtime may be subject to disciplinary action.

Overtime will be calculated by multiplying hours worked in excess of 40 by one and one-half times the regular hourly rate of pay. If a nonexempt employee has more than one nonexempt job in the District, hours will be combined for calculating overtime; if the level of compensation differs, a blended rate calculation will be utilized to determine the combined hourly rate of the two positions.

COMPENSATORY TIME

Overtime may be reconciled as compensatory time off at the same time-and-a-half rate, and may be accrued as compensatory time to a maximum number of hours established in policy DEA (LOCAL).

SUPPLEMENTAL DUTY PAY

Nonexempt employees who are assigned supplemental duties will be paid on an hourly basis, including overtime compensation when hours exceed 40 in a workweek. The hours worked in supplemental duties will be combined with the hours worked in the regular job assignment for determining the total hours worked each week.

JOB RECLASSIFICATION

All positions shall be assigned to job grades based on the skill, effort, and responsibility required for the job assignment. The Superintendent or designee shall determine job classifications or reclassifications for positions based on an assessment of job requirements and comparability to other positions in the District. A change in placement of a job is not a promotion or demotion. A classification change signifies a modification in job duties or qualifications.

A job reclassification that is not initiated by the Superintendent or designee shall be conducted as follows:

1. An employee may request a job grade review by notifying his/her supervisor. After consideration of the employee's request, the immediate supervisor may initiate the process by requesting a job review packet, including job questionnaire and job description, from Human Resource Services.

2. The immediate supervisor will verify the information provided by the employee on the questionnaire.

3. A request for a job grade review must be submitted to the immediate supervisor no later than November 30. The supervisor will forward the request, with documentation which supports the recommendation, to the appropriate member of the Executive Staff.

4. The Executive Staff member will review the request and determine if additional documentation is necessary. The Executive Staff member will approve or reject the request.

5. If the Executive Staff member approves the request, he/she will submit the request to the salary committee, appointed by the Superintendent, no later than December 31.

6. The salary committee will review the request, with accompanying documentation, and rate the job using the TASB Job Analysis Rating Form. The appropriate supervisor may be invited to the meeting or asked to provide additional information regarding the duties and responsibilities of the job. The process will be completed no later than March 1.

7. The committee will approve or deny the request based on the Job Analysis Rating Form and will notify the supervisor. Approved job grade changes will be incorporated into the budget and will take effect with the first payday of the following fiscal year.

APPROVED – OCTOBER 2006

COMPENSATION AND BENEFITS:
LEAVES AND ABSENCES
DEC (REGULATION)

The following guidelines will apply when employees are absent from duty:

1. A request for discretionary leave must be submitted to the principal or immediate supervisor at least 2 days before the anticipated absence.

2. The principal or immediate supervisor may not seek or consider the reasons for which an employee requests discretionary leave. However, the principal or immediate supervisor should consider the following factors:

    - The necessity and/or availability of substitutes.
    - The number of other employees already scheduled to be absent at the same time.
    - The effect of the employee's absence on the overall educational program or District operations, including whether the leave is requested for a key date. Key dates may include the workday preceding the first instructional day of the semester, the first and last instructional day of a semester, the last workday of a semester, the day before a holiday, days scheduled for major exams or statewide assessments, professional/staff development days; or teacher workdays.

3. For nondiscretionary absences, an employee must notify automated system and/or the principal or immediate supervisor by 6:00 a.m. on the day of absence so arrangements can be made for a substitute.

4. An absence from duty report must be submitted to the principal or immediate supervisor immediately upon returning to duty.
5. Available leave benefits will be reported to each employee on each payroll check.
6. A new employee will not be eligible for sick or personal leave until he/she has completed at least one whole workday in the District.
7. A record of leaves and absences will be kept in the payroll office.

8. The District will designate an employee's absence as family and medical leave as soon as possible after determining that the absence qualifies as family and medical leave. [See DEC(LOCAL)] .

9. State/Local Leave – Each employee shall earn state personal leave at the rate of one-half workday for each 18 workdays of employment, up to the statutory maximum of five workdays annually.

APPROVED – JANUARY 2013

COMPENSATION AND BENEFITS:
VACATIONS AND HOLIDAYS
DED (REGULATION)

VACATION REGULATIONS

Paid vacation time is accumulated by all employees in positions normally requiring 12 months of duty per year according to District policy and/or contract provisions.

The following regulations govern the use of accumulated vacation:

1. Generally vacation days are earned August 1 to July 31 and will be prorated for employees hired later than August 1.

2. All earned vacation days should be taken in the year earned. Unused vacation days may be carried over for a maximum of one year with approval by the supervisor.

3. Vacation days may not be taken during the first six months of employment with the District.

4. All vacation schedules must receive prior approval and be placed on the calendar to ensure adequate available staff at all times to operate the District.

5. A formal request must be submitted to the employee's supervisor.

6. In no case will vacation time be approved in excess of the number of days accumulated to date.

7. Vacation days may not be worked for additional pay unless expressly authorized by the Superintendent.

8. Unused vacation days will not be paid upon termination.

APPROVED – OCTOBER 2006

COMPENSATION AND BENEFITS:
EXPENSE REIMBURSEMENT
DEE (REGULATION)

TRAVEL AUTHORIZATION AND PLANNING

Each District employee who is authorized to travel assumes, with the acceptance of that authorization, a responsibility to limit travel expense claims to those actually incurred on travel that is clearly for the purpose of discharging essential official business of the District. Travel planning should take into consideration the most economical means of accomplishing the authorized task.

Administrators who are responsible for making travel assignments and for approving travel plans have the additional responsibility of limiting travel plans to those trips that are clearly in accordance with Board policy, the District improvement plan, or official Board action.

TRAVEL EXPENSE REIMBURSEMENT

Travel expense procedures may be accessed on the MISD Business Office web-site.

APPROVED – OCTOBER 2006

REASSIGNMENTS
DFBC (REGULATION)

The Human Resources Services department shall be responsible for determining the individuals who will be reassigned. All teachers who will be declared "surplus" at their current campus will have priority before transfer requests are honored. In this instance, teachers and paraprofessionals are expected to indicate the campuses for which they have an interest by submitting the information in writing to HRS, and they are encouraged to contact principals for interviews.

CRITERIA

The criteria that are to be utilized at the campus are listed in order in which decisions are to be made for identifying individuals to be transferred as a result of decreased enrollment:

1. Volunteers in grade level/subject area impacted
2. Seniority at campus with certification
3. District seniority for the grade level/subject area impacted

Programmatic needs may supersede the above-listed criteria with approval from the Superintendent or designee.

PROCEDURE

The following procedure will be used when transferring regular education teachers from overstaffed buildings.

1. The principal will officially announce and post a request for volunteers.

2. The order of involuntary transfers from an affected building will be determined by ranking teachers from the most MISD seniority to the least MISD seniority. The order of transfer will be from the least MISD seniority to the most MISD seniority.
3. A less senior teacher may be exempted from this procedure if:
    a. There is not another more senior teacher currently assigned to the building whose certification would allow him/her to assume the less senior teacher's assignment.
    b. The transfer of a less senior teacher would result in the absence of appropriate minority teacher representation at the sending school.
    c. The teacher's assignment has a combination of teacher and extra duty assignment is considered a single position.
    d. Programmatic requirements are determined by the Superintendent or designee.
4. When two or more teachers have the same district seniority, the length of continuous service in the affected building shall be used to determine the teacher to be transferred.
5. Any teacher on a district or campus mandatory improvement plan or intervention plan cannot be declared surplus without approval from the Superintendent or designee.

The Human Resources Services office will work with teachers and paraprofessionals that are "surplus" to facilitate campus interviews and placements. Employees who are declared "surplus" for a previous school year, will not be declared "surplus" for the current school year.

SENIORITY

For the purpose of this procedure, seniority shall be defined as the length of continuous service as a full-time teacher in MISD. Leave(s) of absence shall be considered as continuous service.

If you have any questions related to this procedure, contact the office of the Human Resource Services for clarification.

When you identify the individual to be transferred, give that name to the Executive Director of Human Resource Services and the Executive Director of Elementary or Secondary Education immediately so that the receiving school can be notified.

APPROVED – OCTOBER 2010

EMPLOYEE RIGHTS AND PRIVILEGES:
PERSONNEL-MANAGEMENT RELATIONS
DGB (REGULATION)

RELATIONS WITH EMPLOYEE ORGANIZATIONS

Treatment of employee organizations will be consistent and without favoritism shown toward any organization, in accordance with the following procedures:

1. Employee membership in any organization will be a matter of free choice.

2. The central and campus school administration position regarding such organizations will be neutral and will neither encourage nor discourage membership in any employee organization.

3. Faculty meetings called and conducted by the principal will be for school-related matters. An employee organization matter will not be part of the agenda.

4. Organization meetings of campus members may be held in school facilities before or after school hours, in accordance with DGB(LOCAL) and GKD(LOCAL).

5. Group meetings or individual conferences conducted by elected officers, professional staff, or appointed officials of any employee organization for purposes of membership recruitment will not be permitted on school premises during work hours. School facilities may be used for such purposes before or after work hours, in accordance with DGB(LOCAL) and GKD(LOCAL). This provision applies to staff development days as well as to regular school days. Employees may participate in educational programs of employee organizations during work hours only with the prior approval of the Superintendent or designee. [See DMD]

6. The principal of each school will designate one bulletin board in the school for use by employee organizations. All materials must be submitted to the principal's office for dating and posting and will remain posted for a reasonable time.

7. Announcements of employee organization meetings may be made over the public address system, but such announcements will be limited to the organization's name and purpose, and the meeting date, time, and location.

APPROVED – OCTOBER 2006

ASSIGNMENT AND SCHEDULES
DK (REGULATION)

HOURS OF DUTY

District employees will work according to the schedules established by the Superintendent or designee.

EMPLOYEE REQUEST FOR REASSIGNMENT/PROMOTION

PARAPROFESSIONAL

To request reassignment or promotion, a paraprofessional employee must express interest in writing to the appropriate administrator. Reassignments are not automatic and must be approved by the supervisors in each affected area before they can occur. Interdepartmental transfers will be handled by the department with approval of the Executive Director of Human Resources Services and the department/campus administrators, if applicable.

Paraprofessional employees must remain in a position for a minimum of six months before an employee-initiated request for reassignment or promotion will be considered.

PROFESSIONAL

Reassignment/transfer requests from professional personnel will be governed by procedures established and distributed by Human Resource Services no later than March 15 of each year.

DISTRICT-INITIATED REASSIGNMENT

At any time during the school year, an immediate supervisor may request the reassignment of an employee. The following guidelines will apply:

1. The sending and receiving supervisors will hold a conference with the employee prior to any District-initiated reassignment.

2. When a reassignment is made during the school year, the employee will be allowed time between assignments, not to exceed one day, for the purpose of moving and preparing for the new assignment.

The Superintendent may reassign any employee at any time when it is in the best interest of the District.

APPROVED – OCTOBER 2006

WORK LOAD
DL (REGULATION)

DUTY ASSIGNMENTS

Principals may assign duties to employees in addition to those specified in job descriptions. Such duties may include the following:

1. Lunch period duty in accordance with law.

2. Hall duty.

3. Classroom housekeeping duties such as turning out lights, closing windows, locking doors, maintaining neat and attractive classrooms, and the like.

4. Duty at extracurricular activities.

5. Bus loading duty.

6. Parking lot duty.

7. Any extra duty assigned by the principal.

Each principal will prepare a schedule of these duty assignments. A copy of the schedule will be available, and orientation will be provided for such duty assignments.

SPONSORS

Teachers may be called upon to sponsor various organizations and class groups. The sponsorship of classes may be rotated among teachers annually so that the same teachers do not have the more demanding sponsorships in consecutive years. Sponsors will:

1. Supervise projects and activities selected by organizations and class groups.

2. Counsel and advise students in elections, and in the selection of projects and activities.

3. Establish proper and adequate procedures for the collection and accounting of funds derived from fund-raising projects.

4. Keep the principal informed of projects and activity dates and have these posted on the school activity calendar.

5. Ensure that all projects and activities of classes and organizations are approved by the administration.

6. Schedule projects and organizational work so that class time is not used for that purpose.

Teachers are urged to attend and participate in as many extracurricular activities as time and convenience permit.

ITEMS REQUIRED TO BE FILED

At the end of each school term or at the time of a teacher's termination or resignation, the following items must be filed with the principal:

1. Grade book.
2. Lesson plan book.
3. Final exam copies.
4. Teacher editions of textbooks.
5. Textbook records.
6. Completed grade sheets.
7. Report cards.
8. Keys to buildings, file cabinets, desk, and the like.
9. Teacher's daily register, if applicable.
10. Any other required District property, forms or reports.

APPROVED – OCTOBER 2006

WORK LOAD:
STAFF MEETINGS
DLA (REGULATION)

FACULTY MEETINGS

Faculty meetings are scheduled by the principal. Faculty members are required to be present at such meetings unless prior arrangements have been made with the principal.

APPROVED – OCTOBER 2006

PROFESSIONAL DEVELOPMENT:
PROFESSIONAL DEVELOPMENT
DMA (REGULATION)

PROFESSIONAL DEVELOPMENT MENTORING PLAN

1. To promote professional well-being for beginning teacher colleagues through an intentional, interactive, and dynamic mentoring process by providing positive and professional nurturing to teachers during their first year in the profession.
2. To increase retention and effectiveness of MISD teachers by providing professional support and resources to mentors, and new first-year teachers.
3. To provide the above listed personnel with information and resources in order to grow in the skills necessary to promote student success.

NEW TEACHER ORIENTATION

New teachers must report for orientation and professional development activities at the beginning of the school year, in accordance with the schedule established by the District.

Orientation may include the following information:

1. Board policies, including but not limited to:
    a. Employee standards of conduct [DH(LEGAL)(LOCAL)(EXHIBIT)]
    b. Employee welfare [DI(LEGAL)(LOCAL)(EXHIBIT)]
    c. Student discipline [FN series, FO series, Chapter 37 of the Education Code, and the Student Code of Conduct]
    d. Teacher appraisals [DNA(LEGAL)(LOCAL)]
    e. Employment policies [DC and DF series]
    f. Employee benefits [DEC(LEGAL)(LOCAL), DEB(LOCAL), CRD(LOCAL), and CFEA (LEGAL)(LOCAL)]
    g. Employee complaints [DGBA(LEGAL)(LOCAL)]

2. Teacher's daily schedule

3. Campus facilities

4. Campus equipment

5. Student records

PROFESSIONAL DEVELOPMENT

Attendance at designated professional development sessions may be mandatory for school personnel. An absence not excused in accordance with DEC (LOCAL) may result in deductions from the employee's salary.

APPROVED – OCTOBER 2006

PERFORMANCE APPRAISAL
DN (REGULATION)

EVALUATION OF NONCONTRACTUAL PERSONNEL

Evaluation of noncontractual personnel is a continuous process based on approved performance criteria and instruments used for objectively gathering, analyzing, and interpreting evidence regarding the strengths and limitations demonstrated by employees in their assigned positions.

PROCESS

The District's evaluation program for noncontractual employees will be administered in accordance with the following provisions:

1. Each employee will be given a copy of the job description for his or her position.

2. The evaluation will be based on observed job-related performance.

3. The employee will be evaluated by the immediate supervisor.

Noncontractual employees will be evaluated at least once annually; however, evaluations may be made as frequently as the supervisor deems necessary. Documentation of each evaluation must be in writing, indicating specific characteristics of the employee's performance.

When a noncontractual employee is evaluated, the supervisor must conduct a conference with the employee. Written records of the evaluation will be available for discussion during the conference.

RECORDS

All evaluation documents must be signed by both the employee and the supervisor. The signature of the employee does not signify that the employee agrees with the supervisor but acknowledges that the conference has been held and discussed. The employee may attach a written statement to the forms if desired.

A copy of each written evaluation must be given to the employee, a copy will be kept by the immediate supervisor, and a copy will be maintained in the employee's records in the human resources department.

APPROVED – OCTOBER 2006

PERSONNEL POSITIONS:
SUBSTITUTE, TEMPORARY, AND PART-TIME POSITIONS
DPB (REGULATION)

SUBSTITUTE TEACHERS

RATE OF PAY

1. Substitutes will be paid at the approved rate of pay for the current year.
2. Those substitutes who work on a long term assignment of ten (10) days will be paid at the approved rate of pay for the current school year for a long term assignment.
3. Substitutes will be paid according to the time schedule published by the Business Office.
4. Checks will be mailed to the home address of the substitute.
5. Substitutes are encouraged to maintain a personal daily record of the days worked.
6. Substitutes who are certified teachers may be eligible for sub pay that is equivalent to the daily rate of pay of a certified teacher with no experience. This may occur only when the substitute has worked in a long term assignment continuously at least 30 days; however, the certified daily rate of pay is retroactive once the assignment exceeds 30 days.
7. Any questions concerning pay should be directed to the Business Office.

The actual rates of pay for substitute teachers can be found on the district's website at EMPLOYMENT.

Substitute teachers may be employed for all or part of a day; substitutes employed for less than a full day will be paid according to the approved pay scale.

ASSIGNMENT OF SUBSTITUTE TEACHERS

The following procedures will be followed for contacting and assigning substitute teachers:

1. Substitute teachers will be contacted by the automated sub system.
2. A teacher who is ill, who has a family member who is ill, or who anticipates an absence for other approved reasons is expected to call

the automated system no later than 6:00 a.m. on the morning of the absence.

3. A teacher anticipating a absence for discretionary reasons must request approval in advance in accordance with local policy (see DEC).

SUBSTITUTE TEACHER DUTIES

In the performance of his or her duties, a substitute teacher is expected to:

1. Have the same responsibilities and workday schedules as the regular teacher for which he or she is substituting;
2. Attend staff meetings unless excused by the principal;
3. Follow the lesson plan prepared by the regular teacher or comply with other instructions from the principal. The principal will review the lesson plans of an absent teacher when advance planning is possible. When specific planning is not possible, the absent teacher will have made generic provisions for substitutes in the daily plan book;
4. On completing an assignment, prepare a statement of the work accomplished in each subject or class;
5. Maintain the housekeeping arrangements of the regular teacher;
6. Administer no corporal punishment to a child, but contact the principal in the case of a serious behavior problem or a violation of the Student Code of Conduct; and
7. Complete routine reports required by the office, including:
    a. Attendance reports; and
    b. Disciplinary referrals.

SUBSTITUTES FOR POSITIONS OTHER THAN TEACHER

The supervisor of the child nutrition department will arrange for a qualified substitute from the approved list.

The supervisor of the transportation department will arrange for a substitute bus driver from the list of qualified drivers.

Except in urgent circumstances or in case of long-term absences, maintenance positions will not be filled by substitutes.

The supervisor of the custodial services department will arrange for a substitute custodian from the approved list.

The campus principal or department supervisor, in consultation with the Substitute Services Clerk, will arrange for a substitute secretary from the approved list when the position is vital to the operation of the campus or department.

SUBSTITUTE EVALUATION

A substitute teacher's performance may be documented by completing the evaluation form found in the Substitute Teacher Handbook. The evaluation must be signed by the campus principal before submitting to Human Resource Services.

Approved – October 2006