

ATTACHMENT B:

LINCOLN-SADBURY RHS INTERNAL SUBSTITUTE TEACHING RATES DURING SCHOOL CLOSURE DUE TO COVID-19, SPRING 2020

In the event a faculty member requires absence from work responsibilities, they shall report such absences by contacting their department coordinator or department liaison, and additionally, if possible, contacting the administrative liaison and main office receptionist. District administration will be responsible for informing families of the absence.

If internal sub coverage is requested, faculty members may volunteer to substitute or opt not to do so. If they choose to do so, they will be compensated at the rates shown in this document. These rates only apply to internal substitute teachers who are Lincoln-Sudbury RHS faculty members during COVID-19 pandemic closure through June 19. Whether or not an internal substitute teacher has been sought, for any sections without coverage, district administration may seek an outside substitute.

Definitions:

In this document, **teacher** means a faculty member at LS with regularly scheduled teaching for specific students as part of their job.

In this document, **internal substitute** means a faculty member at LS who is qualified (usually from within the same department as the absent teacher) and willing to take responsibility for another teacher's class for a certain amount of time.

In this document, **outside substitute** means a person who is not a Schedule A faculty member employed through the district.

TIER 1: Up to 2 Weeks

1A. Teacher can do assignments but not synchronous learning

No sub coverage. The teacher will cancel or modify the synchronous learning that week.

1B. Teacher cannot do anything

DC/DL and district administration determine if the week is "off" for students, or if it will be covered by an internal or outside substitute. If covered by a internal substitute and:

If a sub plan is provided, the internal substitute will be compensated for 4 short blocks for every week subbed in Tier 1B (\$40/short block).

If a sub plan is *not* provided, the internal substitute will be compensated for 2 short and 2 long blocks for every week subbed in Tier 1B (\$40/short block; \$50/long block).

Upon their return, the teacher of record will provide students with assignment feedback (the internal substitute is not responsible for doing so in Tier 1B).

TIER 2: Over Two Weeks and up to Four Weeks

2A. Teacher can do assignments but not synchronous learning

DC/DL and district administration determine how to proceed: Allow teacher to post assignments and give students feedback with no synchronous learning, or find an internal substitute or outside substitute.

2B. Teacher cannot do anything

This would require an internal substitute or outside substitute to create assignments, provide feedback, enter attendance, and do synchronous learning.

The internal substitute will be compensated at a per diem rate on step M1. The per diem rate is determined by $M1 / 185$.

TIER 3: Extended Absence Over 4 Weeks, Under a Quarter

3A. Teacher can do assignments but not synchronous learning

DC/DL and district administration determine how to proceed: Allow teacher to post assignments and give students feedback with no synchronous learning, or find an internal substitute or outside substitute.

3B. Teacher cannot do anything

If 3A is not acceptable to the DC/DL and district administration, then they may find an internal substitute or outside substitute.

This would require an internal substitute or outside substitute to create assignments, provide feedback, enter attendance and do synchronous learning.

The internal substitute will be compensated at a per diem rate on M15, S7 or their contracted rate, whichever is less. The per diem rate is determined by $M15, S7$ or their contracted rate, whichever is less / 185.

TIER 4: Extended Absence Over a Quarter

If an internal substitute is willing to cover, the in-department internal substitute would create assignments, provide feedback, enter attendance and do synchronous learning.

The internal substitute will be compensated at a per diem of their contracted rate. The per diem rate is determined by their contracted rate / 185.

An outside substitute may be hired to cover extended absences over a quarter.