
Long-term Substitute Teachers: Processes and Procedures

OCTOBER 2017

Today we will:

- Identify what constitutes a long-term sub
- Identify contract changes for substitute teachers
- Review completing the Form 445-17: Request for a Long-term Teacher Level Substitute
- Examine causes for delay in processing long-term sub requests; time line for processing long-term sub requests
- Examine FTE conversion
- Review notes regarding the posting of payroll for long-term substitutes
- Review completing the Form 430-22: Request for Non-Classroom Long-term Substitute
- 45th day reporting

What is a long-term substitute?

- A long-term substitute is one who works a minimum of 11 consecutive workdays in the same assignment. This can be for a teacher who is absent or a vacant position within a school.
- All substitutes, regardless of the length of time they will work the assignment, will start at the short-term rate of pay. When the sub reaches the 11th consecutive day they will begin to receive the long-term rate of pay
- A full day for a substitute teacher is considered 7 hours a day. The maximum number of hours a substitute teacher can work during a pay period is 70 hours.
- Note- any teacher-level substitute who is working a long term sub assignment will work the SAME number of hours that the teacher works. However, the number of hours on your payroll will not reflect this. The substitute's number of hours is based on the proration of their daily rate of pay. Therefore, the number of hours in your screen is not meant to reflect the number of hours they are working.
- By contract, substitute teachers are guaranteed a minimum of 3.5 hours a day*

MCEA Substitute Teacher Contract Changes for FY 18


SUBSTITUTE TEACHERS HOURLY RATE

EFFECTIVE 07/01/2017

STEP	SHORT	LONG	LG2 45 DAYS	HOME & HOSPITAL	NIH	STAFF DEVELOPMENT
Step 1 Without certificate	\$18.23 \$127.61 daily*	\$26.02 \$182.11 daily*	\$28.62 \$200.32 daily*	\$29.83	N/A	N/A
Hourly rate difference		Sht to Lng...\$7.79	Lng to 45days...\$2.60			
Step 2 With valid MD Certificate	\$19.29 \$135.04 daily*	\$27.48 \$192.33 daily*	\$29.78 \$208.49 daily*	\$31.18		N/A
Hourly rate difference		Sht to Lng...\$8.19	Lng to 45days...\$2.30			
*daily rate is based on a 7 hour day						

Form 445-17: Long-term Teacher Level Substitute

When submitting your initial request, this entire section must be complete!



MCPS

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
Page 1 of 2

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 II 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)

<p>Reason for long-term substitute teacher: <input type="checkbox"/> Teacher on leave <input type="checkbox"/> Teacher retired <input type="checkbox"/> New/vacant position <input type="checkbox"/> Teacher resignation <input type="checkbox"/> Backfill for teacher in higher level assignment</p> <p>Employee ID# _____ Name _____ Last First Middle/Maiden Position _____ Dates of absence: ____/____/____ through ____/____/____ (Inclusive or estimated) <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time Bi-weekly hours _____ Grade _____ Subject _____ FTE _____</p>	<p>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: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F Partnership: <input type="checkbox"/> Yes <input type="checkbox"/> No Partnership name: _____</p>
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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: ____/____/____	Signature, Principal/Supervisor _____ Date ____/____/____
Revised/extended end date of assignment: ____/____/____	Signature, Principal/Supervisor _____ Date ____/____/____
Revised/extended end date of assignment: ____/____/____	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

Signature, Staffing Coordinator _____ Date ____/____/____

Help! My long-term sub request has not been processed!

There are many things that can cause a delay in processing. Please be sure to check the following:

- Is your form complete?
- Did you use the correct form? (Effective 10/10/17, no long-term sub requests sent on old forms will be accepted)
- Is the person listed as the sub a current MCPS employee? (If the answer to this is, “no” contact the Sub Office immediately! 301-279-3280)
- Are we in payroll blackout?
- Did you send your request to the ERSC Mailbox? (ERSC@mcpsmd.org)
- Is the assignment for a Vacancy? (These assignments take longer to process)
- If your request required additional paperwork (for example a 430-22), did you turn in all paperwork together?
- If all paperwork was submitted to the ERSC mailbox, and you received a response, review the message. Although we may have closed the ticket, it does not necessarily mean the forms were accepted.

Please keep in mind that all requests will be processed in the order they are received. For this reason it is extremely important that you submit your long-term sub requests as early as possible to ERSC. Also, please only submit ONE copy of your request. During times of high volume it is very difficult to keep track of what has been processed already and what has not, so having to sort through multiple copies of the same form causes a delay.

Long-term Substitute Requests Sent to ERSC@mcpsmd.org



Tue 9/19/2017 9:26 AM

ERSCAuto_Notify <ERSCAuto_Notify@mcpsmd.org>

Request 563286 Closed

To Harman, Heather L

i Follow up. Start by Tuesday, September 19, 2017. Due by Tuesday, September 19, 2017.

Request 563286

Customer: Harman, Heather

PLEASE DO NOT REPLY TO THIS MESSAGE. Please address any replies to ERSC at 301-517-8100, and have the above request number ready.

Resolution: Greetings-

Thank you for contacting the Employee and Retiree Service Center (ERSC) for Montgomery County Public Schools (MCPS). Unfortunately we are unable to accept your request at this time, due to missing information.

Please complete Part I of your long-term request and re-submit it to the ERSC mailbox.

If you have any questions, please don't hesitate to contact us.

Thank you,
ERSC Staff

Please provide feedback on the service you received by responding to our [survey](#)

If you are covered by an MCPS-sponsored medical insurance plan, you can learn more about your health and reduce your medical insurance costs beginning in 2016 through the Wellness Initiatives program. To take full advantage of the rate reductions, complete a health risk assessment and biometric health screenings yearly, and, if you smoke, consider quitting. For details, search for "Wellness Initiatives" from any MCPS web page.

Please read the message when your ticket is "closed". There may be additional steps required to get your long-term sub request processed.

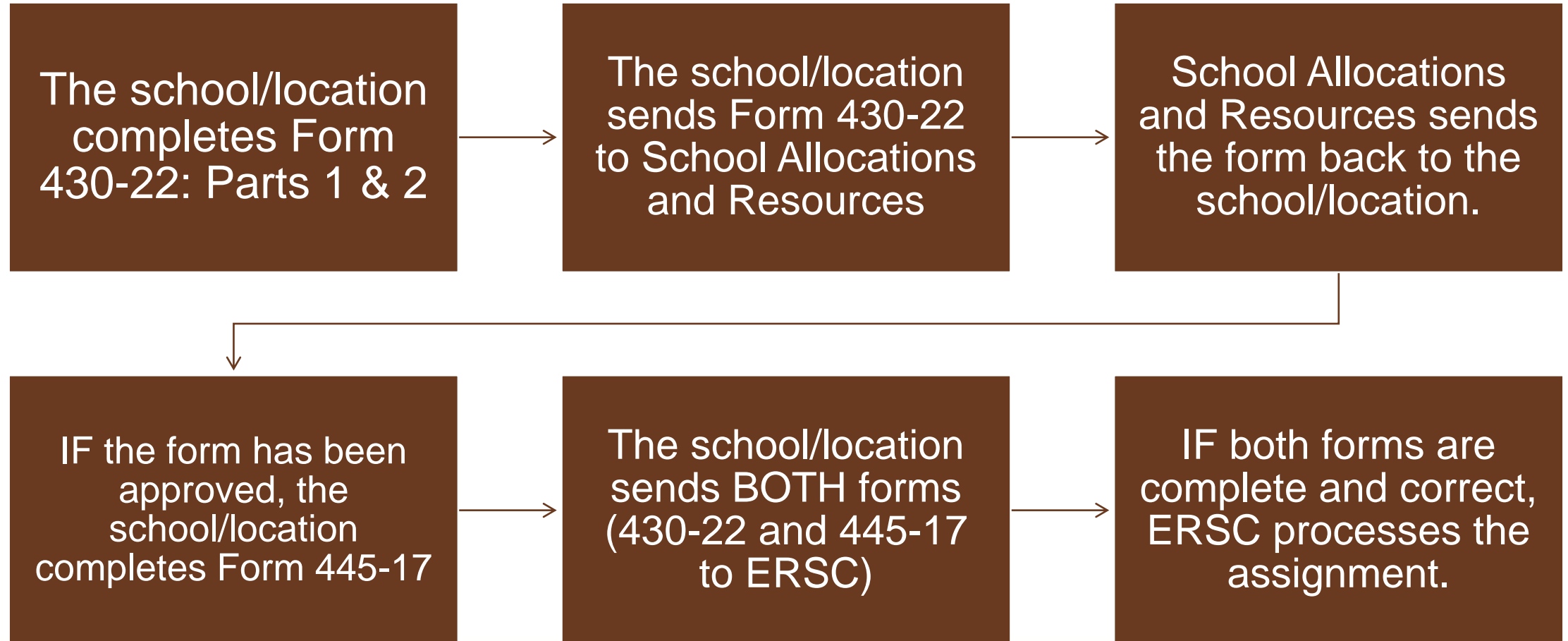
Top 10 Most Common FTE Conversions for Teachers to Substitutes:

<u>Permanent Employee FTE</u>	<u>Permanent Employee Biweekly Hours</u>	<u>Long-term Substitute Biweekly Hours</u>	<u>Long-term Substitute FTE</u>	<u>Percentage of Daily Rate of Pay</u>
0.1000	8	7	0.0875	10%
0.2000	16	14	0.1750	20%
0.3000	24	21	0.2625	30%
0.4000	32	28	.3500	40%
0.5000	40	35	.4375	50%
0.6000	48	42	.5250	60%
0.7000	56	49	.6125	70%
0.8000	64	56	.7000	80%
0.9000	72	63	.7875	90%
1.0000	80	70	.8750	100%

Reminders for Posting Payroll:

- If there is a day for which substitutes are not compensated (for example, a holiday), the number of hours for that day will be subtracted from the total of hours you are able to post.
- If your long-term sub request has not been processed, post the substitute on the short-term screen, and complete a PACS correction.
- Assignments less than 11 days will not be processed.
- Substitute and Permanent teacher may NOT overlap. Only one person should be working the assignment at a time.
- If the absent teacher has gone beyond 60 days, your long-term sub position code may be changing. If you find you are unable to post for the entire pay period, please check the position code. The time may be split between the 1996 and 1998 positions.

How are non-classroom long-term substitute teachers requested?



Form 430-22: Non-classroom Long-term Substitute FAQs:

Q: Who needs a Form 430-22?

A: Staff development teachers, Counselors, Reading Specialists, Reading Support Teachers. For more information please refer to the Chief Financial Officer's Memorandum, "Guidelines for Requesting and Approval of Substitutes for All Positions: Administrators, Teacher Level, and Supporting Services."

Q: Where do I send the Form 430-22 for approval?

A: Forms can be emailed to SFOT@mcpsmd.org. You may also send the form via pony to School and Financial Operations Team, CESC, Room 170.

Q: What if my request is not approved/ approved, but not for the dates requested?

A: Long-term subs should NOT begin working prior to the approval dates, even if your permanent staff member is already on leave. If you have questions about your approval you may contact the School and Financial Operations Team. Failure to comply, may result in your location being billed for the long-term subs hours.

Q: Where can I find this form and directions for its completion?

A. You can find directions for completing this form, as well as the form itself at this link: <http://www.montgomeryschoolsmd.org/departments/forms/detail.aspx?formNumber=430-22&catID=1&subCatId=37>

45th day reporting

- Long-term subs are entitled to a pay increase when they reach their 45th day in assignment.
- Only the days the sub is working/in the building are counted (no weekends, holidays, etc..)
- It is the responsibility of the timekeeper to track the number of days the long-term sub has worked and notify ERSC.

Sub Name	Sub ID #	Teacher on leave	Start Date	11 th Day	Dates Absent	45 th Day	End Date
Jane Doe	12345	Sally Smith	08/23/16	09/07/16	0	10/27/16	12/31/16

Reminders:

- If a sub is working at multiple schools for the same teacher we need a form from each school. If an assignment is being split between two subs, please note on their forms that they are splitting the position.
- Teachers who work at multiple locations (Do not put this teacher as “Full-Time”, only record the number of hours the teacher is at your school. If the sub at your school is covering the teacher’s entire assignment, the other schools will report the time the sub is working at their schools)
- If your long-term sub is working a 5 day/week schedule and started in August, their 45th day is coming up! Please remember to email ERSC@mcpsmd.org when they reach their 45th day.

Additional Resources

- MCEA Union Contract- Substitute Teacher's Contract
- Memo to Principals from Nicola Diamond, INFORMATION-Guidelines for the Request and Authorization of Substitutes for School-based Positions, Dated 07/13/2017.
- MCPS Financial Manual- Payroll Section (This can be found on MyMCPS)
- Timekeeper Messages
- ERSC- If you have accessed all available resources, and still need assistance, call us and we will be happy to help you.

Questions? Please contact us!

Heather L Harman:

Employee Retiree Service Center

Substitute Teacher Transactions

301-517-8100

Heather_L_Harman@mcpsmd.org

ERSC@mcpsmd.org