

STANDARD OPERATING PRODECURE SUBSTITUTE USAGE

Purpose: To establish guidance for an effective use of substitute resources and to promote a general understanding of related manpower policy and practices.

Applicability: This guidance applies to all Kaiserslautern District employees that plan for, assign, arrange, or do timekeeping and monitor substitute usage.

Procedures:

1. School principals may, without further approval, authorize the use of a substitute. Principals are responsible for reviewing the circumstances requiring the use of a substitute in order to ensure appropriate and prudent use of substitute resources.
2. This includes exploring coverage alternatives, the conditions creating absences, the type of absent employee, duration of absence, time of year, leave schedules, and other criteria in the use of a substitute.
3. For prescheduled absences beyond 30 consecutive calendar days, schools should consider requesting through the DSO over hire authority from DoDDS-E Manpower.
4. The principal should ensure that equitable substitute rotation practices are in place for determining which specific substitute is called to duty. Such practices have to be carefully balanced with the need to use a substitute teacher that is fully qualified in the applicable grade level and subject area. Final determination is based on the need of the school relative to the education program.
5. In addition, principals provide full support and oversight to the school timekeeper in the reporting of substitute usage data as outlined in the “*Substitute Usage and Tracking Fact Sheet*” (found on the district’s Blackboard site).
6. The minimum service increment for substitute time and attendance payroll reporting is one-half day. This applies even if the substitute provides coverage for less than whole or half day. Therefore, substitute usage should be coordinated in a manner that fully utilizes the portion of the day for which they will be paid.
7. The following factors should be considered when utilizing a substitute in the following capacities.

a. Providing temporary coverage for absent TP employees: TP positions which may require a substitute in order to continue the basic instructional program during periods of absences and when no other acceptable coverage solution exists:

(1) Classroom Teachers: Pre-Kindergarten, Kindergarten, Elementary, Middle, Secondary, Sure Start, and Host Nation, etc.

(2) Education Specialist Instructors: Art, Music, Physical Education, Reading Recovery, LARS, Gifted Education, ESL, Compensatory Education, etc.

(3) Special Education Teachers

(4) Media Specialist: Only when the Media Center would otherwise close.

(5) Nurse: Only a Qualified Health Professional per DoDEA Manual 2942.0, Section C.4

b. Providing temporary coverage for absent general schedule (GS) employees: In assessing need for substitute coverage for GS employees, a distinction must be made between those with or without direct responsibilities involving students.

(1) GS employees directly responsible for duties involving students: In many cases it may be necessary for a substitute to be utilized to provide coverage for absent GS employees directly responsible for duties involving students. **However, obtaining a substitute should not be automatic** and should only be authorized after determining that required coverage cannot be provided through other means i.e. temporarily realigning duties or students amongst qualified aides, making full use of substitutes already on duty etc. *For example, in the case of an absent Special Education Aide, a substitute may not be needed if another qualified aide is present in the same classroom, or if the impacted student(s) can be combined with student(s) of another Special Education Aide.*

(a) Special Education Aides: SIS and Special Education

(b) Kindergarten Aides: Additional factors that need to be considered by the principal include the time of year (September vs. January), maturity of students, and the length of absence. The school needs to consider that there *may* not be a critical need for a substitute unless the absence exceeds 2 days.

(c) Lunchroom Monitors: Use of substitutes for lunchroom monitors is generally not permissible unless the specific conditions and/or length of absence make other coverage solutions impractical or impossible.

(d) Sure Start Aides: Substitutes for Sure Start Aides must be provided (Reference: DoDEA Administrators' Manual (8.16.4))

(2) GS employees not directly responsible for duties involving students: Substitute usage for GS employees not directly responsible for duties involving students should not be authorized except as a last resort and only in order to avoid a significant negative impact on school operations. In addition, a review of the incumbent's duties should be made to determine which portion of their work schedule meets this criterion. In this way the sudden absence of a full time GS clerical employee with split duties may require only a half time substitute. Substitute usage under these circumstances should be limited in duration with focus on resolving the short or long term staffing shortage through other means (temporary reassignment of duties, leave coordination etc.). **Outside of extraordinary circumstance, schools are expected to cover such employee absences within their current staff.** GS positions not directly responsible for

duties involving students include Clerical and Support Staff: Secretaries, Registrars, Supply Clerk, Library Technician, and Office Automation Assistant, etc.

8. Substitutes used for AVID tutor purposes do not count against a school's regular substitute day allocation since these are funded through a separate program.

9. Substitutes used for testing/tutoring of a homebound or hospitalized students will be charged against a school's regular substitute day allocation. Timekeepers should utilize the "G, Other" substitute usage code. Reference DoDEA Administrators' Manual (8.14.3) & DS 2500.1.

10. Performing extra duty assignments as noted in DS Regulation 5550.9 (E)(3)(a)(2), substitutes should be used for such assignments only if "qualified employees of the school are not available". In such instances, substitutes are compensated per the guidelines within the District SOP 04-03 Extra-Duty Compensation and days work in/on the EDC are not charged against school substitute day allocations.

11. Summer School/Extended School Year (ESY): Substitutes may be used to cover for absent educators employed for summer school or ESY. Such usage will be charged against a school's regular substitute day authorization as appropriate. However, a substitute may not be utilized in a regular full time capacity to fill such assignments unless done so under a separate personnel appointment.

Categories:

1. There are two distinct categories of substitute day authorizations. Each category has unique attributes and is separately authorized, allocated, and tracked based on the fiscal year. These resources are not interchangeable.

- a. Regular substitute days
- b. Professional development (PD) substitute days

2. **Regular Substitute Days:** The DSO cumulatively authorizes to each school regular substitute days. Regular substitute days are designed to provide coverage for appropriate classroom teacher absences as identified above, and provide coverage for appropriate GS. As such, remaining within overall authorizations is challenging and necessitates that regular substitute day usage be accomplished in the most efficient manner possible. The following regular substitute usage categories are utilized in the manpower substitute tracking report.

- Sick Leave
- Administrative Leave
- Any Purpose Leave
- Annual Leave
- LWOP/AWOL
- Vacancy
- Union Duty
- Other/miscellaneous

3. Professional Development (PD) Substitute Days: PD substitute days are authorized and maintained separately from regular substitute days for the express purpose of providing coverage for TP classroom teachers absent for purposes of attending designated PD day training. GS employees are not issued nor can they use PD days. The PD substitute day authorization is subsequently divided into 3 separately maintained sub-categories:

- DoDEA directed PD substitute days
- DoDDS-E directed PD substitute days
- DSO and Principal directed PD substitute days

4. Substitute Pool: This is a separately maintained pool held by DoDDS-E Manpower and the substitute pool is a Director's Reserve and is tracked by usage via Education Division reports and the Substitute Usage System.

Controls:

1. Reports are extracts of the payroll data inputted by school timekeepers. Reports are selected from the sub system by the usage code assigned in the JON field. Reports sent to the DSO are:

- Regular Substitute Day Usage By DSO
- Professional Development Day DSO and Principal directed
- Professional Development Day DoDEA and DoDDS-E directed
- Non Add Regular Sub Day Usage
- DoDDS-E Sub Pool

2. Rejected Sub Day Entries report will be sent to the school for immediate correction as soon as it is received, corrections should be made prior to the running of the next payroll cycle if possible. The DSO CRS will assist in monitoring the errors and corrections.

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