

## **308-04 SUBSTITUTE TEACHING—PROCEDURE**

### **1. PURPOSE**

The purpose of the substitute teaching procedure is to provide a definition for substitute teaching and to ensure consistent use and compensation of substitute teachers.

### **2. PROCEDURE**

#### **1. Definition**

A substitute instructor is a qualified individual who will provide coverage on a short-term basis for instructional assignments not to exceed three consecutive days or classes. Instruction to be delivered by the substitute will be directed by the regular instructor. Exceptions to the three day limit will be considered on a case by case basis and require written justification by the Department Chair for approval by the Dean.

A substitute teacher must meet college credential standards in order to provide specific content-based instruction during the time worked. At all times, classes are to be covered by an approved substitute instructor and/or employee of the College as assigned by the Department Chair.

#### **2. Process**

In the event a substitute instructor is needed, the instructor requesting a substitute must complete a Substitute Teacher Request form. This form will be forwarded to the Department Chair for approval.

Upon approval of the form, the Department Chair will submit a copy to the Human Resources Department for processing.

#### **3. Work Hours and Compensation**

Substitute teachers are paid at a rate determined by the Governing Board and established in the faculty compensation procedure.

Substitute teachers may be paid for up to one-half hour of preparation time for each hour taught. Time teaching in class must be rounded to the nearest quarter hour.

When an absence is approved for a part-time faculty member, that faculty member will continue to be compensated at the contracted rate of pay for that absence.

All approved substitutes must have appropriate employment documentation on file with the College, as required by the Human Resources Department, prior to being compensated.

### **3. BACKGROUND**

1. References: none
2. Revision history: 04/02/2002, 05/11/2011 (reformatted and revised), formerly Procedure 470.3
3. Legal review: none
4. Sponsor: Academic Affairs

Adopted by College Council: 05/11/2011

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