

## Summary of recent revisions to substitute policies

Topic	Before revisions	After revisions
<b>Contracts</b> (Policy 520)	<p><b>Practice:</b> Substitutes were required to annually sign contracts.</p> <p><b>Policy:</b> Substitutes were required to execute a contract prior to commencing duties, but no mention as to form, frequency, etc.</p>	<p><b>Policy:</b> Substitutes are offered probationary contracts until 3 years of acceptable service, then offered a continuing contract (like regular employees). Form to be Board-approved prior to use.</p>
<b>Evaluation</b> (Policies 550 / 551)	<p><b>Practice:</b> Substitute evaluations were completed at the administrator's discretion, usually only in negative cases.</p> <p><b>Policy:</b> No mention of substitutes in evaluation policies (at all).</p>	<p><b>Policy:</b> A substitute evaluation system shall be established, with Board-approved forms and a set frequency of evaluations depending on contract type. (See Item 5 on July 23 agenda.)</p>
<b>Assignment of substitutes</b> (Policy 511)	<p><b>Practice:</b> Service personnel substitutes assigned in rotating seniority order within classification. Substitute teachers were assigned by calling system unless pre-arranged by teacher or administration.</p> <p><b>Policy:</b> Same as practice. No mention in previous policy of how substitute teachers are to be assigned.</p>	<p><b>Policy:</b> Service personnel substitutes assigned in rotating seniority order within classification. Day-to-day substitute teachers are assigned by calling system unless pre-arranged by teacher or administration. Long-term substitute teachers are to be assigned giving preference to certified teachers, then to substitutes holding the proper long-term endorsement.</p>
<b>Payment of substitutes</b> (Policy 511)	<p><b>Practice:</b> State minimum for each classification and for each service period for substitute teachers.</p> <p><b>Policy:</b> Stated that pay shall not be less than state minimum, but did not specify what it shall be.</p>	<p><b>Policy:</b> State minimum for each classification and for each service period for substitute teachers.</p>
<b>Personal leave</b> (Policy 511)	<p><b>Practice:</b> Long-term substitutes earned leave; day-to-day substitutes did not.</p> <p><b>Policy:</b> Only mentioned that day-to-day substitutes do not earn leave.</p>	<p><b>Policy:</b> Long-term substitutes earn leave only available while on long-term assignments; day-to-day substitutes do not.</p>
<b>Availability requirements</b> (Policy 511)	<p><b>Practice:</b> Service personnel substitutes required to work in all schools. Substitute teachers permitted to opt-out of one or more schools. Service personnel substitutes were warned after 7 instances of unavailability or declining an offer, then after 3 more, <i>may</i> be recommended for termination. "Not available" considered as not responding to a call out. Service personnel substitutes terminated for unavailability disallowed from employment for 2 years.</p> <p><b>Policy:</b> Same as practice for service personnel. No mention of availability requirements for substitute teachers in previous policy.</p>	<p><b>Policy:</b> Uniform expectations for all substitutes, though it remains that only service personnel substitutes required to work in all schools. Substitutes are to be warned after 7 instances of unavailability or declining an offer, then after 3 more, <i>may</i> be recommended for termination. "Not available" is defined as not responding to a call out. Substitutes terminated for unavailability disallowed from employment for 2 years.</p>