

Substitute Reimbursement

Fiscal Year 2011-2012



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.
- A school must submit an OASIS transaction – “Long Term/Extended Substitutes” – to change a regular substitute to a long term/extended substitute.
- If the school pays a regular substitute and then converts the individual to a long term/extended substitute via OASIS, any funds expended in Object 0750 (Other Personnel Services) for the individual will be reimbursed by the District from day one. The long term/extended substitute will then be paid using Object 0107 (Long Term Sub).
- If a school knows that a substitute will be long term, it may submit an OASIS request at the beginning. In this case, all of the substitute expenditures will be charged to Object 0107 (Long Term Sub) and no reimbursement will be required.
- 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 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 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 & TEMPORARY EMPLOYEES

REVISED JULY 1, 2009

| SUBSTITUTE PERSONNEL | |
|--|---|
| 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 |
| Based on a 7.5 hour work day | |
| Substitute's at the secondary level will be reimbursed at 20% of the daily rate for each class subbed. | |
| Formula for Substitute pay: | |
| Non-degreed | base pay x .002 + 7.5 = hourly rate |
| Degreed | base pay x .00275 ÷ 7.5 = hourly rate |
| Long term | base pay x .0033 + 7.5 = hourly rate |
| Long Term Substitute Teacher (20 + days) | |
| | \$14.27 per hour \$107.01 per day |
| Must have Bachelors degree or higher. 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 | |
| Must have Bachelors degree or higher. 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 | \$7.25 hour |
| Classroom Assistant | \$7.25 hour |
| Custodian | \$7.25 hour |
| Day Care Worker | \$7.25 hour |
| Laborer | \$7.25 hour |
| Lunchroom Monitor | \$7.25 hour |
| Lunchroom Worker | \$7.25 hour |
| Secretary | \$7.25 hour |
| Trans. Assistant | \$7.25 hour |
| Health Assistant/Nurse | \$10.50 hour* |
| | <i>*Must be approved through Health Dept.</i> |

| TEMPORARY PERSONNEL |
|--|
| Community Education Enrichment Teacher |
| 80% of fees collected (includes benefits) |
| STUDENT WORKERS |
| Effective June 1, 2005 |
| Hourly rate based upon first step of corresponding salary schedule for specific job title. |
| Student Workers are exempt from Social Security and Medicare, per IRS Publication 15. |
| Will be finger-printed same as all other employees. |
| TEMPORARY EMPLOYEES |
| Hourly rate based upon first step of corresponding salary schedule for specific job title. |

| PAYMENT SCHEDULE FOR DISTRICT APPROVED WORKSHOPS/TRAINING PROGRAMS |
|---|
| Employee as Instructor |
| Instructional & Educational Support Personnel who train outside their job description during duty time will be paid \$15 hourly. Instructional & Educational Support Personnel who train outside their job description during non-duty time will be paid \$40 hourly. |
| Employee as Participant |
| \$13 per hour to Certified Instructional Personnel, paid only when required and conducted on non-duty time & with authorized funding from revenue other than general funds. effective: 07.01.07 per contract |
| Current adopted substitute hourly rate based upon employees current regular job title required support staff in-service on non-duty time. |
| Training for Bus Driver Certification (CDL) |
| Minimum wage |

**RATES EFFECTIVE 1ST PAY PERIOD AFTER NEGOTIATIONS HAVE BEEN RATIFIED EACH YEAR.
NOT RETROACTIVE**

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