
Know your Contract

Rotation Schedule for Emergency Substitute Teaching

Article XI, Section E

The contract states:

Temporary vacancies requiring coverage which are created by the school administration and absences about which the administration has received adequate notice, will be covered by substitutes in every case except where none can be obtained and the lack is beyond the control of the administration.

Temporary vacancies about which sufficient notice is not given or which may result in lightening the teaching load of other teachers, or where emergency conditions make the scheduling of a substitute impractical shall be covered by reassignment of the available staff on a rotating basis. However, schedules will be arranged so that additions to regular assignments will be avoided. A teacher who is assigned to cover a temporary vacancy created by lack of a substitute, including an elementary teacher who loses any portion of his/her preparation time due to a temporary reassignment of a special services teacher will be remunerated at the rate specified in Schedule D. Special services teachers will be paid Schedule D substitute rates for any portion of his/her preparation time lost due to a temporary reassignment that is not in the reassignment schedule. Media specialists, high school librarians, special needs advocates, consultants, counselors, psychologists, social workers, specialists, speech therapists, work study coordinators, occupational therapists, and other non-classroom teachers assigned to cover a temporary vacancy created by lack of a substitute will be remunerated at the rate specified in Schedule D.

The building principal must create a rotation list that includes all WEA members assigned to the building including non-classroom and travelling personnel. This means that the following people should be included on the list:

Elementary Art
Elementary Instrumental Music
Elementary Foreign Language
Elementary Physical Education
Elementary Vocal Music
Elementary & Middle School Media Specialists
High School Librarians
Special Needs Student Advocates
Consultants
Counselors
Occupational Therapists
Psychologists
Social Workers
Specialists
Speech Therapists
Work Study Coordinator

WEA members are compensated for substituting when they lose their regularly schedule prep time at Schedule D hourly rates. This includes all of the people in the categories listed above.

If the rotation system worked perfectly, no one would be asked to substitute involuntarily a second time until everyone on the rotation list subbed a first time. However, because some people on the list may not be in the building that day, someone is asked a second time out of rotation. However, when the person who was passed is in the building, the principal should ask them to substitute if necessary.

