

# Substitute Teacher Pay Voucher

School Name: \_\_\_\_\_ Date: \_\_\_\_\_

Substitute Teacher's Name: \_\_\_\_\_

Address: \_\_\_\_\_

*Mailing Address*

*City, State, Zip*

Phone Number: ( ) \_\_\_\_\_

Classroom Teacher's Name: \_\_\_\_\_

*Conference contract employees only; local hire should report on courtesy payroll.*

## Reason for Teacher's Absence:

### Conference pays 100%

- PCOE Meeting (K-12, Principal's Meeting, etc.)
- Spiritual Retreat
- School Evaluation Team

### School pays 100%

- Local School field trip, tours, etc.

### Conference pays 50%/School pays 50%

- Sick/FMLA
- Maternity Leave
- Personal Day # \_\_\_\_\_ (Is this your 1st, 2nd day?)
- Workshop/Convention with approval (Form 21/22)
- Bereavement leave

### Other

- Professional Day  
(please explain: PCOE requested school visit, local school training, etc.)

- \_\_\_\_\_

## Substitute Teacher's Status (please check appropriate status):

- No College Degree
- College Degree
- Degree in Elementary Ed

Date Substitute Teacher Taught, by Days (e.g. Monday, March 4)  Full Day  Half Day

Signature of Principal/Head Teacher: \_\_\_\_\_

Please submit this voucher to the Office of Education by the 15th of each month.

### For Conference Use Only

\_\_\_\_\_  
Name of School

\_\_\_\_\_ Days

\$ \_\_\_\_\_ Rate

\$ \_\_\_\_\_ Gross Amount

- Bill School 50% of the Gross Amount Above or \$ \_\_\_\_\_.
- Bill School 100% of the Gross Amount Above \$ \_\_\_\_\_.
- Bill Conference 50% of the Gross Amount Above or \$ \_\_\_\_\_.
- Bill Conference 100% of the Gross Amount Above \$ \_\_\_\_\_.

Approved: \_\_\_\_\_

**Important:** For the total amount to be billed, FICA tax must be figured according to the Gross Amount.

## Substitute Teacher Policy

**Note:** All approved substitute teachers are to be paid directly by Potomac Conference. The principal/head teacher should complete this voucher and send it to Potomac Conference Office of Education for approval. The treasury department will process the forms monthly and bill the school for its portion. (see below)

- 1. Arranging for a Substitute.** The principal/head teacher makes arrangements for substitute teachers. He/She should establish a regular procedure for teachers to follow in arranging for a substitute.
- 2. Paying for the Substitute.** The Conference pays the substitute teacher and bills the school for its portion. Private arrangements are not to be made by teachers. If the teacher is taking a personal day beyond the two days regularly provided, the third day is considered leave without pay; the school will be billed for the full amount of the substitute's salary and the teacher's earnings for that day will be subtracted from his/her pay.
- 3. Lesson Plans.** Each teacher is responsible for providing adequate lesson plans for the substitute. An essential part of the substitute program is providing a substitute's packet that includes items such as class schedule, seating charts, people to call in an emergency, procedures to follow in ordering milk, etc.
- 4. Conference Assistance.** If the regular class teacher is absent because of illness, death in the immediate family, approved convention/workshop attendance, approved personal days, or comprehensive examinations for graduate work, the school and conference share one-half of the substitute teacher's cost. To qualify for Conference matching funds, attendance at a convention/workshop must be approved by Potomac Conference Office of Education before the teacher attends convention/workshop.
- 5. Conference-Sponsored Events.** If the Conference asks a teacher to work in a Conference-Sponsored Program, such as an evaluation visit or other committee appointment, the Conference pays that total substitute teacher expense.
- 6. School-Sponsored Events.** Substitute costs for school-sponsored programs, such as field trips and class trips, must be borne by the school.
- 7. Substitute Teacher Pay Scale.** Substitute teachers are paid according to the following scale:

| Category     | No College Degree | College Degree | Degree in Elem. Ed. |
|--------------|-------------------|----------------|---------------------|
| 0 - 12.4%    | \$ 75.00/day      | \$ 90.00/day   | \$100.00/day        |
| 23.3 - 37.3% | \$ 85.00/day      | \$100.00/day   | \$115.00/day        |
| 48.37%       | \$100.00/day      | \$115.00/day   | \$125.00/day        |

- 8. Long-term Substitute Teachers.** Should the regular teacher be absent for an extended time period, after two weeks the school has the option of increasing the substitute teacher's pay by \$10.00 per day. The Conference will repay 50% of this increase.