

POLICIES AND PROCEDURES

Subject: Pay for Substitute Teachers Reference: F-III-b, 4

Source: President Eff. Date: Fall Semester 2009

Approval Auth.: President Approved: _____

Remarks: Replaces policy effective Fall Semester 2006.

Date: October 20, 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 shall be as follows:

- \$14.00 for one laboratory or HPE activity hour;
- \$20.00 for one lecture hour;
- \$28.00 for one and one-half lecture hours;
- \$26.00 for one clock hour in the clinical portion of the LVN and ADN programs.
- \$20.00 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.