



Teachers Working as Instructional Substitutes Fiscal Year 2024-2025

1. Teachers Working 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.
- Budgeting will cover the other compensation expenditure using the school substitute budget. 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.
- To ensure that these expenditures are properly and timely covered by Budgeting, the school must use the exact wording below when entering the information into Payroll:

[Center]-Teacher working as instructional sub/planning period

Example: 0601- Teacher working as instructional sub/planning period

- Budgeting will run reports filtering to that specific wording in order to identify items that Budgeting is to cover. On a monthly basis, the Other Comp/Misc Pay reports for each school will be uploaded to the school’s TEAMS folder. The school can review the reports for any items that are mislabeled and should be covered by Budgeting. If any items are identified as needing to be covered by Budgeting, print a copy of the report, highlight the item, correctly label the item, and then email the report to Paula Sadler (central and south schools) or Suzie Gander (north schools).