

McLennan Community College

POLICIES AND PROCEDURES

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|-----------------------------|---------------------------------------|----------------|-------------|
| Reference: | F-III-b, 4 | Effective Date | Spring 2024 |
| Subject: | Pay for Substitute Teachers | | |
| Source: | President | | |
| Approval Authority: | President | Approval Date | Spring 2024 |
| Approved by Leadership Team | Benson: | Hills: | McKown: |
| History: | | | |
| Remarks: | Replaces prior policy dated Fall 2009 | | |

Pay for substitute teachers made necessary when a full-time or part-time instructor is absent due to illness, attendance at professional meetings, or some other reason approved by the Vice-President, Instruction and Student Engagement shall be as follows:

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| \$15.00 | for one laboratory or HPE activity hour; |
| \$21.00 | for one lecture hour; |
| \$29.00 | for one and one-half lecture hours; |
| \$27.00 | for one clock hour in the clinical portion of the LVN and ADN programs. |
| \$21.00 | for one clock hour in the clinical portion of the Radiologic Technology, Respiratory Therapy, Medical Laboratory Technology and Physical Therapist Assistant programs. |

If the substitute teacher is asked to teach the class for three consecutive weeks, or more (in a long semester), the Summer and Part-Time Salary Schedule will be used to calculate the amount of compensation at a prorated salary for the time spent substituting.