

### Substitute Personnel

Section 1. General. A substitute employee shall be an individual who is qualified to carry out the responsibilities of the regular employee for the period of time needed. No individual shall be employed as an EACS substitute who:

1. Was terminated by EACS or another school district for just cause; or,
2. Resigned or retired from employment with EACS to avoid disciplinary action.

Section 2. Employment of Substitutes. Substitute personnel will be employed when, in the opinion of the Human Resources Department, it is deemed necessary for such in order to carry out the program effectively and efficiently. No administrative positions will be filled on a substitute basis without prior approval of the Superintendent.

Section 3. Training. Suitable information for training and orienting the substitute to the assignment will be the responsibility of the Human Resources Department, in cooperation with the building principal, unit head, and regularly assigned employee.

Section 4. Substitute Teacher Compensation. The rates of compensation for teacher substitutes are:

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| 1. Certified Employee Substitute:          | \$80.00 per day |
| 2. Priority Certified Employee Substitute: | \$85.00 per day |
| 3. Emeritus Substitute:                    | \$90.00 per day |

Section 5. Priority Certified Employee Substitutes. The Human Resources Department shall determine the number of priority certified employee substitutes to be designated for each school year. To be eligible for designation as a "priority certified employee substitute," an individual must consent to placement in any East Allen County school. Priority certified employee substitutes will be given first opportunity to fill any certified employee vacancy and all available priority certified employee substitutes will be placed in a substitute assignment before any non-priority certified employee substitute is placed. To maintain priority certified substitute employee status, an individual may not refuse more than five (5) assignments in a school year (July 1 – June 30). Priority certified employee substitutes will not be assigned a specific school or cluster of schools nor will priority certified employee substitutes be guaranteed placement for every school day.

Section 6. Special Substitute Teachers. The Superintendent or the Superintendent's designee may designate any substitute teacher as a "special substitute teacher" as deemed necessary. To be eligible for such designation, the substitute must provide the Human Resources Department with written certification which states that the substitute has met all course and other requirements for a regular Indiana teacher's license. To be eligible for such designation, the substitute need not have formally been awarded a degree or passed either Praxis I or Praxis II.

The special substitute teacher will be compensated with a daily rate equal to the "Beginning Daily Rate" as specified in the Regular Teacher's Compensation Model in effect during the time the special substitute is employed in such role. Special substitute teachers will also receive the same benefit days and the same group insurance benefits as regular teachers, provided the EACS insurance plan so permits.

Section 7. Support Staff Compensation. Effective August 1, 2018, classified support staff employee substitutes shall be paid according to the following schedule:

Bus Drivers	\$15.00 per hour with a 3-hour daily minimum. If a driver is used in an emergency as a Bus Monitor the rate of pay will continue at \$15.00 per hour. After sub drivers work 90 hours, the driver may be reimbursed for expenses related to the EACS CDL Training (i.e. CDL Permit, CDL License, and CDL Drive Test (1 time)).
Cafeteria Monitor	\$7.55 per hour
Custodial/Maintenance	\$9.11 per hour
Central Office Receptionist	\$12.44 per hour; after 15 consecutive days a rate of \$13.46
Food Service	\$9.05 per hour
Nurse	\$16.52-\$20.81 per hour (depending on qualifications as determined by the Director of Student Services)
Paraprofessional	\$8.89 per hour
Secretary	\$12.44 per hour

Language Translator	\$15.09 per hour
Educational Interpreter	\$10.81-\$15.61 per hour (depending on qualifications as determined by the Director of Special Services)
Miscellaneous Support Personnel (Not otherwise listed)	\$.50/hour less than the starting pay for the position the substitute is filling. Substitutes for Miscellaneous Support Personnel (Guideline 4214) may not be used without the consent of the Director of Human Resources.
Physical Therapist Assistant	\$27.03 per hour

Section 8. Modifications to Compensation. Any certified substitute with a regular teaching license will receive a daily rate equal to the "Beginning Daily Rate" after fifteen (15) consecutive days in the same assignment. Upon completion of the assignment, the substitute will revert to the regular substitute daily rate. The substitute would receive the "Beginning Daily Rate" if the substitute should return to any assignment when fifteen (15) consecutive days had been previously served by the substitute.

Any classified support staff substitute, other than an interpreter substitute or a bus driver substitute, who has completed fifteen (15) consecutive work days of substitute work for the same permanent employee will, on the sixteenth (16th) consecutive work day, receive an hourly rate of pay equal to the beginning rate for the position and classification to which the substitute is assigned.

Section 9. Contracted Long-Term Certified Substitutes. Notwithstanding the provisions of Section 4 and Section 7, any certified substitute with a regular teaching license and licensed to teach any courses assigned without needing an emergency permit will receive a daily rate equal to the "Beginning Daily Rate" beginning with the first day of the assignment if the initial contracted assignment is to last at least one semester. Under special circumstances as determined by the Superintendent, an individualized compensation rate can be established for a contracted long-term substitute.