



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 7290

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CATEGORY: **Personnel, Certificated Staff**

EFFECTIVE: **1-29-62**

SUBJECT: **Certificated Substitutes for
Illness/Emergency**

REVISED: **12-10-99**

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing illness/emergency for certificated staff during regular school year (September-June), during summer months for year-round schools, for twelve-month child development centers, and for summer school and intersessions.
2. **Related Procedures:**

Requesting and releasing certificated substitutes	7291
Certificated substitutes for prescheduled activities	7295
Substitute procedures for districtwide emergencies	7293
Strikes (withdrawal of services)	8450
Replacements during long-term paid leaves	7153
Substitutes for teachers absent on district business	7155

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: I-3010; Education Code Sections 44917, 44918, 44953, 45030.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Human Resource Services Division, Administrative/Operational Support.
2. **Simplified Terminology.** For purposes of this procedure, the following simplified terminology is used:
 - a. **Principal** includes supervisor in child development centers and any person designated by the principal to act in his/her behalf in substitute request, assignment, or release procedures.
 - b. **Substitute** includes visiting teacher and substitute for other certificated staff positions.
 - c. **Teacher** includes classroom teacher, nurse, counselor, psychologist, child development center teacher, or other certificated staff positions.

- d. **Substitute Help Desk** refers to the central substitute-assignment facility located in the Human Resource Services Division.
 - e. **Substitute Assignment Management Systems (SAMS)** is a computerized management system which automates the process of teacher absence reporting and appropriate substitute selection, notification, and assignment.
3. **Definitions (Reasons for Absence)**
- a. **Illness/emergency:** Absence of a regular employee due to personal illness *not anticipated to exceed one week*, bereavement, paternity, court appearance, and personal emergencies covered by Procedure 7136.
 - b. **Special case:** Absence of a regular employee because of personal illness *expected to exceed one week*, personal business without pay, military training duty, compensatory time off, and similar nonstandard and/or long-term reasons.
 - c. **Vacant position:** Substitute requirements that arise because of resignation, retirement, or leave of absence of a regular teacher, or because of increased enrollment.
4. **Pay schedules** for day-to-day and long-term visiting teachers are established each year by the Board of Education and published as a Visiting Teacher Salary Schedule. Long-term visiting teachers are those who complete more than five (5) consecutive teaching days in a single assignment. Payment at long-term visiting teacher daily rate for days worked in special situations as determined by the Human Resource Services Deputy Administrative Officer also may be authorized. *Visiting teachers are paid only for days actually worked.*
5. **Regulations Concerning Notification of Return from Absence**
- a. **For illness/emergency and special case absences**, when date of return is not known, teacher should notify the principal by 3 p.m. on afternoon preceding the day of intended return from absence, whenever possible. If extenuating circumstances preclude notification by that time, principal may accept return-to-duty calls until 6:30 a.m. on day of intended return. If such notification is not given, the substitute shall be retained for one-half day and the teacher shall forfeit salary for one-half day.

- b. **Nurse must call the Nursing and Wellness Program Office**, Comprehensive Health and Wellness Department, Student Support Services, before morning of return, following detailed procedures and time limits established by the Comprehensive Health and Wellness Department.

6. **General Regulations Concerning Substitute Assignments**

- a. **Request for Substitutes by Name.** Principals and teachers may submit to the Substitute Help Desk a list of names of preferred substitutes for assignments at their site. SAMS will call preferred substitutes before offering the assignment to the general pool of substitutes. Requests will be considered and honored to the extent possible. Consideration will be given to the availability of a requested substitute, the need to give all teachers on the substitute list some assignments, and the desirability of giving some prospective new hires an opportunity to gain experience and to be evaluated.
- b. **Refusal of Assignments.** Substitutes who do not accept any substitute assignments for a six-month period may be removed from SAMS and the district's employee database.
- c. **Change of Substitute Assignment.** Principal must inform the Substitute Help Desk before transferring a substitute from one assignment to another within a school because credential problems may be involved.
- d. **Length of Assignment.** Substitutes may be assigned for a single day or longer; half-day assignments are not encouraged.
- e. **Compensatory time off** for elementary school teachers who are assigned to outdoor education program duties on days when regular schools are not in session is defined as "special case" for purposes of this procedure.

7. **Long-Term Substitute Regulations**

- a. **Visiting teachers** who continue in a *single* assignment (i.e., substitute for *one* teacher) for more than five (5) consecutive teaching days shall be eligible to receive long-term visiting teacher rate per day, starting on the sixth day. Substitutes for child development center teachers who complete twenty (20) or more consecutive teaching days in a single assignment shall be eligible to receive the long-term rate per day, retroactive to the first day of the assignment.

- b. **Holidays and school vacation days** will not be paid for, but these days will not be considered a break in an assignment that continues beyond unpaid day(s).
- c. **Upon approval of principal**, long-term visiting teachers shall ordinarily work during staff development days. In the event the content planned for staff is inapplicable to the visiting teacher's assignment, the visiting teacher may be excused from attendance; however, the visiting teacher shall continue to be compensated at the long-term rate of pay upon resumption of duties following the staff development day.
- d. **A long-term visiting teacher** who is requested to return to the same assignment after an absence of five (5) workdays or less shall continue to be compensated at the long-term visiting teacher rate of pay providing the absence was due to one of the following reasons: observance of up to three (3) days per school year for a religious holiday of the visiting teacher's faith; personal illness or injury, serious illness or death of an immediate family member; accident, birth, or adoption of a child; appearance in court as a litigant or a witness; or unpredictable and verifiable acts of nature (such as catastrophic fire, flood, tornado, earthquake, or other acts of nature of similar intensity) which precludes the visiting teacher from reporting to duty.
- e. **During a long-term assignment**, usual weekly substitute time cards are prepared. In addition, a long-term substitute time card must be submitted (1) immediately upon completion of six (6) days of unbroken service for a visiting teacher or upon completion of 20 days for a substitute for a Child Development Center teacher, and (2) at end of assignment or at end of each calendar month, whichever comes first.

8. **Responsibilities**

- a. **Teacher** calls SAMS and enters absence information (reason, start and end dates, and necessary special instructions to the visiting teacher).
- b. **Principal or school secretary** reviews certificated staff absences by calling SAMS and verifies visiting teacher/substitute assignments. Notifies substitute and Substitute Help Desk of any cancellation of assignment(s).
- c. **Human Resource Services Division** must approve requests for substitutes for *vacant/growth positions*.
- d. **SAMS** calls and assigns substitutes and maintains assignment records.

e. **Time-recording secretary** prepares substitute time cards and records corresponding data on absence of regular teacher on monthly time sheet.

f. **Substitutes**

- (1) Accept assignments for which they hold a proper credential.
- (2) Carry out all assignments designated by the principal and attend all site meetings, if requested.
- (3) Report for duty promptly and remain on duty as specified by the principal (at least thirty minutes prior to and after school hours in K-12 schools).

Child development centers' substitutes normally are on duty eight hours per day including a one-half hour lunch period. If a substitute fills in for a four-hour or six-hour teacher, he/she is on duty four or six hours for that assignment.

- (4) Check with school office before leaving site to determine whether assignment will continue; provide telephone number for contact.
- (5) Notify principal, as soon as possible, not later than 6:30 a.m., if they wish to be released from an assignment.
- (6) Notify SAMS *in advance* if they will not be available to accept assignments.

g. **Human Resource Services Division** provides statistical data necessary for divisions to monitor substitute utilization by school and purpose or reasons, and for the district as a whole.

D. IMPLEMENTATION

1. **Teacher, principal, or division office** places request for substitute, following procedures specified in Procedure 7291.

2. **Teacher**

a. **Reports intended absence** for illness/emergency or special case reasons and intended return-to-duty date as soon as known.

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- b. **Provides lesson plans** for substitute.
3. **Nurse** reports absence for illness/emergency or special case reasons and intended return to duty from such absence as soon as known; informs school(s) where assigned and follows detailed procedures established by the Comprehensive Health and Wellness Department.
4. **SAMS** assigns substitutes as requested.
5. **Principal or school secretary** calls SAMS and reviews assignment of substitutes.
6. **Time-recording secretary** prepares substitute time card noting reason, job number and correct budget charge number; submits weekly to the Payroll Unit according to instructions in Personnel/Payroll Handbook. (Child development center clerk submits time cards weekly to Child Development Program Office except on last two workdays of month when cards are submitted directly to the Payroll Unit.)
7. **Principal**
 - a. **Signs substitute time cards** and ensures that proper budget charge number is designated.
 - b. **Evaluates visiting teachers** on a basis of "Superior," "Effective," or "Unsatisfactory." Evaluation for day-to-day assignment may be completed for an assignment of fifteen (15) days or less in the same position. Evaluation for long-term assignment shall be completed for an assignment of fifteen (15) days or more in the same position. If an evaluation is not submitted, it is assumed that performance is effective. Evaluations are sent to the Human Resource Services Division.
8. **Human Resource Services Division** submits scheduled substitute request forms to Substitute Help Desk to authorize placement of substitutes in vacant/growth positions.
9. **Substitute**
 - a. **Carries out assignments** as directed by principal; checks with principal each afternoon to ascertain whether he/she is needed the next day; notifies principal if unable to report for duty.

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- b. **Signs substitute time card** each week. In addition, signs long-term substitute time card upon completion of more than five (5) consecutive days in a single assignment.
- 10. **Human Resource Services Division** employs visiting teachers and certificated substitutes; provides orientation and training to visiting teachers; prepares "Visiting Teacher Information and School Location Directory" booklets; and maintains SAMS.
- 11. **Payroll Unit** processes substitute time cards for payment.

E. FORMS AND AUXILIARY REFERENCES

- 1. Time cards (available from the Payroll Unit):
 - a. A-1, Substitute time card
 - b. A-2, Substitute time card (Child Development Centers and state preschool)
 - c. A-3, Long-Term Substitute Teacher Payment Request (K-12)
 - d. A-9, Long-Term Substitute Teacher Payment Request (Child Development Centers and state preschool)
- 2. Visiting Teacher Evaluation form
- 3. Personnel/Payroll Handbook
- 4. "Visiting Teacher's Information and School Location Directory" booklet (issued by the Human Resource Services Division).

F. REPORTS AND RECORDS

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education