EMPLOYMENT OF SUBSTITUTE TEACHERS PROCEDURE

**Purpose:** The purpose of this procedure is to comply with the requirements of Utah Administrative Code R277-508.

**Procedures:** Procedures for Employment of Substitute Teachers (R277-508)

All hiring will be advertised through Weber State University Human Resources and follow all WSU Policies and Procedures.

Substitute teachers must be licensed. A person who is ineligible to hold a license for any reason may not serve as a substitute teacher. A pool of approved substitutes for the WSU Charter Academy will be developed by the administration. The approved substitute list shall include obtaining verification from CACTUS that an applicant’s license has not been revoked or suspended. Substitute teachers on the approved list will be evaluated while teaching; evaluators will use an approved teacher evaluation form.

In the event of absence, the employee is responsible to arrange his/her own substitute from the pool of approved substitutes. The employee must inform the administration immediately upon the securing of a substitute. Failure to notify administration of an employee leave and substitute can result in disciplinary action including termination.

When advance notice is given, the employee shall provide the substitute with adequate materials and guidelines as to limit disruption in the daily routine of the school. The employee will provide lesson plans for the substitute.

In the event no substitute can be secured, the employee is not relieved from his/her duties.

Once an employee’s paid leave benefits have been exhausted, substitute employee’s wages will be paid from monies garnished from the employee’s salary.

In the event of an emergency, the administration will hire a substitute from the pool of approved substitutes.

A substitute teacher shall be paid $75.00 per day, but may be paid $95.00 per day as a long-term substitute (20 days or more).