

**Policy Title:** : Draft Long-term & Short-term Substitute Definitions & Pay Rates Policy

**Date Created:** 2.5.09

**Review Date:**

**Policy Number:** HR-

**Body of Origin:** HR Committee

**Review Authority:** HR Committee

**Policy Details:**

Long-term subs shall be defined as a sub who teaches in any one classroom for ten or more consecutive school days. Short-term subs are defined as a sub who teaches in any one classroom for less than ten consecutive school days.

Both short-term and long-term subs are to be paid a daily rate that is equivalent to the wage that a first year teacher receives (first year teacher rate divided by twelve months divided by 21.5 days per month). In the event that a teacher is hired in a classroom after serving as a long-term sub in that classroom since the beginning of the year, they are to be retroactively be given pay at the full-time regular teacher rate. Payments shall be made to make up the difference, in the manner that the finance committee sees fit (lump sum, spread over a period of payrolls).

**Links to Procedures:** Payroll Policy & Procedures (Business-5c)