

**ARRANGEMENTS FOR PROFESSIONAL STAFF SUBSTITUTES  
(Teachers Substituting for Teachers)**

When it becomes necessary that teachers must be absent from a portion of their assigned duty while providing a service to the school district or for reasons the building administrator approves, the teacher to be absent will notify the building administrator of the portion of the day he/she will miss.

The building administrator will contact teachers who are not assigned to classroom duties at the time of the absence to secure a replacement for the absent teacher.

Compensation for teachers who substitute for other teachers will be pro-rated as per base substitute teacher salary based on 6 hours actual class time.

Payment for covering classes would be limited to:

- a) school-assigned leave;
- b) professional responsibility as per administrator's request; and,
- c) sick leave as per negotiated agreement.