

### **USE OF INTERNAL TEACHERS' PLANNING TIME FOR SUBSTITUTE**

Because of a shortage of substitutes available and paired with the fact that regularly the district needs substitutes to cover teacher duties for activities and do not need a full day substitute, the need for this administrative regulation is viable.

The district will have an internal substitute pay per period rate which is to be used when administrators assign teachers to cover a colleague's class (thereby giving up their planning period).

The per period rate will be based on the correct sub rate divided by the number of periods per day minus one planning period, since planning and supervision time is not required as part of this per period rate. Principals will report the number of substitute periods to the business office (a period is less than an hour and is equal to approximately 48 minutes).