

SERVICE: Certificated DAY-TO-DAY SUBSTITUTE INFORMATION
ISSUED BY: Pers. Research (12-06-11)
REPLACES: PG: A 5 (10-11-10)
REFERENCE: LAUSD - UTLA Collective Bargaining Agreement, Article XIX
CHANGES: Requires mandatory use of SubFinder system. Compliance with Office of Civil Rights (OCR) Settlement.

Substitute teachers play an important role in providing classroom instruction at the highest level of consistency in the absence of the regular classroom teacher. It is required that teachers and principals identify a list of preferred substitute teachers who will ensure that the quality of instruction for our students remains consistent during the absence of a regular teacher.

All substitute teaching assignments must be filled by utilizing the SubFinder system. Failure to use the SubFinder system for any substitute teaching vacancies at a school site can result in disciplinary action. To review, create, cancel absences and jobs, and to modify preference lists please refer to the [SubFinder Site Administrator Instructions](#).

1. Day-To-Day Assignment Defined. A day-to-day substitute is assigned as needed on a day-to-day basis to replace a regular certificated employee who is absent from service or to fill an unfilled position for which there is no available contract employee. Regular credential or emergency 30 day substitute permits authorize the holder to serve as day-to-day substitute teachers in any classroom, including preschool, kindergarten, and grades 1-12. Permits are valid for one year.
2. Day-To-Day Assignment, Extended. Any day-to-day substitute who serves for more than twenty (20) consecutive working days in the same assignment in place of the same absent employee or in the same unfilled position shall be classified as a day-to-day substitute, extended employee retroactive to the beginning date of the assignment. Also, a substitute teacher who is assigned for ten (10) consecutive days to an unfilled position in which the substitute teacher opens a class in the regular K-12 program. at the beginning of the school year shall be paid at extended substitute rate.
 - a. Days used by the substitute for illness, personal necessity, or bereavement shall not count toward, but shall not constitute a break in, the consecutive working days requirement.
 - b. Upon the termination of the extended assignment, the substitute shall return to, and be paid as, a day-to-day substitute. Should that same substitute, within five (5) working days of the termination date be returned to the previous extended assignment and continue in that same assignment for a minimum of ten (10) additional working days, the substitute shall again be classified and paid as an extended substitute retroactive to the beginning date of the return to the position.
 - c. A substitute may not be released from an assignment as the 21st day approaches, for the sole purpose of preventing the substitute from qualifying for the extended substitute pay rate.
 - d. The school administrator shall certify the service dates for each extended substitute assignment by submitting the Request for Extended Day-to-Day Substitute form ([HR Form 2139](#)), on-line in a current payroll cycle to ensure the substitute is paid correctly and on time for the assignment.

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3. Credential.

- a. Must hold a regular credential or a valid day-to-day permit to teach thirty (30) days or less.
- b. If serving on a day-to-day permit, cannot teach beyond twenty (20) days in a Special Education class.
- c. If in an extended assignment for more than twenty (20) consecutive days, must hold a valid credential for the level/subject to be taught.

4. Preferred Substitute Calling List (Name Request).

- a. Definition. A school's Preferred Substitute Calling List (Name Request List) contains the names and employee numbers of day-to-day substitutes who may be specifically requested for assignment and off-track, year-round school teachers specifically requested for assignment to their home school. In order to be eligible for placement on a school's Preferred Substitute Calling List, the employee must be available a minimum of Monday and Friday, and approved by the site administrator in consultation with the faculty.

In developing a school's Preferred Substitute Calling List, consideration must be given to the substitute's credential and subject matter expertise and prior successful service at the school site. Additionally, substitutes should be identified based on their ability to provide instruction at the highest level of consistency with the regular classroom teacher.

- (1) The procedures described in this guide are not applicable to Child Development, Early Education, or Adult and Occupational Education Division substitutes. These divisions compile their individual calling lists.
- (2) Name requests for substitutes serving concurrently as Categorical Limited Contract (CLC) teachers may be honored if the combined service meets the minimum Monday and Friday (two days per week) requirement.

- b. Compilation of Preferred Substitute Calling List.

The Preferred Substitute Calling List will be developed cooperatively by the regular faculty and the principal. Priority shall be given to individuals holding a valid regular credential. The principal shall have the responsibility for final approval of the list and the right to add or delete from the list as deemed necessary. The number of names on the list shall not normally exceed the equivalent of one-third of the regular teaching faculty. The approved lists for each school shall include names and employee numbers and shall be posted and a copy distributed to each faculty member.

- c. Use of Lists.

- (1) Name requests will be honored by the Certificated Substitute Assignment (CSA) Unit only under the following circumstances:
 - (a) The substitute is requested by name and employee number.
 - (b) The requested substitute has not been previously assigned on the requested day.
 - (c) The name and employee number of the requested substitute is on the school's Preferred Substitute Calling List, and the assignment coincides with the substitute's designated subject fields or grade level availability.
 - (d) The requested day is one of the days of stated availability.
 - (e) The requested substitute is not on the "Standby List".
 - (f) The request was made through SubFinder system.
- (2) Substitutes whose names appear on the school's Preferred Substitute Calling List shall be called before their regular order for assignment only when they are requested by name and employee number by an absent teacher or the principal/designee from the school. If they are not requested by name and employee number for that particular day, they are called according to their regular calling order priority outlined in Section 6, below.

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5. Assignment Procedures for Substitutes.

- a. Day-to-day substitutes may apply to only one geographic Service Area (South, Central, or North) for assignment.
- b. Upon request, day-to-day substitutes will be placed on a calling list within the geographic Service Area, but are subject to assignment to any school within the geographic Service Area. In addition, when necessary, substitutes may be assigned to any school in an adjacent calling area.
- c. Substitutes must be available for at least two consecutive days per week (Friday-Monday meets the consecutive days requirement). Substitutes who are unable to comply with the consecutive days availability requirement because they are also Categorical Limited Contract (CLC) teachers are exempt from this requirement.
- d. All initial assignments for substitute teachers, including those who are name-requested, must be requested through SubFinder and come from the CSA Unit.
- e. The school administrator or designee (not the substitute teacher) shall call the SubFinder system for any extension. For reduction of initial assignment days the administrator or designee must call the CSA Unit and notify the substitute.
- f. When a substitute receives a Certificated Day-to-Day Substitute Teacher Inadequate Service Report (ISR) ([HR Form 1079](#)) at a school, either the principal or the substitute may request that the substitute not be assigned to that particular school in the future.
- g. An elementary substitute must be available to teach grades K through 6.
- h. Separate calling lists will be maintained for Child Development and Early Education. Centers.
- i. A substitute who should have been assigned, but was not assigned due to a clerical error, shall be granted one of the following remedies, at the employee's option:
 - (1) A make-up assignment on a day the employee would not normally be called, such as during winter or spring recess or during summer session; or
 - (2) Cancellation of an "unavailable" charge against the employee.
- j. Substitutes who are assigned by SubFinder or the CSA Unit have a right to work and be paid for the service they provide whether at the school site to which originally assigned or, if necessary, to an alternate assignment specified by the District. If assigned to an alternate assignment, the substitute shall be reported from the time of arrival at the original school site. If a substitute declines an alternate assignment, the substitute shall not be entitled to pay for that day; however, such substitute shall not receive an "unavailable" charge.

6. Calling Order.

- a. Substitute teachers shall be called for assignment in the following priority order:
 - (1) Contract Pool (Displaced) Teachers temporarily assigned to substitute pools, and year-round school teachers newly assigned or whose track is changed and who therefore need to make up time in order to complete one full year of retirement service credit.
 - (2) Incentive Plan substitutes. (Currently not in effect)
 - (3) Substitutes requested by name and employee number (Preferred Substitute Calling List), and available year-round school teachers, who are off-track and requested by name and employee number at their home school. The request list is limited to those who are available at least Friday and Monday, and are approved by the school administrator in consultation with the faculty.

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6. Calling Order. (Cont'd)

a. Substitute teachers (Cont'd)

(4) All remaining openings shall be filled from geographic Service Area pools. Substitutes' names shall be ranked by the date of election to certificated service on separate lists for each pool according to service category (K-6 or a given secondary subject field), and called in the following priority order:

(a) Substitutes available five (5) days per week

(b) Substitutes available at least two (2) consecutive days per week but less than five (5) days.

(5) Remaining year-round school teachers who are off-track and not assigned in accordance with (3) or (4) above, off-track teachers not available to substitute at their home school, or teachers on traditional calendars serving as substitutes during unassigned periods.

(6) Year-round school teachers, who are off-track and available to substitute at least two (2) days per week at their home school, but need not remain available each week of their off-track period. These teachers shall be ranked by their seniority date within the service category (K-6 or a given secondary subject field) for assignment at their home school.

Note: A day-to-day substitute who also serves as a Categorical Limited Contract (CLC) teacher will not be considered to have a break in the consecutive days of service for calling priority.

(7) Standby List. Substitutes on a Standby List shall be assigned by rank by date of election to certificated service within service category - see Section 8.a.

b. Upon request, substitutes shall be advised of their rank on the calling priority list.

c. During the summer hiatus and off-track periods for year-round schools (i.e., Z Basis - refer to Agreement, Article IX, Section 10.0), the calling order shall be as described above, but will be restricted to a limited number of substitutes who have volunteered and have been selected for summer duty, again based upon the above priority order.

d. During emergencies, the above priorities may be temporarily suspended.

7. Unavailability. An "unavailable" will be recorded on the service record each time the substitute:

a. Refuses an assignment within the geographic Service Area set forth in Section 6.a. above. However, if the call is received before 5:30 a.m. or after 8:30 a.m. or if the call is for an assignment of less than a full day, an "unavailable" will not be charged.

b. Refuses to accept the extension of an assignment within availability designation. However, a substitute may decline to accept extension of an assignment without penalty as an "unavailable" in any of the following circumstances:

(1) If the extended assignment conflicts with a previous commitment by the substitute for a different name-requested assignment; or

(2) If the substitute has already served ten (10) consecutive days in the assignment; or

(3) If the assignment is for a subject field other than that designated on the availability form.

c. Fails to answer the telephone personally between 5:30 a.m. and 8:30 a.m. In the case of Children's Centers, the hours are 7:30 a.m. to 9:30 a.m.

d. Is unreachable by telephone during two attempted calls within the hours specified in c. above.

e. Declares unavailability. However, if the substitute satisfies the District that the unavailability was for more than one day because of a continuing illness (or compelling personal reason), only one "unavailable" will be charged for that period.

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8. Standby Lists.

- a. A substitute may be changed from any higher priority to a Standby List for the following causes:
 - (1) Ten (10) "unavailables" in any one semester or four (4) "unavailables" during summer session from July 1 through the start of the fall semester (three (3) in any intersession period for a year-round school teacher substituting during his/her off-track period).
 - (2) Receipt of a second Inadequate Service Report (ISR) in any one semester or summer session from July 1 through the start of the fall semester.
 - (3) Receipt of a second report of late arrival in any one semester or summer session from July 1 through the start of the fall session, which has been determined to be the fault of the substitute.
- b. Names of substitutes on the Standby List shall be called after all other available substitutes have been assigned. Name requests will not be honored for those on the Standby List. A substitute who is placed on the Standby List shall be given immediate notice thereof and an opportunity for prompt administrative review by the administrator in charge of the CSA Unit. Such review shall be without prejudice to any rights the substitute may have under the grievance procedure. After a period equivalent to six (6) working months, a substitute on the Standby List may be returned to a regular priority, provided that he/she does not receive an Inadequate Service Report (ISR) during that period.
- c. Each school shall post and distribute to teachers a copy of its substitute Preferred Substitute Calling List (Name Request List) and a copy of the list of off-track teachers (if any) available to substitute during their off-track period. These lists shall include the teacher's employee number to ensure that the proper substitute is requested and assigned.

9. Commendation

The school administrator should memorialize substitute employee's outstanding performance by commendation by completing the Certificated Day-to-Day Substitute Teacher Commendation Report ([HR Form 1081](#)).

10. Late Arrivals.

If a substitute cannot reasonably expect to reach a school before class begins, he/she must notify the CSA Unit upon receiving the assignment call and must also attempt to call the school.

If a regularly assigned teacher in a secondary school is providing replacement service for the class of a late arrival substitute, the regularly assigned teacher may complete the period of replacement service if one-half of the period has already been completed.

11. Time Reporting.

- a. A substitute teacher must serve a full teaching day to receive a full day's pay. Time should be reported to the nearest tenth of an hour (6 minutes) from the time instruction begins.
- b. A substitute who serves a full day shall be time-reported for the same number of hours as the employee for whom he/she is substituting. A substitute who is assigned duties beyond the regular assignment for which the regular employee is compensated (e.g., UCTP duties) shall be time reported for the full time of the additional assignment.

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11. Time Reporting. (Cont'd)

- c. Service for less than a full day will be compensated proportionately unless the late arrival is due to a late call from SubFinder or the CSA Unit which does not permit the substitute to reach the school before class begins. If the substitute has complied with the provisions of Section 10 above, and the school confirms the time of the Unit's call, the substitute will be given an opportunity to make-up the late time (up to a maximum of one hour) at the end of the school day.
- d. A substitute who is assigned for less than a full teaching day, but was not so informed at the time of the assignment offer (and it was not otherwise apparent), shall be entitled to a full day's pay provided that he/she performs other duties as assigned for the balance of the workday. For example, if it is determined that a substitute was not informed of a half-day assignment, the substitute will be permitted to serve and be paid for a full day. The school must confirm the terms of the assignment offer with the CSA Unit.

12. Release from Assignment.

Any employee serving as a substitute may be released from a particular substitute assignment by the immediate administrator or designee at the end of any working day. The Daily Time Report for Substitutes which is completed by the school administrative assistant or designee, reflects hours worked, and indicates whether the substitute has been held over or released from the assignment. This procedure shall not be applicable to substitutes serving in extended substitute assignment status.

13. Termination. Although there are no legal constraints that restrict the dismissal of a substitute, District practice is that a substitute will usually be terminated based upon, but not limited to, an unsatisfactory act, criminal activity, issuance of Inadequate Service Report (ISR), expiration of permit of credential, out of compliance with Child Abuse Awareness Training (CAATS), or non-availability.

14. Duties. A substitute is expected to perform in a competent manner all of the regular instructional duties of the absent teacher and other duties reasonably assigned by the principal. Failure to satisfactorily perform these duties may result in an Inadequate Service Report (ISR). Instructional and other duties include but are not limited to:

- a. Arrive at school on time (substitutes should be ready to leave home immediately upon receiving an assignment) and remain on site for the full day;
- b. Present the Payroll Authorization Card to the principal or school administrative assistant/office manager and report the name of the absent teacher;
- c. Review lesson plans for the day, if available. If no plans are available, determine areas currently being studied and the activities to be pursued;
- d. Account for pupil attendance as prescribed by the school;
- e. Conduct class and enforce rules in accordance with school and Board of Education policies;
- f. Perform classroom and special duties as assigned (e.g., lunch, hall, yard duty, etc.). Such special duties may be assigned either during or outside normal conference periods;
- g. Leave classroom in good order with a summary of the day's accomplishments;
- h. Inform the principal or office staff when ready to leave the school at the completion of the assignment.

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15. Substitute Photo Identification Card. The Photo Identification card serves as identification and authorizes time reporter to report time to Payroll.
- a. In the event a substitute reports to the school without his/her Photo Identification Card, the school administrator shall make every effort to verify the substitute teacher's assignment with the CSA Unit before permitting the employee to work.
 - b. If an original Photo Identification Card is lost, a substitute must request a replacement card from the CSA Unit.
16. School Site Responsibility.
A substitute shall be provided with the information needed to perform the duties of the position, including but not limited to student attendance information, lesson plans, class roster, appropriate keys, seating charts, and security and emergency plans.