

TO: Principals, Teachers, and Substitute Teachers

FROM: Superintendent Gary Price

RE: New System for Calling and Compensating Substitute Teachers

DATE: February 27, 2018

In order to clarify when substitute teachers are entitled to a half-day's pay or a full-day's pay, the following administrative guideline is being issued today. This will become effective on **March 20, 2018**

A copy of this written guideline is being provided to every principal, regular teacher and substitute teacher in Marion County. A copy must also be posted in a conspicuous place in every school building. Each building principal is responsible for posting this memo in his/her building.

We have modified the eSchools Solutions on-line substitute call-out platform to facilitate the implementation of this guideline. Regardless of when or whether these changes are made, you are required, under penalty of being found insubordinate, to follow this guideline.

I. Compensation of substitute teachers.

A. Substitute teachers may only be called for a half-day of work, or a full day of work. There shall be no other option.

B. The compensation rate for substitute teachers in West Virginia is defined by West Virginia Code §18A-4-7.

C. Teachers, including substitute teachers, are not hourly employees, are not entitled to overtime pay under State or federal law, and are considered exempt employees under the Fair Labor Standards Act.

D. If a substitute teacher's assignment consists of four (4) or fewer hours of work, the substitute teacher shall be entitled to no more than a half-day's pay.

E. If a substitute teacher's assignment consists of more than four (4) hours of work, the substitute teacher shall be entitled to a full-day's pay.

II. Assigning substitute teachers.

A. When entering data into the eSchools platform, you are asked to indicate the start and stop time of the substitute assignment. You are not permitted to enter any time other than one of the following regardless of your individual circumstances:

	FULL DAY	AM	PM
Barrackville	7:55 – 3:26	7:55 – 11:30	11:30 – 3:26
Rivesville	8:10 – 3:30	8:10 – 11:30	11:30 – 3:30
East Dale	8:10 – 3:30	8:10 – 11:40	11:40 – 3:30
East Park	8:10 – 3:25	8:10 – 11:30	11:30 – 3:25
Fairview E.	8:10 – 3:20	8:10 – 11:30	11:30 – 3:20
Jayenne	7:15 – 2:30	7:15 – 11:00	11:00 – 2:30
Monongah E.	8:15 – 3:30	8:15 – 12:00	12:00 – 3:30
Pleasant Valley	7:40 – 3:00	7:40 – 11:30	11:30 – 3:00
Watson	8:10 – 3:30	8:10 – 11:53	11:53 – 3:30
White Hall	8:10 – 3:30	8:10 – 11:30	11:30 – 3:30
Blackshere	7:20 – 2:35	7:20 – 11:20	11:20 – 2:35
Fairview M.	8:00 – 3:30	8:00 – 11:50	11:50 – 3:30
Mannington	7:20 – 2:35	7:20 – 10:50	10:50 – 2:35
Monongah M.	8:07 – 3:31	8:07 – 11:49	11:49 – 3:31
WFMS	7:22 – 3:13	7:22 – 11:22	11:22 – 3:13
EFMS	7:00 – 2:24	7:00 – 11:00	11:00 – 2:24
EFHS	7:15 – 2:45	7:15 – 11:00	11:00 – 2:45
FSHS	7:15 – 2:40	7:15 – 10:50 7:15 – 11:15	10:50 – 2:40 11:15 – 2:40
NMHS	7:15 – 2:45	7:15 – 11:15	11:00 – 2:45
Barnes	7:15 – 2:25	7:15 – 11:00	11:00 – 2:45
Tech Center	7:15 – 2:45	7:15 – 11:00	11:00 – 2:45

B. Employees who fail to comply with this written guideline will receive one oral warning. Subsequent failures to comply will be met with disciplinary action.