



## COLLEGE ADMINISTRATIVE PROCEDURE MANUAL

Procedure Title	Procedure Number	Page(s)	Date Adopted:
Pay for Substitute Teachers	DEA - IV	1	08/26/2025

### BASED ON BOARD POLICY

Section	Policy Title	Policy Number	Date Adopted:
D – Personnel	Compensation and Benefits: Compensation Plan	DEA	08/26/2025

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:

Pay Rate	Activity
\$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 Part-time, Overload, and Summer Salary Schedule will be used to calculate the amount of compensation at a prorated salary for the time spent substituting.