

ARRANGEMENTS FOR SUBSTITUTE TEACHERS

1. A substitute teacher is called in for absence of the regular classroom teacher. Each school principal is responsible for securing the substitute.
2. When circumstances permit, the teacher will notify the principal of impending absence in ample time for a substitute to become prepared.
3. The substitute will be provided with lesson plans, schedule, and any other pertinent information.
4. A substitute teacher who works more than ten consecutive school days in the same classroom situation (substituting for the same teacher) will be paid at the long term per diem rate as specified in the current Pay Plan. Such pay will be retroactive to the first day of the long-term assignment. Should said substitute be required to be absent from the above teaching situation for emergency reasons and the consecutive days be interrupted, the substitute teacher may still qualify for the long term per diem rate. A written request for a waiver will be submitted to the Executive Director of Human Resources and Compliance in such an instance.

ADOPTED: February 8, 1983

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LEGAL REFERENCE: 8 VAC 20-671-370

CROSS REFERENCE: GCE Part-Time and Substitute Professional Staff Employment