

On the first occurrence where a teacher is required to substitute during their preparation period, they shall be compensated at the agreed upon hourly rate of pay. Kindergarten teachers covering another section for an absent teacher will be paid the hourly rate. Elementary teachers will be paid \$5.00 per student per day when they absorb part of a class due to lack of a substitute for an absent teacher. Refer to Article XX, BTA Contract.

Bargaining unit members who have agreed to teach on their preparation periods on a daily basis will be paid on a pro-rated per diem basis for the additional assignment. The pro-ration will be according to the current number of class periods offered at the site and/or grade level. Those bargaining unit members who teach on their preparation period on a daily basis will have their agreed upon additional pay included with each payroll check.

The SubFinder Operator maintains a *Substitute Teacher Handbook* that is given to every substitute teacher when they are hired. If you would like more detailed information, you can request a copy of this handbook.

Classified:

When there is a need for a classified substitute, the site secretary must contact the Clerk in the Human Resources department at 922-2707, as soon as possible. A substitute will then be called from the active substitute list that the Human Resources department maintains. No substitute may start working without an approved PAF, TB clearance, and fingerprint clearance. Cost of TB and fingerprint clearance is the substitute's responsibility.

Sites call their own substitutes for Food Services, Maintenance and Operations, Custodians and Transportation.

Classified substitutes are paid step 1 according to the position that is being covered. If the substitute is an experienced person in that particular category, they will be paid at step 6.

Substitutes are provided after the fifth day of absence with the exception of custodians and first-day classifications. A custodian is provided with a substitute after the third day of absence. Please refer to the enclosed memorandum for further details regarding procedures for classified substitutes.

MEMORANDUM

BANNING UNIFIED SCHOOL DISTRICT HUMAN RESOURCES OFFICE OF THE DIRECTOR

Date: July 1, 2009
To: Administrators and Secretaries
From: Craig Newman, Director
RE: Retaining Classified Substitutes

This is to clarify the procedures to retain a classified substitute and to make sure that everyone is on the same page.

PROCEDURES FOR CLASSIFIED LONG TERM SUBS

When a long term (14 days or more) classified sub is needed, please contact the Human Resources office. The department will help facilitate the placement.

School sites are **not** to place long term substitutes or change other personnel from one classification to another before contacting Human Resources.

After the substitute employee has agreed to accept the assignment the site will generate a Personnel Assignment form and forward it to Human Resources. The reason for this is threefold: 1) to know the need(s) of the particular site; 2) to have appropriate documentation; and 3) to facilitate the appropriate placement in regard to classification and range.

PROCEDURES FOR ALL OTHER CLASSIFIED SUBS

Subs are provided after the 5th day of absence with the exception of Custodians and first day classifications. A custodian is provided with a sub after the 3rd day of absence.

First day classifications are as follows:

- Special Education Instructional Aide
- All Food Services positions
- Warehouseperson
- Bus Driver
- Campus Patrol Assistant (if needed)

If a classified employee is on an extended leave without pay a sub may be retained.
(Follow the procedure for long term subs.)

Classified employees on vacation are not provided a sub except for first day classifications. Custodians on vacation are provided a sub after the 3rd day.

PLEASE NOTE: It is very important that vacations are scheduled on the designated vacation days as reported on each employees work calendar. This would help tremendously by having the employee in the classroom while students are in school. It would also cut down on the cost of substitutes.

- Exceptions to the rules –
 - 1) When any employee is out of sick leave a sub should always be called.
 - 2) If you have a two person school site office and one person is out a sub may be called if needed. (Cabazon, New Horizons, Adult Ed.)

Koleen is now handling the Classified Sub list and will send you an updated list as new subs are board approved. All sites were sent the most recent list through inter-district mail on February 10, 2005 to use to call subs from. Koleen went through the list and took off names that she knew had wrong phone numbers, and of people that did not want to be on the list. Please let us know of any changes that need to be made on the list. An ad will be placed in the Record Gazette and will run the Friday after Winter Break (March 4, 2005) advertising for classified subs.

If you have any questions regarding the procedures, please give us a call. Thank you for your cooperation.

MEMORANDUM

BANNING UNIFIED SCHOOL DISTRICT HUMAN RESOURCES OFFICE OF THE DIRECTOR

Date: July 1, 2009
To: Leadership Team
From: Craig Newman, Director
RE: Procedures for Classified Subs (Amended)

Classified Subs are provided after the 5th day of absence with the exception of first day classifications.

First day classifications are as follows:

- Special Education Instructional Aide
- Nutrition Services Positions
- Warehouseperson
- Bus Driver
- School Security Officer (if needed)
- Custodian
- Secretary, if only a one person office or you have money in your discretionary fund to pay.

An exception to the rule – When any classified employee is out of sick leave a Sub should always be called.

Jennifer Santa Cruz sends out an updated classified sub list every month.