

Substitute Teacher Information Sheet

SUBSTITUTE TEACHERS

TIMESHEETS ARE REQUIRED

- Make sure every substitute teacher is cleared BEFORE they work. This process takes time and should be completed by all potential substitutes as early as possible.
- All substitutes must complete the entire “New School Employee Packet (Found on the NCC website under Human Resources, Employment Paperwork Forms.)
- If you have an hourly school employee currently employed by NCC, they can NOT automatically work as a sub. There must be a PAR (Personnel Action Request) that indicates they are approved to work as a sub and receive sub pay.
- If you are using a sub who worked for you last year, complete the “Substitute Personnel Action Request Form” so that HR is aware that they are continuing to work for you. **It is your responsibility to contact Alicia (alica.butcher@nccsda.com) to make sure that employee is still current on LiveScan and TB test.**
- **PLEASE NOTE:** California State Law REQUIRES that substitutes get a 30-minute lunch break within the first 5 ½ hours of work. If you do not arrange for this, the employee must be paid for an additional hour of work and the school will be charged for this. Proof of the break must reflect in the hours turned in for payment.
- Timesheets can be filled out ONLINE: (Found on the NCC website under Education, Employee Forms, Employee Timesheets, Hourly Timesheets - Sub Teacher).
 - You must enable editing before you will be able to complete the substitute form.
 - Fill out the form **completely**. The substitute teacher **and** either the principal, business manager or treasurer must sign it.
 - The reason for the contracted teacher’s absence is mandatory, it determines the amount of subsidy provided by NCC. You must choose one of the categories from the drop-down menu. If you need to clarify something, it can be done in the “notes” portion of the form.
 - The rate of pay for the substitute is determined by the credential the substitute has on file with NCC. It is the responsibility of the substitute to provide proof of their most current, valid credential.
 - Send the completed timesheets to payroll@nccsda.com by the due date as stated on the Payroll Schedule, (Found on the NCC website under Human Resources, Forms, Payroll Schedule.) Our substitutes deserve to be paid in a timely manner.
- The substitute can fill out a paper timesheet and sign it before they leave the school; then you can transfer the handwritten timesheets to online versions before sending them to payroll@nccsda.com.

Please Share with Your Teachers:

- A personal day is taken on a Friday, even though it is a shorter school day, it still counts as a FULL school day, and thus a FULL personal day is deducted.
- Every absence needs to be sent in on sub timesheet, even if covered in-house
- If a contracted teacher exceeds the allotted number of personal or sick days, the teacher will be charged the **full daily rate** for the substitute.

What the conference subsidizes:

Fall/Spring Ed councils	100%	K-12 Curriculum	100%
FOL Meeting in Ontario	100%	Principal's Council	100%
Teacher Mentor/Mentee	100%	Professional Growth (2 days)	100%
School/WASC Evaluation Team	100%	Small School's Inservice	100%
Workman's Comp Absences	100%	Medical, Family Medical	50%
Bereavement (3 days)	50%	Personal Day (2 days)	50%
Jury Duty	50%	12-month contract using vacation	50%

What the conference does not subsidize:

School/WASC preparation	Sports Tournaments/AD meetings
CIF Meetings	IEP/Registrar's Meeting
School Field Trips/Outdoor School	Administrative Leave
Mission Trips	

LONG-TERM SUBSTITUTE TEACHERS

TIMESHEETS ARE REQUIRED

- Qualification for a long-term substitute requires the contracted teacher has already been out for 20 **consecutive** days. During the 20 days, the sub costs are split 50/50. (Unless it is a Workman's Comp injury.)
- The long-term sub policy will begin on the 21st day. The conference covers 100% of long-term substitute's pay.
- Communicate, either by phone or email, with your school's superintendent as soon as you suspect that you might need a long-term sub.
- Work with your superintendent on a possible substitute. They must be a cleared school employee. If they are not yet a cleared school employee, they must go through the New School Employee Process (HR) which include Live Scan and tb.

- Begin the process of completing the employee forms immediately. All substitutes must complete the entire “New School Employee Packet (Found on the NCC website under Human Resources, Employment Paperwork Forms.) This packet requires proof of a negative TB test, and the results from a recent LiveScan. (Found on the NCC website under Education, LiveScan sample and form).
- Once this paperwork is complete and turned in to hr@nccsda.com, and not until it is complete, can the superintendent start on the paperwork required to issue the Long-Term Substitute contract.
- The superintendent must work closely with the principal to make sure that all the process is proceeding as planned.
- The superintendent will then contact the rest of the Education Department to make sure that everyone is aware of the change.
- A long-term substitute is paid on a daily basis; therefore, timesheets must continue to be kept for the substitute.
- Indicate on the timesheet that this is a long-term substitute. When the long-term subbing period has been completed, please indicate that on the timesheet as well.