

Substitute Teachers - Reporting

Section 1. General. If a substitute teacher's assignment is for more than four (4) hours in any one school day, he/she shall receive a full day's pay. If the assignment is for four (4) hours or less in any one school day, he/she shall receive one-half (1/2) day's pay.

A substitute teacher reporting to the school at least one (1) hour prior to the scheduled lunch period of the absent teacher and teaching for the remainder of the school day shall be credited with one (1) complete day for pay purposes; however, if the substitute is released from the assignment prior to the close of the school day and has taught less than four (4) hours, the substitute shall be credited with one-half (1/2) day for pay purposes.

Substitute teachers should be advised when they are being employed for only one-half (1/2) day. It is not necessary in every instance that substitute time equals the teacher absence.