

## APPENDIX C - SUBSTITUTE TEACHERS

- Section C.1** In order to ensure the continuity and quality of the District's educational programs the District retains the right to determine the employment and retention of substitutes on the District substitute list. This may include limiting the buildings/grade levels available to individual substitutes.
- Section C.2** Teachers will be provided the opportunity to provide input to the District regarding the effectiveness and/or concerns they have encountered as a result of a substitute having covered their class.
- Section C.3** Selection and retention of substitute teachers is the sole discretion of the District. Any substitute who, based on information provided to the District on the Substitute Feedback form, is not recommended for consideration of substituting in the future, may be removed from the District substitute list at the sole discretion of the District.
- Section C.4** The daily rate of pay for Substitute Teachers for 2018-2019 will be \$180.00. This rate shall be adjusted in accordance with Section C.9 below. In addition, daily substitute work performed on a Friday will be compensated at a Friday Super Rate of \$205.00 for a full-day and \$102.50 for a half-day (3 ½ hours).
- Section C.5** When substitutes work a half day (3 ½ hours) or less they will be paid ½ the substitute rate. When substitutes work more than three and a half (3 ½) hours they will be paid the daily substitute rate. When the regular teacher returns to the classroom prior to the conclusion of the substitute's assigned full or half day, the substitute will remain for their entire assignment (half or full-day) and may assist the teacher or perform other work as assigned by the principal.
- Section C.6** Substitutes who work six (6) to twenty (20) consecutive days in the same assignment shall be paid \$185.00 per day.
- Section C.7** Teachers who are retired from Lake Washington School District and who are placed on the substitute list shall be paid at \$205.00 per day or \$102.50 for a half (½) day. Retired District teachers who work six (6) to twenty (20) consecutive days in the same assignment shall be paid \$210.00 per day. Retired teachers who perform daily substitute work on a Friday will be compensated at a rate of \$230.00 for a full-day and \$115.00 for a half-day (3 ½ hours).
- Section C.8** Substitutes who work fifty – sixty-nine (50-69) days in one (1) school year will receive a bonus of one-thousand (\$1,000) dollars; those who work seventy – ninety-nine (70-99) days will receive one-thousand five-hundred (\$1,500) dollars; those who work one-hundred (100) or more days will receive two-thousand (\$2,000) dollars. A day shall be equal to one (1) full day or two (2) half days. This bonus will be paid at the end of the school year in the July paycheck.
- Section C.9** Long-term substitute assignments in excess of twenty (20) days will be paid at the contract teacher rate, retroactive to the first day of assignment, except that when, in the judgment of Human Resources, the assignment appears at the onset to be a long-term assignment, the contract teacher rate may be paid from the beginning of the assignment.
- Section C.10** The rates specified in C.4, C.6, and C.7 above shall be adjusted by the same percentage amount by which the regular teacher salary may be adjusted.
- Section C.11** If the daily rate for substitute teachers is adjusted during any fiscal year as a result of an adjustment to the regular teacher salary, such adjustment will only apply prospectively from the date of the agreement between the Association and the District. Substitute salary adjustments will not be retroactively applied to days worked prior to such agreement.
- Section C.12** The above salary is based on a full teacher workday, including planning time (if applicable). Whenever a substitute is required by an administrator to cover a class during his/her scheduled planning time, the substitute will receive additional

compensation for this added responsibility. Such compensation will be at the substitute hourly rate of pay.

**Section C.13** In the event that the District determines the need to delay the start of school, substitute teachers are to report one (1) hour before the newly announced start time.

Substitutes who report to work on a day when school closures are announced late (after 5:30 a.m. for secondary and after 6:30 a.m. for elementary) shall be paid one (1) hour at the substitute rate of pay.

Substitute teachers who have reported to work when a subsequent closure occurs will be paid a minimum of a half ( $\frac{1}{2}$ ) day of substitute pay.

**Section C.14** Represented substitute teachers will earn paid sick leave according to the following:

- A. One (1) prorated day for each twenty (20) consecutive days in the same assignment; i.e., or
- B. Seven (7) hours of paid sick leave for each one-hundred-forty (140) hours of substitute service.

Such sick leave may be granted for absences caused by the employee's personal illness when such employee is in an assignment of five (5) or more consecutive days. When absent due to personal illness, the substitute will call the substitute system to cancel themselves out of the job and call the substitute office and state that he or she is ill and will be using sick leave for the absence. Such days will not be available until they have been earned. Up to 40 hours of accrued sick leave can be carried over from one school year to the next. Accrued sick leave cannot be cashed out upon separation, resignation or termination.

**Section C.15** Substitutes will be allowed to self-pay for insurance benefits as provided by insurance contracts.

**Section C.16** Long-Term Substitutes The District may fill vacancies with long-term substitutes provided such vacancy shall not exceed eighty-nine (89) school days.

**Section C.17** Substitutes who perform work under the Professional Learning Certificated Pay Structure will be paid at the rate of \$45 per hour for such work.

Approved: June 25, 2018

Effective: August 11, 2018