

# **FRANKLIN CENTRAL SUPERVISORY UNION AND ITS MEMBER SCHOOL DISTRICTS**

## **COMMON PROCEDURE FOR SUBSTITUTES D6**

**Revised 09/11/15**

### **I. Application**

Qualified persons may obtain an employment application through the website, FCSU Central Office, or any member school. The application process must be fully completed prior to any assignment offered. Qualified applicants must be high school graduates or the equivalent.

1. Candidates must submit the following information in order to be considered for employment:
  - a. A completed employment application. Resumes may be accepted as supplemental information to the application.
  - b. Three (3) work-related references and contact information, including name, address, email contact, and telephone numbers (no friends or family).
  - c. Copies of transcripts (official copies, whenever possible) of coursework that has been completed.
  - d. For substitute teachers/nurses, a copy of a current license(s) must be provided.
2. Candidates must complete all necessary background check processes.
  - a. Complete the criminal record check forms (Vermont State and the Vermont Adult Abuse and Child Protection Registry), pay all fees, and have fingerprints taken at an authorized law enforcement agency.
  - b. A report will be sent to the FCSU for the Superintendent's review. If an issue arises that prevents a candidate from being hired, the Superintendent/designee will notify the Principal/Director at the school(s).
3. Once the candidate has been approved and offered employment, the following additional information is required by the Central Office:
  - a. A complete I-9 form, with proper supporting documentation: a current passport or photo ID to prove identification and one document to prove eligibility to work in the U.S. (i.e.: social security card or birth certificate).
  - b. Completed W-4 forms (state/federal).
  - c. Declaration of Healthcare coverage

### **II. Training**

The Superintendent/Designee will provide training information and requirements for substitutes. All substitutes are expected to provide proof of training. Access to on-line training (Safeschools) may be granted by contacting Human Resources and at the request of the Principal/designee. Time spent in authorized and assigned training is considered paid work time and may be monitored through the Safeschools program.

1. **Orientation:** Prior to any new substitute working in a school, a short orientation shall be provided by the school district. Information should cover safety protocols, pertinent policies and procedures, contact information, assignments, class information, and other information that would maintain an appropriate level of instruction and ensure the safe keeping of students and staff.

2. Compliance Training: All substitutes are required to complete the following training at one of the FCSU member schools: Bullying, Harassment, Mandatory Reporting, Bloodborne Pathogens, and FERPA/Confidentiality.
3. Written Information: The substitute coordinator at each school will provide new substitutes with information appropriate to their assignment. Such information for substitute teachers, for example, may include: a copy of the job description, Substitute Handbook (with classroom management strategies and school district policies and procedures), and a folder with information such as class list(s), seating chart(s) if applicable, school floor plan, school emergency/evacuation procedure, daily schedule, lesson plans, and special considerations for specific students (i.e. 504 plan, IEP accommodations), directory of assistance, Substitute Report (for feedback and suggestions).

### **III. Types of Assignments**

1. Long-term Assignments: For all substitutes, a position assignment lasting **30 or more consecutive** days, or if a substitute is needed to cover an employee on intermittent leave:
  - a. The Principal/designee will complete the Requisition Form (for position information) as soon as possible and send to Human Resources in the Central Office. The requisition is shared with the Superintendent, Business Manager, and Special Education Director, when appropriate. The Superintendent will have final hiring approval.
  - b. The position will be posted internally by the individual school, and as requested by the Principal/designee, can be posted on SchoolSpring through Human Resources.
  - c. The Principal/designee will conduct the hiring process. He/she will verify that the substitute selected for hire is on the approved list and, if not, contact the Central Office to complete the paperwork and hiring process.
  - d. The Principal/designee will complete the New Hire Form with employee information. (This form provides payroll with the correct pay information.) Payroll will issue a contract for one-year only positions. A letter of intent from the Principal/designee will be issued by the school for positions lasting more than **30** days and less than one year.
  - e. Substitutes are required to report their time to the school's Sub Coordinator in a timely manner so that work hours may be recorded. (Documentation for work hours may be on timesheets, common spreadsheet, or substitute log.) The Sub Coordinator will forward the Common Payroll Spreadsheet to the Principal/designee for approval and then send to payroll.
  - f. An unlicensed person may be employed as a long-term substitute teacher for no more than **30** consecutive days; the Superintendent/designee is obligated to require licensure beyond 30 days as provided by state statute.
2. Short-term Assignments: All substitutes, a position assignment lasting **less than 30 consecutive** days:

- a. If a substitute has completed the hiring process and is on the approved list, the Position Requisition form is not required.
- b. If a substitute is needed to cover an employee taking intermittent leave or if the leave is extended beyond three (3) days, a requisition form must be completed.
- c. The Principal/designee must verify that the substitute is on the approved list. If not, the substitute must contact the Central Office to complete the hiring process prior to working.
- d. Approved work hours must be submitted on a timesheet. A delay in submitting timesheets may result in a delay in the regular payroll process.

#### **IV. Employment Conditions**

**All Substitutes:** Only substitutes from an approved list shall be hired to work in the Supervisory Union and its member schools.

1. All substitutes (teachers, nurses, specialized positions, and support staff) will be employed at will, which means employment can end at any time for any reason or for no reason, with or without notice either by the school district or the substitute.
2. The Superintendent/designee reserves the right to add or remove individuals from the substitute list at his/her discretion at any time for any reason or for no reason at all, without notice.
3. The Superintendent/designee and/or Principal/Director reserve their rights to limit the assignment and/or placement of a substitute, as they deem necessary or appropriate.
4. Such employment decisions shall be made without regard to disability, age, place of birth, ancestry, marital status, national origin, race, color, religion, sex, sexual orientation, or gender identity.
5. Reference check calls to verify eligibility for employment, background, experience and/or work-related information usually will be conducted by the Central Office and may, at times, be conducted by the school district.
6. The Central Office shall maintain an approved substitute list based on information provided by the substitute and the school districts. This list will be distributed to each school. Persons wishing to substitute who do not appear on the list must be referred to the Central Office for processing and approval.
7. Member school districts may only employ persons who have been placed on the approved substitute list. Persons must complete all the necessary hiring paperwork, present proof of eligibility to work in the U.S., and complete a background check. Once they are cleared for hiring they will be placed on the approved substitute list.
8. In the case of misconduct on the part of the substitute, the Principal/Director shall notify the Superintendent immediately and any appropriate action deemed necessary will be taken.

9. Substitutes must check in/out daily per school established procedures. At SATEC, SACS, and Fairfield, this is done at the School's Main Office; at BFA/NWTC, substitutes must check in/out with the Department Chair/designee. A school designee is responsible for reviewing the timesheet, signing off, and forwarding the timesheet/pay information to the Business Office at the end of the pay cycle to ensure timely pay.

**Substitute Teachers/Nurses:** Only substitute teachers/nurses from an approved list shall be hired to work in the Supervisory Union and its member schools.

1. Once a candidate has been approved for employment by the Superintendent's Office, the person's name and qualifications shall be added to the Substitute Teacher/Nurse list and provided to the schools for selection.
2. Substitute teachers/nurses deemed unsatisfactory by the Superintendent/designee will be removed from the list and Principals/Director will be notified. In turn, the Principal/Director will advise the Superintendent of substitutes who are deemed unsatisfactory and the reasons. FCSU and its member schools will comply with the Vermont Department of Education rules as they relate to the licensing requirements of substitute teachers.
3. For purposes of this procedure, "License" refers to either a Vermont Educator's license or Vermont Nursing license (as applicable to the position). Further, a Vermont Provisional Teacher's license will constitute licensed professionals.
4. A job description shall be established for the position of Substitute Teacher. Each member school shall employ, as a substitute teacher, those persons who possess the qualifications outlined in the job description.

#### **V. Pay Provisions:**

**All Substitutes:** All substitutes must complete all hiring requirements at the Central Office prior to being paid.

1. Substitutes will be paid according to the pay cycle established for the school. Substitutes should be encouraged to check their status with payroll to ensure that proper payment with the regular payroll processing occurs.
2. If the minimum pay for any substitute falls below the federal or state minimum wage requirement, the new minimum pay amount will be adjusted at the discretion of the Superintendent until local School Board approval can be obtained.
3. Language contained in the Master Agreement for substitute pay shall be honored for those persons who are members of the collective bargaining group and who substitute within the same school district.
4. A full day for substitutes is 7.5 hour days or five or more periods a day at the High School. In addition to classes, the workday assignment may include planning time, professional development, or a combination thereof. Substitutes will be paid an hourly rate as shown in the table below.

5. Short-term Assignments Pay Rate: Temporary assignments lasting 30 or fewer consecutive days or intermittent assignments. The rate schedule for substitute teachers will be as follows for each full day of work:

<u>Qualification</u>	<u>Rate of Pay</u>
No degree/less than four-year degree	\$75/day or \$10.00/hour
Bachelor's Degree or more/not licensed	\$85/day or \$11.33/hour
Current Teacher's License	\$95/day or \$12.67/hour

6. Long-term Assignments Pay Rate: Temporary assignments lasting more than 30 consecutive days for the same position.
- a. **Full-year assignment**: Persons hired to work for a year will be provided a “one-year only letter of employment.” Provisions of employment will be outlined in the letter.
  - b. **Teachers working more than 30 consecutive days**: Licensed and endorsed substitutes hired to assume all responsibilities (i.e.: planning and classroom activities for a teacher, administering medical plans for a school nurse) will be compensated at the per diem rate of the first step of the prevailing teachers’ salary schedule based on the substitute’s education level (i.e.: B, step1 or M, step1). This pay amount will take effect as of the first day of full duty work responsibilities and will end with the termination of the assignment. Any future assignment will be paid at the rate determined by the assignment. **No benefits are provided.**
  - c. **Support Staff working more than 30 consecutive days**: Persons working greater than 30 consecutive days in the same position will be paid at a rate consistent with the first step of the appropriate salary schedule/column. This pay amount will take effect as of the first day of full duty work responsibilities and will end with the termination of the assignment. Any future assignment will be paid at the rate determined by the assignment. **No benefits are provided.**

**Substitute Teachers:**

1. If a substitute teacher receives a license and/or endorsement while employed with the FCSU or its member schools, a copy of the license and endorsement shall be provided to the Superintendent/designee. If any pay adjustment is appropriate, it will be made based on the date the information was provided to the Central Office and will not be retroactive.
2. Retired Teachers: Retired teachers must still hold an active teacher’s license in order to serve in long-term professional assignments and/or be paid at the licensed rate.
3. Shadowing: If a substitute teacher is asked to shadow a teacher, this time will be considered work time and the substitute teacher will be compensated at the regular daily rate until the teaching assignment begins.

**Substitute School Nurse:** Substitute nurses may be hired at an hourly rate of \$25.00/hour, provided they hold a current RN or LPN license. Persons who are not properly licensed will be paid at the regular substitute daily rate.

**Substitute Custodians:** Substitute custodians will be paid according to the following salary table:

Step	0	1	2	3	4	5	6	7	8	9	10
Rate:	10.76	11.03	11.30	11.57	11.84	12.11	12.38	12.65	12.92	13.19	13.46

Step	11	12	13	14	15	16	17	18	19	20
Rate:	13.72	13.99	14.26	14.53	14.80	15.07	15.34	15.61	15.88	16.15

**Specialized Positions:**

1. In the case of specialized positions, such as but not limited to Transliterator or SLP, the Superintendent may allow schools to hire short-term substitutes at the per diem rate of the first step of the appropriate salary schedule, unless otherwise outlined in a Master Agreement. Prior approval for this must be obtained from the Superintendent before any offer of employment is extended.
2. Information regarding these positions must be forwarded to payroll on the New Hire Sheet in a timely manner to ensure that accurate wages are provided.
3. Timesheets for these specialized positions must be completed by the substitute, approved by the supervisor, and forwarded to payroll at the end of the work cycle.