

## *Substitutes and Interim Teachers*

The following outlines the policies and definitions on what qualifies an individual to serve as a substitute or as an interim teacher.

1. **Substitute defined:**  
A substitute teacher is an individual who fills in for a permanent teacher who is still on payroll and using paid leave.  
**Must be coded to object code 182.**
  
2. **Full-time substitute defined:**
  - A full time substitute
  - Must be employed at least 30 hours per week
  - Is expected to be employed at least six consecutive months
  - Earns the same benefits as other employees**Must be coded to object code 184.**
  
3. **Interim employee defined:**  
An interim employee may be employed when a vacancy in a teaching position occurs by:
  - Separation from employment,
  - Leave without pay
  - Worker's compensation
  - Short-term disability, or
  - Absence caused by an episode of violence in the schools**Note: An interim teacher may not be employed to replace a permanent employee who is using paid leave**
  
4. **An interim employee will be paid at his or her certified rating if:**  
The interim employee is licensed in the area of assignment. Interim teachers are paid from the budget code from which the regular teacher being replaced was paid.  
**Must be coded to object code 121.**
  
5. **An interim employee must be paid as a substitute if:**  
The interim employee is not licensed in the area of assignment. This is a non-certified position.  
**Must be coded to object code 127. (new code added to the chart of accounts)**
  
6. **Interim employee who receives benefits:**  
An interim employee employed for at least six full, consecutive monthly pay periods of employment must be classified as permanent and provided benefits.

### **Pay rates for unlicensed and licensed substitutes:**

For licensed substitute working either part-time or full-time, the pay rate is at least 65% of the A-00 teacher rate (\$75.00 per day for the 2001-2002 school year) and a maximum of the daily rate of a licensed substitutes. (A licensed substitute must hold a current North Carolina license.)

For unlicensed substitutes working either part-time or full-time, the pay rate is at least 50% of the A-00 teacher rate (\$57 per day for the 2001-2002 school year) and a maximum of the daily rate of licensed substitutes.\*

\*Note: The pay for non-certified substitutes shall not exceed the pay of certified substitutes. Local boards may use State funds allocated for substitute teachers to hire full-time substitute teachers. If a teacher assistant acts as a substitute teacher, the salary of the teacher assistant for the day shall be the same as the daily salary of an entry level teacher with an 'A' certificate. **Must be coded to object code 146.**

# Interim Teacher Payments

Use the policies and definitions on the reverse of this sheet to ensure that the individual qualifies to serve as an interim teacher then use the guidelines below to correctly set up the interim pay records. Note that the interim indicator flag is no longer being used.

## **If the interim employee is non-certified:**

1. Pay the employee for the appropriate number of days with a daily rate of pay – set the pay record up exactly as you would for a regular substitute teacher.
2. Use the 127 object code.
3. Do not use the interim indicator flag.

## **If the interim employee has been retired for more than 6 months and is certified:**

1. Pay the employee on a payline with their appropriate certified salary – exactly as you would for a regular teacher
2. Use the 128 object code
3. Do not use the interim indicator flag.

## **If the interim employee is certified and has not been retired for more than 6 months:**

1. Pay the employee on a payline with their appropriate certified salary – exactly as you would for a regular teacher
2. Use the 121 object code
3. Do not use the interim indicator flag