

MORRISVILLE  
BOROUGH  
SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES  
TITLE: SUBSTITUTE COMPENSATION  
ADOPTED: September 26, 2007  
REVISED: December 11, 2013

429. SUBSTITUTE COMPENSATION	
1. Purpose	This policy shall recognize three (3) different categories of substitute service.
2. Authority	<p>This policy shall take effect December 11, 2013 and shall remain in effect until policy is revised.</p> <p>All sections of this policy are intended to comply with the School Laws of the Commonwealth of Pennsylvania.</p>
3. Guidelines SC 111 Title 22 Sec_ 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq 8 CFR Sec. 274a.2	<p>At the commencement of each school year, all substitutes hired, with the exclusion of floater substitutes, will be categorized as per-diem substitutes. Once a substitute is employed twenty (20) consecutive workdays for the same staff member in any school year, that substitute will be classified as a long term substitute," subject to Board approval. All substitutes are required to have a Pennsylvania Teacher Certificate, an Act 34 Certification, Act 151 Certification; FBI clearance; an I-9 Certification and be in full compliance with the district's medical requirements. Said substitute must also be in compliance with any other requirements set forth by the district governing substitutes.</p> <p><u>Per Diem Substitutes</u></p> <p>The district also reserves the right to hire its own per diem substitutes. If it exercises this right, these individuals will be employees of the district and be paid at the rate of \$94 per day.</p>

Per diem substitutes employed by the district receive no benefits from the district except for retirement benefits, if provided by the applicable law.

## SECTION II

### Floater Substitutes

**Floater Substitute** is defined as an individual who is employed by the district during a given school year and is scheduled to work on all student days during that school year.

Salary for floater substitutes, paid directly by the district, is \$104 per day.

Floater substitutes will receive their daily assignments and duties from the building principal.

Floater substitutes receive no benefits from the district except for retirement benefits, if provided by the applicable law.

## SECTION III

### Long Term Substitute

A **long term substitute** is defined as an individual who is employed by the district for twenty (20) consecutive workdays, for the *same* staff member, in any one (1) school year. This policy makes clear that individuals who meet the definition of long term substitute will remain employed in that capacity until the staff member s/he is substituting for has returned or is permanently replaced. When this occurs, the individual's status as a long term substitute will immediately cease. If the individual is again employed by the district in the same school year as a substitute, the individual will be classified as a per diem substitute as per Section I.

For the first twenty (20) days of consecutive service, the employee will be compensated as a per diem substitute in accordance with Section I of this policy. Commencing on the twenty-first (21<sup>st</sup>) consecutive day of service, long term substitutes are entitled to the following salary and benefits retroactive to the first day of service:

1. Placement in the columns and steps on the salary schedule set forth in the Agreement between the Morrisville Board of School Directors and the Morrisville Education Association which said substitute is entitled to be placed on by virtue of his/her degrees, credits earned and years of experience in the district.

