

Substitute Reimbursement
Fiscal Year 2008-2009
March 19, 2008



Schools have two options for substitute reimbursement:

1. Long Term/Extended Substitute Reimbursement

- A school cannot have a Long Term/Extended Substitute (Sub) without first purchasing a teaching position. Long Term Subs are paid from Object 0107 (Salary - Extended Substitute). They are paid as first-year teachers whose salaries are also included in the calculation of the average teacher's salary. Therefore, schools do not get reimbursed when a teacher is out and a Long Term/Extended Sub is used.
- A substitute who fills in for a teacher for more than 20 consecutive days is considered a *Long Term Substitute*. The status changes to *Extended Substitute* when the days worked goes beyond 60 consecutive days.
- If the school expends any funds in Object 0750 (Other Personnel Services) for the Long Term Sub, the School District will reimburse the school. No action is needed by the school. The Payroll Department will transfer the Long Term Sub salary expenditures.

Example #1: If the substitute works at your school for 20 days or more, you will need to write a memo to Personnel to request that the substitute becomes a Long Term/Extended Sub. Your substitute budget will then be reimbursed for the total days charged to your sub account object 0750.

Example #2: If your school paid for a Long Term/Extended Sub from the very beginning, the sub's salary would not be reimbursed because the salary will be charged to 0107 and not your sub account object 0750.

- Educational Support substitutes do not qualify for Long Term or Extended Sub status.
- Please refer to the attached Okaloosa County School District Finance and Accounting Procedures Manual, Chapter 3, Page 93, XI.
- Please refer to the attached Fiscal Year 2007-2008 Substitute Personnel Salary Schedule.
- Please contact Personnel for information regarding the requirements or actual pay for a Long Term or Extended Substitute.

2. Teacher or Educational Support Substitute Reimbursement

- If a teacher or educational support person is out for more than ten consecutive days, the school is eligible for reimbursement. The school is responsible for the cost of the substitute for the first ten days; the District will reimburse the school for substitute costs after ten days. To receive reimbursement, the principal will need to send a memo to Payroll listing the name of the employee who was on leave, the name of the substitute and the dates worked. Once Payroll verifies this information, your school's substitute account object 0750 will be credited the appropriate amount.

Example #1: A teacher is out due to sickness for 5 consecutive days. She returns to work for one day. She still feels sick and stays home another 7 consecutive days. The school would not be reimbursed because even though the teacher was out for a total of 12 days, the days absent were not consecutive.

Example #2: A classroom assistant is out for 25 consecutive days for surgery. The school would be reimbursed for 15 days (25 days absent less 10 days school responsible = 15 days).

- Please refer to the attached Fiscal Year 2007-2008 Substitute Personnel Salary Schedule.
- Please also refer to the attached Okaloosa County School District Finance and Accounting Procedures Manual, Chapter 3, Page 93, XII.

SALARY SCHEDULE FOR SUBSTITUTE EMPLOYEES

REVISED November 13, 2007

Substitute Teacher and Substitute Adult Education

Non-degreed	\$8.65 per hour	\$64.86 per day
Bachelors or higher	\$11.89 per hour	\$89.18 per day

The above figures are based on a 7.5 hour work day.

Long Term Substitute Teacher (20 + days)

\$14.27 per hour \$107.01 per day

After 20 consecutive days within a 25-day period in the same position, pay is retroactively increased.

Extended Substitute Teacher (60 + days) BA/BS degree-1st step

After 60 consecutive days within a 70-day-period in the same position, pay is retroactively increased to the hourly rate on the Instructional Salary Schedule-BA/BS degree-1st step.

Substitute Educational Support Personnel

Bus Driver	\$6.79 per hour
Classroom Assistant	\$7.00 per hour
Custodian	\$7.00 per hour
Day Care Worker	\$7.00 per hour
Laborer	\$6.79 per hour
Lunchroom Monitor	\$6.79 per hour
Lunchroom Worker	\$6.79 per hour
Secretary	\$7.00 per hour
Trans. Assistant	\$6.79 per hour

Board approved:
November 13, 2007

X. CORRECTIONS/CHANGES TO PAYROLL

Corrections/changes to payroll may be initiated either by the Payroll Department or by the school/department submitting the payroll.

Corrections/changes initiated by the Payroll Department -- Upon noticing a possible error on a payroll report submitted, Payroll personnel will telephone the school/department to discuss the problem(s). Any change or correction resulting from the conversation must be requested in writing by the school/department. The letter must be signed by the principal or department head.

Corrections/changes initiated by the School/Department -- The school/department should telephone the Payroll Department and request that the payroll report be changed. Please notify Payroll as soon as possible to have the correction made in the current pay period. The telephone call should be followed with a letter signed by the principal/department head requesting the change; the letter should be sent to the Payroll Department.

All correspondence and/or documentation should be received in the Payroll Department prior to pay day, AND all correspondence must agree to the changes discussed over the telephone.



XI. EXTENDED SUBSTITUTES

All extended substitutes will be reported on the instructional payroll report. Use the same pay calendar as teachers, but report the time worked in hours. Extended substitutes are paid only for the hours they work. The school district funds the school's budget for extended substitutes.

XII. REIMBURSEMENT FOR EXTENDED ABSENCES

A school can be reimbursed for a substitute if a teacher has been out for ten or more consecutive days, due to illness. To request reimbursement, the school must write a letter to the payroll department stating the name of the teacher, the pay period that the absences occurred, and the name of the substitute. The Payroll Department will verify this information and make the appropriate budget adjustments.

XIII. TERMINATED EMPLOYEES

Should an employee terminate after the payroll reports have been submitted to Payroll, the school should immediately telephone the Payroll Department