

## **Professional Staff and Substitute Employment**

**If the teacher's absence is unexpected, on the 9<sup>th</sup> day of serving the same assigned position, the substitute pay will equal the base salary divided by the number of teacher contract days.**

**If the substitute is immediately responsible for lesson planning and instruction, the substitute pay will equal the base salary divided by the number of teacher contract days starting on the first day of service.**

**The building principal and superintendent will be responsible for making the decision to immediately move a substitute to the higher pay rate.**

A copy of current salary information is available at the superintendent's office.

Approved: 02/17/2011