



FAQs – Substitute & Interims

What is the difference between a SUBSTITUTE and an INTERIM?

A **substitute** is used when an employee is absent, but still on payroll. An **interim** is used when an employee is absent, but off payroll OR if a position is vacant and being temporarily filled with a substitute.

When can you get a SUBSTITUTE?

Classroom teachers, Pre-K teacher assistants, and EC teacher assistants always require a substitute when they are absent on a regular school day. Substitutes cannot be used for AIG, ESL, Speech, Counselors, Media Coordinators, EC Resource in Elementary Schools*, and Title 1 Reading teachers* in Elementary Schools.

Substitutes are not employed for any other positions UNLESS the employee is out more than 10 consecutive days, which would constitute a leave of absence, AND is off payroll. Prior approval is needed. Exceptions to this rule can only be made by HR Director and the superintendent. Once approval is granted, Juli Burchett can help with certified substitutes.

School support money can be used for other positions not listed above as determined by principals. A hiring sheet is still needed and please indicate appropriate funding source.

What are SUBSTITUTES paid?

Substitute pay is based on two things: the position and the substitute's licensure status.

The substitute rate of pay for teaching positions is \$80 (non-licensed sub) or \$103 per day (licensed sub).

The substitute rate of pay for Pre-K & EC teacher assistants is their rate of pay listed above times the % employed of the teacher assistant position based on 7.5 hour workday. For example, a licensed sub who subs for a 6-hour teacher assistant will make \$98 times 80%, which equals \$78.40/day. A non-licensed sub who subs for a 6-hour teacher assistant will make \$75 times 80%, which equals \$60/day.

The substitute rate of pay for a custodian worker is \$10.00 and is to be paid from your school support money or fund 8.

What are INTERIMS paid?

Interim pay is DIFFERENT from substitute pay. Interims for teachers are paid on their current license. Interims for Pre-K & EC teacher assistants are paid a teacher assistant's hourly rate, which is \$12.17/hour. Interims for custodians are paid a custodian's hourly rate, which is \$10.95/hour.

Does Highly Qualified status matter for SUBSTITUTES OR INTERIMS?

Utilizing Highly Qualified substitutes is preferred for all teaching positions (and should always be our goal), but are not required unless the position is for more than 20 consecutive days. Contact Donna Turner or Juli Burchett to determine if the interim candidate is on the approved substitute list and has a current teaching license. (They can also help you find someone.)



FAQs – Hiring Checklist

When is a Hiring Checklist needed for substitutes/interims?

A Hiring Checklist is not required when a substitute is used since they are already approved via our substitute program. A Hiring Checklist is required when an interim position is filled with a substitute.

If an employee transfers from one school to another within the county, which principal completes the Hiring Checklist?

The receiving principal completes this action. The Hiring Checklist would be done as a change of status NOT as a new hire.

If an employee changes assignment within the same building, is action required?

The action of the principal is to complete a hiring sheet as a change of status.

Other Important Notes:

- It is critical that the “person replaces” section is filled out correctly. You need to have a process for knowing what positions are vacant, who was in them and who they are replaced with. An interim cannot be the person replaced, instead the person who the interim temporarily filled in for this “person replaced.”
- When creating an action for a dual position, such as a teacher assistant / bus driver, fill out the form with both positions clearly listing position, location for each, and daily hours for each job separately.

Classified Evaluations

- These are ANNUAL evaluations, not end of year evaluations, which means they can be done prior to the end of school. LCS deadline is March 30 of each year.
- New Hire – An informal evaluation would be advised during first 3 months & annual evaluation required for those who start at the beginning of the year.
- Conditional – Do not wait until the end of the year to do a conditional! Do a conditional when a problem arises! REMEMBER that you have to do a re-evaluation within 60 days.
- Probationary: It is recommended when a new classified employee is hired that the evaluator conducts a “probationary” evaluation within the employee’s first three months. The evaluator may conduct a probationary evaluation on an employee who transfers to a position. Employees retained after the probationary period are to be evaluated on a yearly basis, unless performance or conduct concerns warrant more frequent review.
- When an employee’s annual evaluation includes two or more “needs improvement” or “unsatisfactory” ratings, and the employee is not recommended for dismissal at that time, the employee should receive a “conditional” evaluation in no later than sixty (60) working days. A “conditional” evaluation may be conducted at any time that an evaluator has concerns about an employee’s performance or conduct.
- Being placed on a “conditional” evaluation means that the employee’s job is in jeopardy and that significant and sustained improvement must be demonstrated for continued employment. The evaluator is to consider whether to make a recommendation for dismissal following completion of the conditional evaluation, unless more immediate action is warranted.



Licensed Evaluations

- Utilize the evaluation schedule/timeline put out at the beginning of the year to guide completion of observations and PDPs.
- The evaluation schedule is designed to ensure that observations are appropriately spaced and completed throughout the year are required by law.
- It is imperative that probationary teachers have 4 formal observations – 3 by an administrator and 1 by a peer. Formal observations MUST be 45 minutes.
- Post-conferences MUST occur within 10 days of an observation.
- All licensed employees should receive a summative evaluation EVERY year, regardless of renewal cycle or evaluation tool.
- Abbreviated summative evaluations are only for employees on the teacher evaluation tool in a non-renewal year.
- An informal observation is 20 minutes long and focuses on Standard 1 & 4 and can be used for teachers in a non-renewal year.
- A teacher in their renewal year gets 1 formal observation and 2 informal observations. The abbreviated version is NEVER used with a teacher in their renewal year.
- A career teacher does not get a peer observation, even in their renewal year. Contract/ Beginning teachers are the only ones required to have a peer observation.
- In accordance with best practice and DPI recommendations, mentors should not be the peer observer for their mentee.
- Any teacher (other than a BT-Beginning Teacher) can be used as a peer observer. Administrators should purposely assign peer observers.

FAQs – Leave of Absence (LOA)

When is a LOA needed?

A leave of absence is needed anytime an employee is out for more than 10 days (usually consecutive) for one of the following reasons: family, medical or educational. Family and medical leaves can be taken for the employee or their immediate family. Maternity leave can be taken for the employee or the spouse. Educational leave is taken for student teaching, job internship, etc. Documentation is required to request LOA.

How do I handle LOA paperwork?

LOA paperwork is handled in the HR office by Melissa Ballard and Diane Collins. Send employees to see them!



FAQs – Leave of Absence (LOA), (continued)

What do I need to know about LOA and FMLA?

You need to know to send an employee who is going to be out for more than 10 days for one of the reasons listed on previous question to Melissa Ballard and Diane Collins. Any leave requires the same LOA paperwork, regardless of whether it qualifies under FMLA (Family Medical Leave Act or Medical Leave). In a nutshell, FMLA is a job protected leave for up to 12 weeks per year. There are strict requirements for approval under FMLA, such as hours of service in the district. Direct all questions to Melissa Ballard.

Do employees who have A LOT of sick days need to do a LOA?

Yes, LOA is completed for all employees who will be out for more than 10 days for one of the reasons listed above. LOA is done regardless of the amount of earned leave.

What is the thing that can get you in trouble with LOA?

If an employee has been out for more than 10 days for one of the reasons listed above and you knew it, and they did not complete LOA paperwork, then you can get in trouble. The big concern would be that the employee would be overpaid by the district.

What if the 10 days is not consecutive?

If the absences are for one of the reasons listed above, it could still be a LOA...this would be an intermittent LOA. Call Melissa Ballard!

Can you have a sub for LOA?

Yes, for the classroom teacher and Pre-K & EC teacher assistants, you can get a sub. BUT check with HR Director because you may need an interim instead of a sub!

For all other positions, the answer is MAYBE. A sub for a LOA is dependent upon whether the employee is on a paid leave or unpaid leave. If it is a paid leave, then you cannot get a sub unless approved by HR Director.

Do I do any paperwork as the administrator if one of my employees goes out on for LOA?

No, HR Director will handle all actions related to LOA.

What if an employee is in hospital or has an emergency situation?

The benefits office will initiate the paperwork but the employee still needs to forward all needed documents to Melissa Ballard when able.

What if an employee is out for more than 10 (consecutive) days for a reason other than one listed above?

Then the employee has an attendance problem! Their absences (leave) are not approved and the employee is in jeopardy of being in violation of the “excessive absences” policy. Remember- you as the site supervisor approve / deny absence requests- Don’t approve if you know the reason is not valid.



FAQs –Workers Compensation

When do you report an employee getting hurt?

You should immediately report an employee getting hurt at work to Pam McBryde. At the very least, an incident should be reported within 5 days. If you cannot get Pam McBryde on the phone, then you can send him an email at pmcbryde@lincoln.k12.nc.us

If an employee trips and falls, but says they are okay, do you still report it?

Yes, if an employee gets hurt, they should complete the paperwork and submit it to Pam McBryde.

What if an employee reports an injury a week after it happens?

Yes, if an employee reports getting hurt at work, they should complete the paperwork and submit it to Pam McBryde, regardless of when the injury or incident occurred.

If an employee gets hurt, when must they go to the doctor by to be covered? Does it matter what doctor they go to?

If an employee is injured at work and needs medical attention, they should be directed to one of the approved medical providers to help ensure coverage. If it is after work hours, they should go to the nearest urgent care. Any emergency room visit should be a last resort. Do not promise coverage, because that is up to workers comp. There is no magic “time frame” to ensure coverage. Our approved workers comp. doctors are:

1. Family Medicine Associates, Lincolnton Phone: [\(704\)-732-8736](tel:(704)732-8736) Hours: 7:00 am - 5:00 pm
2. East Lincoln Urgent Care, Denver Phone: [\(980\)-212-7000](tel:(980)212-7000) Hours: 8:00 am - 8:00 pm
3. West Lincoln Family Medicine, Lincolnton Phone: [\(704\)-748-2245](tel:(704)748-2245) Hours: 8:00 am - 5:00 pm

Separation of Employment & Unemployment

When an employee leaves the district, the employee and a supervisor needs to complete a separation of employment (SOE) form.

Employees leave for a variety of reasons. Sometimes these reasons are accurately documented on the SOE and sometime they are not.

For unemployment purposes, we need to know when an employee leaves for poor performance, in lieu of dismissal, unable to get bus license or for other reasons not noted on their SOE. This is especially important, when an employee leaves due to poor performance. Further, we need any documentation / notes you have about their performance issues...this includes that they were notified that concerns existed.

Please make a note on their SOE when there is more information than noted. You can attach notes and documentation or you can just put the info on a sticky note through courier or send an email to Penni Davis, Diane Hallman, or Juli Burchett.