

EMPLOYMENT OF SUBSTITUTES

The Board of Education recognizes the need to procure the services of substitutes in order to continue the operation of the schools as a result of the absence of regular personnel.

The Superintendent shall employ substitutes for assignment as services are required to replace temporarily-absent regular staff members and fill new positions. Such assignment of substitutes may be terminated when their services are no longer required.

In order to retain well-qualified substitutes for service in this District, the Board will offer competitive compensation at a rate set annually by the Board.

Review of Services

A review of substitute services will be completed by each teacher after the substitute assignment. Additionally, each substitute will provide feedback on lesson planning/preparation.

Long-Term Substitutes

- A. A substitute teacher who replaces a contracted teacher for more than ten (10) consecutive and continuous school days shall receive the established long-term substitute per diem rate, effective on the tenth day of such service, as approved by the Superintendent. In certain circumstances when the need for long-term responsibilities are known prior to the tenth day and when lesson planning is completed by the substitute, the Superintendent may waive one (1) or more days of the ten (10) day requirement.
- B. Substitute teachers who qualify for long-term substitute status may be absent for no more than three (3) consecutive service days without loss of long-term status. Sick leave benefits/payments are not made to substitute employees.
- C. Substitute teachers who do not meet the long-term qualifications A above, but who serve the district for more than ninety (90) days during a given school year, will be paid an additional ten (10%) per cent bonus differential per day commencing on the ninety-first (91st) service day.

Duties

- A. Long-term substitutes assume the following responsibilities: supervision, short and long range planning, school meetings called by the principal, department or grade level, etc., recording, grading, reporting, and parental contacts.
- B. Short-term duties include the workload and responsibility of the teacher being replaced. The principal may assign a substitute to any job-related duty during the course of the substitute's day.

Pay Periods

- A. Substitute teachers will be paid in accordance with payroll scheduling.
- B. If a substitute teacher is called and reports to work, the teacher shall receive compensation for a minimum of one-half (1/2) day. To receive this pay, the teacher shall provide one-half (1/2) day of service. A half-day assignment is defined as four (4) hours.
- C. Substitute teachers are expected to remain on duty for the entire assignment for which they receive compensation.

A substitute shall be paid a minimum of a half-day once the substitute is called.

118.19, Wis. Stats.
P.I. 3.03(8), Wis. Adm. Code

Adopted: 6/18/01
Revised: 10/13/03; 3/12/15

The Port Washington-Saukville School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of Special Services, Port Washington-Saukville School District, 100 W. Monroe Street, Port Washington, WI 53074 - Duane.Woelfel@pwssd.k12.wi.us