



Teachers Working as Instructional Subs

Fiscal Year 2018-2019

1. Using Teachers as Instructional Substitutes

- According to the contract, a Teacher is to be paid \$15 per class period for working as an Instructional substitute.
- This amount is paid through Object 0102 – Other Compensation. The breakdown is shown below:
- Schools may use their substitute budgets to cover this other compensation expenditure by e-mailing or faxing a copy of the Other Compensation form to the Budgeting & Financial Services Department and requesting reimbursement.