

Summers County Board of Education

Scope:

Authority: Employee Handbook

Adopted: August 27, 1981.

Amended: June 11, 2003; August 23, 2018; June 30, 2022.

Reviewed: May 26, 2022.

SUBSTITUTES

Pay:

Substitute teachers shall be paid in accordance to West Virginia State Code 18A-4-7. Service personnel substitutes shall be paid in accordance with West Virginia State Code 18A-4-15. Substitute employees will not be paid for holidays.

Loss of benefits for retired substitutes:

The State of West Virginia and/or Social Security may impose restrictions on the number of days substitutes are allowed to work without affecting their retirement benefits. Retirees working as substitutes should contact the Consolidated Public Retirement Board for specific information regarding their individual situation.

Reports:

Each substitute is required to complete a substitute report to be filed with the Finance Office. Substitute reports are to be filed in a timely manner according to the current payroll period schedule. The schedule and substitute reports are available in the Finance Office. Failure to file a report on time may result in a delay of payment.

Certification:

Professional substitutes shall be certified pursuant to West Virginia State Board Policy 5202 "Minimum Requirements of Licensure of Professional/Paraprofessional Personnel and Advanced Salary Classification." New service personnel substitute applicants must successfully complete a competency test for the job classification title in which he/she is seeking employment, pursuant to West Virginia State code 18A-4-8e.

Criminal Record Check:

All new employees, regular and substitute, must complete the required Criminal Record Check as outlined

in Summers County Board of Education Policy IV-G-4.

Calling Order:

Teachers will make every effort to secure the services of a teacher certified in the area of assignment. Any assignment exceeding 10 days must have the approval of the principal and the superintendent.

All employees requiring a substitute will enter the information in the calling system and notify their immediate supervisor.

Additions to Substitute List:

All additions to the substitute list must have the recommendation of the superintendent and the approval of the board of education. General Permit substitutes will only be added to the list when their services are needed.

All substitutes are required to work one day a semester if applicable. Should this requirement not be met, the substitute may be removed from the list for the upcoming year.