

Special Q&A: Reimbursements for planning period substitutes*

What is planning “buy-back”?

This process will compensate teachers who give up their planning period to cover a period in a classroom when a substitute is unavailable to fill the absence. When a teacher gives up a planning period, that teacher’s planning will have to occur after school. This process compensates the teacher for planning done after school hours.

Does this process apply to elementary teachers?

It does apply to elementary teachers if they have planning periods. This time is usually designated during the times when their students are scheduled for related arts.

Does this process apply to classified staff?

No, classified staff are non-exempt employees and should not be used to cover as substitutes.

When did this process begin?

At the beginning of this school year (August 17, 2015).

Will teachers be compensated from the beginning of the school year?

Yes. Teachers who covered classes after the beginning of the school year will be paid for the periods they covered.

How does a teacher request payment for planning coverage?

Each teacher will complete a timesheet for times covered and submit it to the school’s office manager or bookkeeper. This includes all requests for retro-pay.

Will teachers who cover a portion of a class be reimbursed?

No.

Will teachers be reimbursed if they “absorb” classes that need to be covered into their own classes?

No.

Will salary scales for daily and long-term substitutes be reviewed to take into account the demands and expectations placed upon long-term subs?

They will be reviewed.

** Teachers should be pulled from their planning periods to serve as substitutes only if other options have been exhausted.*