Long-term Substitute Teachers: Processes and Procedures

OCTOBER 2017
Today we will:

• Identify what constitutes a long-term sub
• Identify contract changes for substitute teachers
• Review completing the Form 445-17: Request for a Long-term Teacher Level Substitute
• Examine causes for delay in processing long-term sub requests; time line for processing long-term sub requests
• Examine FTE conversion
• Review notes regarding the posting of payroll for long-term substitutes
• Review completing the Form 430-22: Request for Non-Classroom Long-term Substitute
• 45th day reporting
What is a long-term substitute?

- A long-term substitute is one who works a minimum of 11 consecutive workdays in the same assignment. This can be for a teacher who is absent or a vacant position within a school.

- All substitutes, regardless of the length of time they will work the assignment, will start at the short-term rate of pay. When the sub reaches the 11th consecutive day they will begin to receive the long-term rate of pay.

- A full day for a substitute teacher is considered 7 hours a day. The maximum number of hours a substitute teacher can work during a pay period is 70 hours.

- Note- any teacher-level substitute who is working a long term sub assignment will work the SAME number of hours that the teacher works. However, the number of hours on your payroll will not reflect this. The substitute’s number of hours is based on the proration of their daily rate of pay. Therefore, the number of hours in your screen is not meant to reflect the number of hours they are working.

- By contract, substitute teachers are guaranteed a minimum of 3.5 hours a day*
# MCEA Substitute Teacher Contract Changes for FY 18

## SUBSTITUTE TEACHERS
### HOURLY RATE

**EFFECTIVE 07/01/2017**

<table>
<thead>
<tr>
<th>STEP</th>
<th>SHORT</th>
<th>LONG</th>
<th>LG2 45 DAYS</th>
<th>HOME &amp; HOSPITAL</th>
<th>NIH</th>
<th>STAFF DEVELOPMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 1</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Without certificate</td>
<td>$18.23</td>
<td>$26.02</td>
<td>$28.62</td>
<td>$29.83</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>($127.61 daily*)</td>
<td>($182.11 daily*)</td>
<td>($200.32 daily*)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hourly rate difference</td>
<td><strong>$7.79</strong></td>
<td><strong>$2.60</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Step 2</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>With valid MD Certificate</td>
<td><strong>$19.29</strong></td>
<td><strong>$27.48</strong></td>
<td><strong>$29.78</strong></td>
<td><strong>$31.18</strong></td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>($135.04 daily*)</td>
<td>($192.33 daily*)</td>
<td>($208.49 daily*)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hourly rate difference</td>
<td><strong>$8.19</strong></td>
<td><strong>$2.30</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Daily rate is based on a 7 hour day.
Form 445-17: Long-term Teacher Level Substitute

When submitting your initial request, this entire section must be complete!
Help! My long-term sub request has not been processed!

There are many things that can cause a delay in processing. Please be sure to check the following:

- Is your form complete?
- Did you use the correct form? (Effective 10/10/17, no long-term sub requests sent on old forms will be accepted)
- Is the person listed as the sub a current MCPS employee? (If the answer to this is, “no” contact the Sub Office immediately! 301-279-3280)
- Are we in payroll blackout?
- Did you send your request to the ERSC Mailbox? (ERSC@mcpsmd.org)
- Is the assignment for a Vacancy? (These assignments take longer to process)
- If your request required additional paperwork (for example a 430-22), did you turn in all paperwork together?
- If all paperwork was submitted to the ERSC mailbox, and you received a response, review the message. Although we may have closed the ticket, it does not necessarily mean the forms were accepted.

Please keep in mind that all requests will be processed in the order they are received. For this reason it is extremely important that you submit your long-term sub requests as early as possible to ERSC. Also, please only submit ONE copy of your request. During times of high volume it is very difficult to keep track of what has been processed already and what has not, so having to sort through multiple copies of the same form causes a delay.
Please read the message when your ticket is “closed”. There may be additional steps required to get your long-term sub request processed.

Thank you for contacting the Employee and Retiree Service Center (ERSC) for Montgomery County Public Schools (MCPS). Unfortunately we are unable to accept your request at this time, due to missing information.

Please complete Part I of your long-term request and re-submit it to the ERSC mailbox.

If you have any questions, please don't hesitate to contact us.

Thank you,
ERSC Staff

Please provide feedback on the service you received by responding to our survey.

If you are covered by an MCPS-sponsored medical insurance plan, you can learn more about your health and reduce your medical insurance costs beginning in 2016 through the Wellness Initiatives program. To take full advantage of the rate reductions, complete a health risk assessment and biometric health screenings yearly, and, if you smoke, consider quitting. For details, search for “Wellness Initiatives” from any MCPS web page.
### Top 10 Most Common FTE Conversions for Teachers to Substitutes:

<table>
<thead>
<tr>
<th>Permanent Employee FTE</th>
<th>Permanent Employee Biweekly Hours</th>
<th>Long-term Substitute Biweekly Hours</th>
<th>Long-term Substitute FTE</th>
<th>Percentage of Daily Rate of Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.1000</td>
<td>8</td>
<td>7</td>
<td>0.0875</td>
<td>10%</td>
</tr>
<tr>
<td>0.2000</td>
<td>16</td>
<td>14</td>
<td>0.1750</td>
<td>20%</td>
</tr>
<tr>
<td>0.3000</td>
<td>24</td>
<td>21</td>
<td>0.2625</td>
<td>30%</td>
</tr>
<tr>
<td>0.4000</td>
<td>32</td>
<td>28</td>
<td>0.3500</td>
<td>40%</td>
</tr>
<tr>
<td>0.5000</td>
<td>40</td>
<td>35</td>
<td>0.4375</td>
<td>50%</td>
</tr>
<tr>
<td>0.6000</td>
<td>48</td>
<td>42</td>
<td>0.5250</td>
<td>60%</td>
</tr>
<tr>
<td>0.7000</td>
<td>56</td>
<td>49</td>
<td>0.6125</td>
<td>70%</td>
</tr>
<tr>
<td>0.8000</td>
<td>64</td>
<td>56</td>
<td>0.7000</td>
<td>80%</td>
</tr>
<tr>
<td>0.9000</td>
<td>72</td>
<td>63</td>
<td>0.7875</td>
<td>90%</td>
</tr>
<tr>
<td>1.0000</td>
<td>80</td>
<td>70</td>
<td>0.8750</td>
<td>100%</td>
</tr>
</tbody>
</table>
Reminders for Posting Payroll:

- If there is a day for which substitutes are not compensated (for example, a holiday), the number of hours for that day will be subtracted from the total of hours you are able to post.

- If your long-term sub request has not been processed, post the substitute on the short-term screen, and complete a PACS correction.

- Assignments less than 11 days will not be processed.

- Substitute and Permanent teacher may NOT overlap. Only one person should be working the assignment at a time.

- If the absent teacher has gone beyond 60 days, your long-term sub position code may be changing. If you find you are unable to post for the entire pay period, please check the position code. The time may be split between the 1996 and 1998 positions.
Schools must complete this section.
How are non-classroom long-term substitute teachers requested?

The school/location completes Form 430-22: Parts 1 & 2

The school/location sends Form 430-22 to School Allocations and Resources

School Allocations and Resources sends the form back to the school/location.

IF the form has been approved, the school/location completes Form 445-17

The school/location sends BOTH forms (430-22 and 445-17 to ERSC)

IF both forms are complete and correct, ERSC processes the assignment.
Form 430-22: Non-classroom Long-term Substitute FAQs:

Q: Who needs a Form 430-22?
A: Staff development teachers, Counselors, Reading Specialists, Reading Support Teachers. For more information please refer to the Chief Financial Officer’s Memorandum, “Guidelines for Requesting and Approval of Substitutes for All Positions: Administrators, Teacher Level, and Supporting Services.”

Q: Where do I send the Form 430-22 for approval?
A: Forms can be emailed to SFOT@mcpsmd.org. You may also send the form via pony to School and Financial Operations Team, CESC, Room 170.

Q: What if my request is not approved/approved, but not for the dates requested?
A: Long-term subs should NOT begin working prior to the approval dates, even if your permanent staff member is already on leave. If you have questions about your approval you may contact the School and Financial Operations Team. Failure to comply, may result in your location being billed for the long-term subs hours.

Q: Where can I find this form and directions for its completion?
A: You can find directions for completing this form, as well as the form itself at this link: http://www.montgomeryschoolsmd.org/departments/forms/detail.aspx?formNumber=430-22&catID=1&subCatId=37
45\textsuperscript{th} day reporting

- Long-term subs are entitled to a pay increase when they reach their 45\textsuperscript{th} day in assignment.
- Only the days the sub is working/in the building are counted (no weekends, holidays, etc..)
- It is the responsibility of the timekeeper to track the number of days the long-term sub has worked and notify ERSC.

<table>
<thead>
<tr>
<th>Sub Name</th>
<th>Sub ID #</th>
<th>Teacher on leave</th>
<th>Start Date</th>
<th>11\textsuperscript{th} Day</th>
<th>Dates Absent</th>
<th>45\textsuperscript{th} Day</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jane Doe</td>
<td>12345</td>
<td>Sally Smith</td>
<td>08/23/16</td>
<td>09/07/16</td>
<td>0</td>
<td>10/27/16</td>
<td>12/31/16</td>
</tr>
</tbody>
</table>
Reminders:

- If a sub is working at multiple schools for the same teacher we need a form from each school. If an assignment is being split between two subs, please note on their forms that they are splitting the position.

- Teachers who work at multiple locations (Do not put this teacher as “Full-Time”, only record the number of hours the teacher is at your school. If the sub at your school is covering the teacher’s entire assignment, the other schools will report the time the sub is working at their schools)

- If your long-term sub is working a 5 day/week schedule and started in August, their 45th day is coming up! Please remember to email ERSC@mcpsmd.org when they reach their 45th day.
Additional Resources

- MCEA Union Contract- Substitute Teacher’s Contract
- MCPS Financial Manual- Payroll Section (This can be found on MyMCPS)
- Timekeeper Messages
- ERSC- If you have accessed all available resources, and still need assistance, call us and we will be happy to help you.
Questions? Please contact us!

Heather L Harman:
Employee Retiree Service Center
Substitute Teacher Transactions
301-517-8100
Heather_L_Harman@mcpsmd.org
ERSC@mcpsmd.org