



# Long-Term Teacher Substitute Assignment

(Please check appropriate box)

Classroom Teacher Level OR  Non-Classroom Teacher Level  
Employee and Retiree Service Center • Department of Financial Services  
MONTGOMERY COUNTY PUBLIC SCHOOLS (MCPS)  
Rockville, Maryland 20850

MCPS Form 445-17  
March 2017  
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School Name \_\_\_\_\_ Title I school?  Yes  No

## GENERAL INSTRUCTIONS

This form is required for schools to assign, extend, or terminate a long-term teacher-level substitute. See important notes on Page 2 of this form.

## ASSIGNMENT

Complete Part I to request the assignment of a long-term teacher-level substitute. For non-classroom teacher-level substitutes, attach to this form the approved [MCPS Form 430-22, Non-Teaching Long-Term Substitute Request](#). This Long-Term Teacher Substitute Assignment form must be completed by the school and signed by the principal prior to the start date of the long-term substitute assignment. **Send the original form to the Employee and Retiree Service Center (ERSC) and retain one copy for the school.**

## EXTENSION

To initiate an extension of a long-term classroom teacher-level substitute or a non-classroom teacher-level substitute, resubmit the original school copy of this form with Part III completed and signed. When extending a non-classroom teacher-level substitute assignment, submit the approved [MCPS Form 430-22, Non-Teaching Long-Term Substitute Request](#) with the approved extension dates.

## PART I: COMPLETE FOR EMPLOYMENT/ASSIGNMENT (to be completed by school)

### Reason for long-term substitute teacher:

- Teacher on leave     Teacher retired     New/vacant position  
 Teacher resignation     Backfill for teacher in higher level assignment

Employee ID# \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle/Maiden

Position \_\_\_\_\_

Dates of absence \_\_\_\_/\_\_\_\_/\_\_\_\_ through \_\_\_\_/\_\_\_\_/\_\_\_\_  
(inclusive or estimated)

- Full-time     Part-time    Bi-weekly hours \_\_\_\_\_

Grade	Subject	FTE
_____	_____	_____
_____	_____	_____

### Long-term substitute to be assigned

Employee ID# \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle/Maiden

First day in assignment \_\_\_\_\_

11th day in assignment for long-term rate \_\_\_\_\_

Anticipated end date of assignment \_\_\_\_/\_\_\_\_/\_\_\_\_

- 5-day per week assignment  Yes  No     M  T  W  Th  F

Partnership  Yes  No

Partnership name \_\_\_\_\_

Signature, Principal/Supervisor \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## PART II: ERSC AUTHORIZATION (for ERSC use only)

Date received: \_\_\_\_/\_\_\_\_/\_\_\_\_ 1996 (vacancy) \_\_\_\_/\_\_\_\_/\_\_\_\_ 1998 (teacher absence)

Long-term substitute assignment: Total FTE \_\_\_\_\_ Total bi-weekly hours \_\_\_\_\_

## PART III: REQUEST FOR EXTENSION OF SUBSTITUTE ASSIGNMENT (to be completed by school)

Revised/extended end date of assignment: \_\_\_\_/\_\_\_\_/\_\_\_\_

*I understand that my electronic submission of this form and my electronic signature are intended to be, constitute, and are equivalent to my personal signature.*

Revised/extended end date of assignment: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature, Principal/Supervisor \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Revised/extended end date of assignment: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature, Principal/Supervisor \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature, Principal/Supervisor \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## PART IV: TERMINATION OF LONG-TERM SUBSTITUTE ASSIGNMENT (to be completed by school)

- End of assignment **or**  Absence > 2 consecutive days    Long-term substitute assignment date: \_\_\_\_/\_\_\_\_/\_\_\_\_ through \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature, Principal/Supervisor \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## PART V: FTE ADJUSTMENT ON A POSITION (to be completed by Department of Certification and Staffing)

Required for all actions: Begin date \_\_\_\_/\_\_\_\_/\_\_\_\_ End date \_\_\_\_/\_\_\_\_/\_\_\_\_

Position	Account number of vacant position	Dept code	FTE adjustment on a position				
			Current FTE	+	FTE change	=	New FTE
			Current FTE	+	FTE change	=	New FTE

Signature, Staffing Coordinator \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## **IMPORTANT NOTES REGARDING LONG-TERM TEACHER SUBSTITUTE ASSIGNMENTS**

- Days 1 through 10 of any long-term substitute assignment are paid at the short-term substitute rate of pay.
- The long-term substitute rate of pay commences on the 11th day of the long-term substitute teaching assignment.
- Any break in service within the first 10 days of a long-term substitute assignment or any break in service after the 10th day (if other than the two consecutive duty days for illness certified by a doctor as provided by the MCEA contract) must be reported to ERSC by completing Part IV of [MCPS Form 445-17, Long-Term Teacher Substitute Assignment](#).
- Per MCEA contract, "Each substitute unit member will work the same number of normal hours worked by the unit member who is on leave or the scheduled number of hours for the vacant position. Starting and dismissal times shall be assigned by the principal."

Although the substitute will work the same number of hours as the teacher or scheduled number of hours for the vacancy, the FTE entered into the Human Resources Information System, which determines the number of hours that appear on the MM60 payroll screen, will not reflect this:

- A full-time long-term substitute teacher will be paid the long-term substitute teacher's daily rate of pay based on a 7-hour workday; the payroll screen will reflect a .875 FTE for a full-time long-term substitute.
- A long-term substitute teacher who is employed to replace a teacher who is less than full-time shall be paid the same percentage of the substitute teacher's daily rate of pay based on a 7-hour workday.