



ADMINISTRATIVE PROCEDURE

USE OF TEMPORARY AND SUBSTITUTE EMPLOYEES

4108
Procedure No.

August 2, 2017
Date

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- I. **PURPOSE:** To outline procedures for approval to employ and assign temporary and substitute employees.

 - II. **BACKGROUND:** In unusual situations and with the approval of the Chief Human Resources Officer and Chief Financial Officer, it may be necessary to hire an employee for a position not currently approved in the PGCPS position control system. These employees may be designated as temporary or substitute employees for the following reasons:
 - A. Employee absence
 - B. Special projects
 - C. Seasonal or peak workload periods

 - III. **DEFINITIONS:**
 - A. **Position Review Committee** - Composed of the Chief Human Resources Officer, Chief Financial Officer, and their designees, to review and make final determinations on requests to fill vacant positions.

 - B. **Substitute** – In accordance with any appropriate Negotiated Agreement, a substitute employee is compensated hourly or daily for performing duties in the absence of an employee who holds a position currently approved through the PGCPS position control system. Substitutes are usually only provided for positions in which the incumbent interacts directly with students.

 - B. **Temporary** – A temporary employee is hired for a specific project for a limited time period in accordance with any appropriate Negotiated Agreement.

 - IV. **PROCEDURES:**
 - A. The following positions are eligible for substitute coverage:
 - Elementary Classroom Teacher
 - Secondary Classroom Teacher
 - Paraprofessional Educator
 - Resource Teacher
 - ROTC Instructor



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- Media Specialist
 - Reading Specialist
- B. Paraprofessional Educators will not be required to substitute for teachers except in emergency situations and for a limited and reasonable duration. Paraprofessionals who serve as a substitute teacher shall receive fifty percent (50%) of the daily substitute teacher rate. This amount will be in addition to the Paraprofessional's regular pay and will begin on the first day that the individual provides substitute teacher coverage. This provision is only permitted for paraprofessional educators and does not include itinerant special education assistants, in-school suspension monitors, or any other position not classified as a paraprofessional educator.
- C. School secretaries will not be required to substitute for teachers, nurses, etc. except in emergency situations and for a limited and reasonable duration and will be paid 50% of their hourly rate in addition to their regular hour rate for all time worked over 60 minutes in these situations.
- D. Requests for a temporary employee must be completed on the Temporary Request Form (See Attachment). The request must be submitted and approved prior to the incumbent working in the temporary and substitute position.
- E. The expected start and end date of the assignment, the funding source, and a detailed description of the duties to be assigned are required. This request must be approved by the primary account manager and the appropriate Chief or Area Associate Superintendent and Instructional Director prior to submission to the Compensation and Classification Office.
- F. The Compensation and Classification Office will determine the correct salary level, and the Budget & Management Services Office will determine if funding is available.
- G. The request will then be forwarded to the Position Review Committee for review and to render a final decision.
- H. If the request is approved, the request will be forwarded to the appropriate Human Resources Partner, who will make the final selection and extend the temporary assignment offer. The Human Resources Partner is responsible for completing the personnel action sheet to have the employee set up in Oracle, and the action sheet must include an end date, upon which the assignment will conclude.



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- I. Temporary assignments will be approved for the lesser of the duration permitted under the appropriate negotiated contract, or one school year. All temporary assignments will end on June 30 of each school year. If there is a continued need for the temporary assignment, a new request must be made and is subject to the approval procedures described above.

 - V. **RELATED PROCEDURES:** Administrative Procedure 4132, Timekeeping and Leave Reporting.

 - VI. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** These procedures originate with the Office of the Chief Human Resources Officer and will be updated as necessary.

 - VII. **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure cancels and supersedes Administrative Procedure 4108, dated August 1, 2013.

 - VIII. **EFFECTIVE DATE:** August 2, 2017

Attachment: Temporary Position Request Form

Distribution: Lists: 1, 2, 3, 4, 5, 9 and 10