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**COLOGNE ACADEMY
MANUAL OF SCHOOL POLICIES APPROVED BY THE BOARD**

426 SUBSTITUTE TEACHER PAY RATE

PURPOSE

Substitute teachers are hired on a temporary basis for a specified period of time to fill the permanent position of a faculty employee. Substitute teachers are classified as temporary appointments and are not eligible to earn benefits.

SALARY ADMINISTRATION

Substitute teachers are paid for the actual number of days worked. This payment does not include pay for holidays.

PAY SCALE

Substitute Teacher \$125.00

Substitute Para \$12.00/hour

PAYCHECKS

Paychecks for substitute teachers are generated and deposited on a biweekly basis. The pay will be made two weeks in arrears. This means that the substitute teacher will receive pay two weeks after the end of the pay cycle for which the timesheet is submitted.

TERMINATION

Substitute teachers are hired “at will.” Termination may occur at any time without additional compensation. Substitute teachers are not eligible for layoff priority employment or severance pay.

The length of the workday for substitutes is eight hours/day.

Substitutes for full-time teachers shall be on duty and available for work on the school site (or site otherwise designated) as directed by their principal (or immediate supervisor). A duty free lunch period of at least 20 minutes shall be included in the workday.

Any assignment which is more than four hours is considered a full day. Any assignment four hours or less is a half-day assignment.

Substitute teachers are not entitled to a preparation period and may be asked to fill in for other teachers during the scheduled preparation time. Also, please be aware that Substitute teaching assignments may change if other needs arise in the building.

Should a substitute teacher be called in error, or if for some other reason the Substitute is not needed after reporting to the building, the substitute will be paid for one hour if the error was made on the part of the school district. If the Substitute reports to the building and is in attendance more than 15 minutes, the Substitute will be paid for a half day. The substitute will be expected to work four hours, as assigned by the principal. If other substitute positions become available during the day, the mis-assigned substitute will be placed in the vacancy.

The substitute teachers know that it is essential for all students to have qualified instruction and, therefore, accepts only those assignments that are within his/her competence. When a substitute teacher feels unqualified to take an assignment, he/she should decline the job.

If school is cancelled because of inclement weather, substitutes do not report to work. Even if your assignment is prearranged, you will not be paid for snow days. In the event starting times are delayed, substitutes should report at the regularly assigned time. Major network TV stations and www.cologneacademy.org will announce school closures.