



## **Non-Affiliated Permanent Building**

### **Substitute Teacher**

### **Handbook**

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## **L'ANSE CREUSE PUBLIC SCHOOLS NON-AFFILIATED HOURLY EMPLOYEES**

### **A. Recognition**

This reference guide represents non-affiliated Permanent Building Substitute Teachers working at L'Anse Creuse Public Schools.

### **B. Salary**

Please reference individual position schedule as it relates to wages.

### **C. Performance Evaluations**

Written performance evaluations are to be prepared annually. Forms can be found on the District's Intranet Webpage, under the Human Resources Department.

### **D. Work Week/Attendance**

Regular and timely attendance is a requirement for each employee and in accordance with the District's Attendance Guidelines. Permanent Building Substitute Teachers follow the LCPS Student Calendar for their building level. All absences should be recorded as "not available" in Red Rover. While every attempt is made to keep the building subs at their home building each day, any Permanent Building Subs may be asked to report to another building for a daily assignment as needed. Refusal to report to another building will result in a nonpaid day and may result in disciplinary action.

### **E. Annual Training**

All staff members are required to take annual training tutorials in compliance with Board Policy and Federal Law. A reminder memo with the required tutorials is sent on a yearly basis by the Human Resources Department.

### **F. Leaves with Pay**

#### **I. Absences related to Jury Duty.**

In an effort to assist our office in processing pay and attendance properly for Jury Duty, please follow the steps below:

- After confirming the absence for Jury Duty (usually Jury Duty is confirmed by a phone call the evening before the reporting date), please log the absence as soon as possible in Red Rover under both your Employee Profile and your Substitute Profile. If you have an assignment for that day, please email Debbie Demick ([demicde@lc-ps.org](mailto:demicde@lc-ps.org)) as soon as possible.
- Fulfill Jury Duty commitment.
- Submit Jury Duty verification of attendance letter to Deborah Demick in the Human Resources Office within one week of Jury Duty. The Human Resources Office will edit your absence reason to Jury Duty once proper documentation has been received. The absence will remain nonpaid until

the proper Jury Duty paperwork has been received/processed by Human Resources/Payroll.

- II. Earned Sick Time Act (ESTA): Please refer to the District's [ESTA Policy](#) for earning and using this time.

**G. Benefits**

The District shall comply with the Affordable Care Act in providing health insurance.

**H. Calendars**

Please refer to school year calendar. Permanent Building Subs with a valid teaching certificate are limited to working a maximum of 149 days in a school year. Start date will be determined each school year accordingly.

**I. Levels**

Permanent Building Substitute Teachers-Levels	
<b>Elementary Level-1</b> <b>Middle School Level- 1 &amp; 2</b> <b>High School Level- 1 &amp; 2</b>	Eligible for ESTA as outlined above. Eligible for 3 paid days off (coinciding with Teacher PD days during the school year). Eligibility starts 30 days after date of hire. If Sub attends a PD day in person, the paid day off cannot be used on another day. These levels are expected to report to work at their home building every school day UNLESS moved to another building for an assignment.
<b>All other Levels</b>	Eligible for ESTA if minimum hours worked requirements are met. These levels will only be paid for days with actual assignments.
Inclement Weather	
In the event of school closure due to inclement weather or other circumstances employees, days are unpaid.	

**J. Pay Rates**

<b>Permanent Building Substitute Teacher</b>	
<b>Pay Rate</b>	
<b>Daily Rate</b>	
Sub Permit	<b>\$135/Day (\$67.50-half day)</b>
Teaching Certificate	<b>\$175/Day (\$87.50-half day)</b>

**K. Sub Teaching Permit**

Permanent Building Substitutes are responsible for paying for their annual Sub Permit through MOECS. The Human Resources Office will apply for each permit and the payment link will be sent to the substitute's email. Once paid, they can be activated in the system for assignments.

**L. End of Year**

Subs should be turning in their badge and keys in to the building secretary on the last day of school. The Permanent Building Sub Teacher positions will be posted annually by each building. Subs wishing to return to the position should apply annually to the building(s) of their choice.

*This guide does not constitute an employment contract. It is to be used as a reference for listed positions and may be updated at any time*