



ACCORDING TO PEA:

Paraeducators as Substitute Teachers

When Asked to Sub for a Teacher

When a substitute isn't available it is permissible for the principal to seek coverage for the absent teacher from among the staff, including paraeducators. However, the contract language below is very specific. Paras must be presented with the unfilled job number or they can refuse the temporary reassignment.

Earning compensatory time in lieu of payment is only when MUTUALLY agreed upon. If you do not wish to accumulate compensatory time, the only option is then for you to be paid when you cover for a vacant teacher. Paras that have agreed to earn compensatory time it is used under the same conditions as Personal Leave Chargeable to Sick Leave, see 6.2 below. They should anticipate using any Compensatory time earned no later than the end of the current school year.

If paras have not received their payment, compensatory time, or are routinely not given the unfilled job number when asked to cover for an absent teacher, it is time to call the PEA office for assistance.

Para Collective Bargaining Agreement:

8.2-8. Due to the absence of a teacher and the lack of an available substitute, a paraeducator may be assigned by his/her principal/supervisor as a substitute for that teacher. Paraeducators will not be expected or requested to create lesson plans. The paraeducator will receive a supplement of \$20.00 per day. If the position is filled for a half day (3.25 hours) the paraeducator will receive a \$10.00 supplement. **The supervisor must present the paraeducator with the substitute form, which includes the SEMS unfilled job number.** Upon completion of the workday the paraeducator must present this form to the payroll secretary for payment in the next available pay period. **When a job number is not included with the request to substitute, the paraeducator can refuse the temporary substitute position.** By mutual agreement of the administrator and the paraeducator, compensatory time may be earned in lieu of a supplement: one day of subbing earns 3 hours of compensatory time; one-half day of subbing earns 1-1/2 hours of compensatory time. The use of this compensatory time will follow the guidelines set forth in 6.2, Personal Leave Chargeable to Sick Leave.

6.2 PERSONAL LEAVE CHARGEABLE TO SICK LEAVE: Employees shall be permitted to be absent six (6) days each school year for personal reasons and the days shall be charged against accrued sick leave when used. This leave shall be non-cumulative. An employee planning to use a personal leave day or days shall notify his/her principal or immediate supervisor at least one (1) day in advance, except in cases of emergency. Personal leave chargeable to sick leave cannot be used immediately preceding or following a holiday or vacation, or the first five (5) days and the last five (5) days of school that students are in attendance except in cases of emergency. The employee shall not be required to give reasons for personal leave, except when claiming an emergency.