



## Length of Work Day Clarification for Sub Teachers and Sub Paras

The information below clarifies the workday and rate of pay for substitute teachers and substitute paraprofessionals.

### Substitute Teachers:

The workday of a substitute teacher is fixed at six (6) hours and fifty (50) minutes, inclusive of lunch, every day (Monday thru Friday), regardless of a school's professional development or parent engagement schedule. Substitutes may not leave before they have completed a full 6 hour and 50 minute workday, even if students have been dismissed. During the extra 30 minutes when students are not in attendance, the DOE's expectation is that you will attend 30 minutes of the professional development sessions, or on non-PD days, spend the time leaving an account for the teacher you covered, planning for the following day, reflecting on the day, returning and organizing class materials, reviewing records for accuracy, meeting with colleagues to obtain feedback, or carrying out other instructional/classroom administrative tasks which might be assigned to the substitute. The daily rate of pay, effective January 18, 2024 is \$211.41.

### Substitute Paraprofessionals:

Effective January 18, 2024, the daily pay rate for a substitute paraprofessional is \$176.82 based on a workday of (6) hours and fifty (50) minutes, inclusive of lunch. The student day ends after 6 hours and 20 minutes. The school to which the substitute paraprofessional is assigned has the discretion to decide whether the substitute must remain past the end of the student day. If the school requires the substitute to remain beyond the end of the student day, the substitute should be assigned to duties such as working with the classroom teacher, reflecting on the day, or attending a professional development session. If a principal chooses to release the substitute para at the end of the student day, the pay will be prorated based on a 6 hour, 20 minute workday. Substitute paraprofessionals should not be paid for a full 6 hour and 50 minute day if they do not work the entire 6 hour and 50 minute day. **Under no circumstances should a school be paying a substitute paraprofessional for a full 6 hour and 50 minute day when the substitute is only working a 6 hour and 20 minute day. This is an unacceptable and unauthorized practice. Schools which overpay the substitutes are in violation of time keeping policy.**