

HUMAN RESOURCE**SUBSTITUTE EMPLOYEES****I. Employment Requirements/Information**

- A. Completion of an interview and attendance at an orientation session are required of ALL substitutes prior to being hired.
- B. A substitute must have the following on file at the Human Resource office and any licensing or other necessary fees must be paid before being recommended for employment to the Board of Education:
 - 1. Online Application
 - 2. Official Transcript/High School Diploma
 - 3. Resume
 - 4. Applicable Valid Certification/License
NOTE: A license obtained by taking the Coaching Class rather than being a certified teacher must be renewed each year prior to being hired.
 - 5. Passing Score on Required Test(s)
 - 6. Fingerprint and background check.
 - 7. Employment Eligibility Verification - Form I-9
 - 8. Drug-Free Workplace Statement
 - 9. WVEIS Employee Information
 - 10. Substitute Teacher/Service Personnel Profile
 - 11. Placement Papers (Professional employees only)
 - 123. Writing Exercise (Professional employees only)
- C. The following must be completed within one week after hiring:
 - 1. W-4 Form
 - 2. Signed Employment Contract
 - 3. Verification of Prior Teaching Experience
 - 4. Birth certificate
 - 5. Copy of driver's license.
- D. Substitute service personnel in classifications requiring medium-very heavy work capacity may not be hired before the successful completion of the pre placement essential functions review scheduled by the Human Resource office.

II. Procedure for Calling Substitutes

- A. Ohio County utilizes the computerized substitute callout system. The system operates as follows:
 - 1. An employee or administrator notifies the system via the telephone or computer.
 - 2. An absence is reported and receives a Job Number.
 - 3. The system searches its listings and finds the appropriate substitute for this job.
 - 4. During the morning or evening calling period, the system places a call to the substitute. Service personnel substitutes will be contacted according to the seniority list, pursuant to WV Code 18A-4-15. Professional employees will be contacted by needed certification areas first, then as available.
 - 5. The substitute enters his or her Personal Identification Number on the keypad of a tone generating phone. The system narrator will recite information concerning the job being offered to the substitute.
 - 6. The substitute accepts or declines the job offered. If accepted, the substitute is given the Job Number to use when reporting to the school or location where substiting.

III. Expectations/Duties of Substitutes

- A. Arrive at the assignment promptly at the designated time.
- B. Go directly to the PRINCIPAL'S/DIRECTOR's office for instructions.
- C. Follow instructions as provided at the specific location, noting any safety rules/regulations that apply to the assignment.
- D. Carry out the regular employee's duties as closely as possible, unless otherwise instructed.
- E. Leave a written report for the regular employee giving any pertinent information concerning duties performed as a substitute.
- F. Check with the school office prior to leaving the building.

IV. Payroll Information

- A. Substitute teacher pay, based on the following guidelines as outlined in WV Code 18A-4-7 and Ohio County Board of Education Policy 4012 and Regulation 4012.01, shall not be less than 80% of the daily rate of the state basic salary paid to teachers: Provided that any substitute teacher who teaches in excess of ten consecutive instructional days in the same position shall, thereafter, not be paid less than 80% of the daily rates of the state advance salary based upon teaching experience: Provided, however, that any substitute teacher who teaches in

excess of thirty days in the same position shall be paid the daily rate of the advanced salary, within that teacher's county.

Substitute service personnel pay is based on the county's salary schedule for the position held at the appropriate verified number of years of experience.

- B. Substitutes are paid on the 1st and 16th of each month, the same as regular employees. When payday falls on Saturday or Sunday, checks are issued on the Friday before. The pay for substitutes is always a minimum of two weeks behind. For example, work done between the 1st and 16th of September would be paid for on the 1st of October. Cut off dates for pay periods vary.
- C. A substitute shall receive no pay for any day not actually worked, such as Outside School Environment Days and paid holidays granted to regular employees.
- D. A substitute teacher is not entitled to pay for additional students above the 20/1 ratio in Kindergarten and 25/1 ratio in grades 1-6.
- E. Substitutes are not entitled to Personal Leave Days or seniority, except as substitute in accordance with WV Code 18A-4-7a and 18A-4-8g.
- F. Substitute Payroll Deductions
 - 1. Social Security
 - 2. Medicare
 - 3. State and Federal Income Taxes

V. Evaluation of Substitute Work

The substitute's work shall be evaluated by the principal/supervisor. Any written evaluation is placed in the substitute's personnel file and a copy provided for the substitute. Professional substitutes shall be evaluated in accordance with WV Code 18A-2-12 by the principal after serving ten (10) or more days in a position. When serving less than ten (10) days, a substitute shall be evaluated through classroom teacher checklists and informal observation of the principal. Service personnel shall be evaluated utilizing the Ohio County service personnel evaluation system by the principal/supervisor. Unsatisfactory evaluations shall be grounds for removal from the substitute list by the Ohio County Board of Education following written notice to the substitute by the Superintendent.

VI. Miscellaneous

- A. Substitute Information at Work Site
 - 1. Teacher: Folder should be available at desk outlining classroom procedures, class lists, seating chart, lesson plans, daily schedule, and any pertinent information to allow for the smooth operation of the classroom in the absence of the regular teacher.
 - 2. Service Personnel: Schedule of daily routines/activities should be available at the work site.
- B. Notifying Human Resource Office - A substitute employee who takes another full time position, long term position in another district, or who will not be available for substituting should notify the Human Resource Office. Any substitute unavailable for call out due to full time employment shall be given written notice by the Superintendent of contract termination by the Ohio County Board of Education.
- C. Substitute Eligibility
 - 1. Part time employees who serve as substitutes will be limited to a maximum 40 hour work week.
 - 2. Substitute service personnel employees may be hired in more than one classification; however, seniority as a substitute is accrued separately for each classification area.
- D. Substitute Availability
 - 1. It is expected that a person on the substitute list be available to substitute when called. A substitute is required to work ten (10) full days during a school year. Failure to work 10 full days during a school year shall constitute grounds for nonrenewal of a substitute contract by the Ohio County Board of Education following written notice to the substitute employee by the Superintendent. Exceptions to this rule may be granted by the Superintendent based on approved medical reasons and/or extenuating circumstances when provided proper documentation by the substitute employee.
 - 2. Following exhaustion of the substitute list, if a professional substitute is unavailable by the beginning of the school day, a principal may arrange coverage of the absent teacher's duties by other teachers during their planning periods. Provided, however, that, such arrangements are in accordance with WV Code 18A-4-14(3). The teacher(s) will be provided a compensatory planning period the following day or as soon as possible following coverage of an absent teacher's duties.
 - 3. The administration reserves the right to make decisions

regarding the coverage of absent service personnel that are in the best interests of the students.

E. Payment of Fees - All required fees to become a substitute in Ohio County must be paid by the applicant prior to hiring unless provided otherwise by statute.

F. School Listing

| School | Principal | School Number |
|-------------------------|----------------------|---------------|
| Bethlehem Elementary | Stacy Greer | 304-243-0350 |
| Bridge Street Middle | Jessica Broski-Birch | 304-243-0381 |
| Elm Grove Elementary | Richard Dunlevy | 304-243-0363 |
| Madison Elementary | Andrea Trio | 304-234-0366 |
| Middle Creek Elementary | Katrina Lewis | 304-243-0369 |
| Ritchie Elementary | John Jordan | 304-243-0372 |
| Steenrod Elementary | Michelle Dietrich | 304-243-0356 |
| Triadelphia Middle | Ann Coleman | 304-243-0387 |
| Warwood K-5 | Joseph Subasic | 304-243-0375 |
| Warwood 6-8 | Joseph Subasic | 304-243-0394 |
| West Liberty Elementary | Stacy Greer | 304-336-7221 |
| Wheeling Middle | Richard McCardle | 304-243-0425 |
| Wheeling Park High | Meredith Dailer | 304-243-0400 |
| Woodsdale Elementary | Ashlea Minch | 304-243-0378 |

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OHIO COUNTY BOARD OF EDUCATION