All Staff

* All staff will indicate the role they are substituting for when clocking into the payroll system.
* To view rates of pay, staff will refer to current wages at [HS EHS 2023](https://nwmcaa.sharepoint.com/:b:/s/HumanResources/EQVbm5oXZOBBuuOS132NGN0BFFLHj9TSEJn7LEZwA9V2mQ?e=r6YQeX).

Classroom Staff

* The substitute rate of pay will be determined by the position being covered. Employees will receive the higher rate of pay as applicable.
* To receive substitute pay as a teacher, an assistant must sub a minimum of 4 consecutive hours in the teacher position. The subbing time must be in a block of at least 4 hours **within one day**. If subbing for less than 4 hours, the staff member will be paid at their normal rate. The same requirements would apply for a classroom aide or center assistant subbing for an assistant or teacher position.
* If the person you are subbing for will be out for an entire week, you may claim substitute hours on the specified planning day, otherwise children must be present to receive substitute pay. If you are subbing for less than an entire week, substitute hours may not be claimed on the planning day.

Subbing Between Early Head Start and Head Start Preschool Programs

* Staff who sub between Early Head Start and Head Start programs will receive the higher rate of pay.

Substitute Staff

* A long-term substitute is defined as someone who is subbing for a team member who will be absent for an extended period of time. The Human Resources Department will approve long-term substitute positions. (Examples: Covering for a team member on FMLA or sick leave.)
* Substitutes receive the base rate of pay unless they are working with children. (Examples: trainings, planning days, etc.)
* A Personnel Action Form (PAF) will be completed for substitutes working in a long-term specified position. Indicate a “temporary position change” on the PAF. The rate of pay will be for the position subbed. Also, indicate on the PAF that the long-term substitute will receive paid time off for holidays and accumulate sick/personal and vacation time.

Mileage

* When an employee travels from his or her residence to a different meeting site (or returns), further than the regular work site, only the additional mileage will be reimbursed. If the mileage is less, no reimbursement will be made. See Personnel Policies IV-J
* Travel from the regular worksite to a different site of official business and subsequent return to the regular work site is reimbursable for the mileage in both directions. See Personnel Policies IV-J