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"
- 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 they are continuing to work for you. **It is your responsibility to contact HR (hr@nccsda.com) or Joana (joana@nccsda.com) to make sure that employee is cleared with LiveScan and TB.**
- **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 MUST be filled out digitally: (https://nccsda.com/hr/forms/) under "H" for Hourly Timesheet - Sub Teacher.
  - You must enable editing before you will be able to complete the timesheet form.
  - Fill out the form **completely.**
  - The reason for the contracted teacher's absence is mandatory and you must ONLY choose one of the categories from the drop-down menu. If you need to clarify something, it can be done in the "notes" portion at the bottom of the form.
  - Scan and email the completed timesheets to payroll@nccsda.com by the due date as stated on the Payroll Schedule, (https://nccsda.com/hr/forms/). Our substitutes deserve to be paid in a timely manner.
  - Any timesheets received more than one pay period late will receive **NO** subsidy from NCC and the school will be charged 100% of the substitutes payroll costs.

- All subs will be paid at 72% of the wage scale, regardless of credential status.

Please Share with Your Teachers:

- When 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 MUST be recorded on a 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
CIF Meetings
School Field Trips/Outdoor School
Mission Trips
Sports Tournaments/AD meetings
IEP/Registrar's Meeting
Administrative Leave

LONG-TERM SUBSTITUTE TEACHERS

TIMESHEETS ARE REQUIRED

- Qualification for a long-term substitute requires the contracted teacher be out for 20 **consecutive** days. During the 20 days, the sub costs are split 50/50 between the conference and school. (Unless it is a Workman's Comp injury.)
- The long-term sub policy will begin on the 21st day at which time the conference subsidizes 100% of the 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 includes Live Scan and TB.

- Begin the process of completing the employee forms immediately. All substitutes must complete the entire "New School Employee Packet". This packet requires proof of a negative TB test, and the results from a recent LiveScan.
- 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.