

Summers County Board of Education

ADOPTED: August 27, 1981 Rev. 6/11/03, 8/23/18

CODE: IV-H-14

REFERENCE: Employee Handbook

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SUBSTITUTE TEACHERS

Pay:

Substitute teachers shall be paid in accordance to West Virginia State Code 18A-4-7. Service personnel substitutes shall be paid in accordance with West Virginia State Code 18A-4-15. Substitute employees will not be paid for holidays.

Loss of benefits for retired substitutes:

The State of West Virginia and/or Social Security may impose restrictions on the number of days substitutes are allowed to work without affecting their retirement benefits. It is the responsibility of the retired substitute to stay abreast of any changes which may affect their benefits.

Reports:

Each substitute is required to complete a substitute report to be filed with the Finance Office. Substitute reports are to be filed in a timely manner according to the current payroll period schedule. The schedule and substitute reports are available in the Finance Office. Failure to file a report on time may result in a delay of payment.

Certification:

Professional substitutes shall be certified pursuant to West Virginia State Board Policy 5202 "Minimum Requirements of Licensure of Professional/Paraprofessional Personnel and Advanced Salary Classification." New service personnel substitute applicants must successfully complete a competency test for the job classification title in which he/she is seeking employment, pursuant to West Virginia State code 18A-4-8e.

Criminal Record Check:

All new employees, regular and substitute, must complete the required Criminal Record Check as outlined in Summers County Board of Education Policy IV-G-4.

Calling Order:

Teachers will make every effort to secure the services of a teacher certified in the area of assignment. Any assignment exceeding 10 days must have the approval of the principal and the superintendent.

All employees requiring a substitute will enter the information in the calling system and notify their immediate supervisor.

Additions to Substitute List:

All additions to the substitute list must have the recommendation of the superintendent and the approval of the board of education. General Permit substitutes will only be added to the list when their services are needed.

All substitutes are required to work one day a semester if applicable. Should this requirement not be met, the substitute may be removed from the list for the upcoming year.