



Teachers Working as Instructional Subs

Fiscal Year 2020-2021

1. Using Teachers as Instructional Substitutes

- According to the contract, “when a teacher agrees to act as a substitute teacher during the teacher’s preparation period, the teacher will be paid \$15 for each class period.”
- This amount is paid through Object 0102 – Other Compensation.
- 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. Note: This only applies to schools that are centrally-budgeted. Contracted schools and/or schools with a separate revenue source, such as Title I or VPK, must cover the other compensation from within their budgets.