

HUMAN RESOURCES

Terms and Conditions of Employment—Temporary Personnel Substitute Personnel—Teachers and Instructional Assistants

This regulation supersedes Regulation 4311.7.

I. PURPOSE

To establish qualifications and procedures for authorizing, employing, and paying substitute teachers, substitute instructional assistants, and substitute public health training assistants and attendants.

II. ELIGIBILITY

To be considered for employment, each applicant for a position as a substitute teacher shall submit a resume, successfully complete an online screening, provide two appropriate references, an official transcript reflecting a minimum of 60 semester hours from an accredited college or university, a recent report of a negative chest X-ray or negative tuberculin test, and a copy of a Social Security card in the applicant's legal name, and be fingerprinted for a criminal background investigation. The applicant must attend an orientation and register with the substitute employee management system (SEMS). An applicant for substitute instructional assistant or substitute public health training assistant or attendant shall submit all the above documents except a college transcript. Proof of a high school diploma is required. All applicants must provide documentation to support their eligibility for employment in the United States.

III. AUTHORIZATION

Substitute teachers shall be authorized to cover the absences of regular classroom teachers, special education teachers, alternative instruction monitors, librarians, and teachers of music, art, physical education, English for speakers of other languages, and kindergarten. Substitute assistants shall be employed to cover the absences of kindergarten assistants, special education assistants, public health training assistants, and public health training attendants; however, substitutes are not authorized to cover the absences of general instructional assistants. All substitutes are expected to perform other duties determined by the principal as necessary for the successful and safe operation of the school.

IV. ASSIGNMENTS

Substitute employees shall be approved, contacted, and assigned by Substitute Employment, Department of Human Resources. Teachers, instructional assistants, and public health training assistants and attendants shall inform appropriate school administrators of anticipated absences. The school administrator or employee shall

contact the SEMS to request the substitute.

The substitute employee must verify assignments through the SEMS each morning of the assignment, prior to reporting to school. SEMS assignments may be altered by the administrator or teacher without prior notice to the substitute. Preferences for specific substitutes may be given at the time of the request. School administrators shall inform the supervisor, Substitute Employment, in writing of unsatisfactory performance by a substitute.

V. PAYMENT

Substitute teachers, substitute instructional assistants, and substitute public health training assistants and attendants shall be paid on an as-needed hourly basis. A substitute employee shall be paid for a minimum of three hours and not to exceed seven and one-half hours with the exception of substitutes paid for hours worked at Thomas Jefferson High School for Science and Technology, who shall be paid for a minimum of three hours not to exceed eight hours, including a 30-minute, unpaid, duty-free lunch period during a full-day assignment. If schools are closed for an entire day, substitutes assigned shall not be paid.

Rates of pay shall be established annually by the School Board. The six categories of substitutes, as approved by the School Board, are substitute teacher, long-term substitute teacher, Fairfax County Public School (FCPS) retired teacher substitute, FCPS retired teacher long-term substitute, substitute assistant (which includes kindergarten assistant, special education assistant, and public health attendant), and public health training assistant. A long-term assignment is defined as a position for an absent teacher or a vacancy with an anticipated length of 11 days or more. The long-term substitute teacher will be paid the highest rate of pay from day one. In order for a substitute teacher to be placed on long-term status, a school administrator must make a request in writing to the supervisor, Substitute Employment.

If, upon arrival at an assigned school, the substitute employee is not needed, the school principal shall contact Substitute Employment immediately. An effort will be made to place the substitute employee in another appropriate assignment. In the event the substitute employee declines the available assignment, the substitute shall be free of duty and may leave the school location. The substitute shall not receive payment. A substitute shall remain at the school site for three hours and be paid when an error in reporting the request into the SEMS is established by Substitute Employment.

VI. STANDARDS OF CONDUCT

All substitutes are to conduct themselves in a professional manner and abide by the standards of conduct established for all FCPS employees.

VII. DISCONTINUATION OF SERVICE

Substitute teachers do not hold contracts and are employed on an as-needed basis. A school administrator may discontinue services of a temporary employee at a particular

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school location with or without cause. Substitutes shall no longer be considered for employment at a school location after a written request has been sent to Substitute Employment by the school administrator. The substitute will be informed of such action by the administrator or by written notice from the supervisor, Substitute Employment.

Substitutes shall no longer be considered for work when: a written resignation has been sent by the substitute to Substitute Employment; substitute pay has not been earned for six months; three written complaints from school administrators have been sent to the supervisor, Substitute Employment; or a decision that the substitute is no longer needed is made by the supervisor, Substitute Employment. A substitute employee may be discontinued from employment with fewer than three complaints if the nature of the complaint is serious and is determined to fall below the standards of conduct set for all employees. In the event that a substitute employee is permanently discontinued from employment for unsatisfactory performance, the employee will be notified in writing by the supervisor, Substitute Employment, Office of Employment Services.