



Spotlight on Policy

EDUCATION SUPPORT PROFESSIONALS RECEIVE PAY UPGRADE WHEN SERVING AS A SUBSTITUTE TEACHER

*Norfolk Public Schools Policies and Regulations
You Probably Never Knew Existed*

Several years ago, EAN negotiated for Education Support Professional a pay upgrade when they are called upon to serve as substitute teachers. The policy reads:

In situations where either a teacher assistant or other classified person is asked to work in a temporarily (half day or more) independent role with a class of students, the employee will be compensated an additional \$15.00 per day or \$7.50 per half day.

The policy also applies to special education assistants who take the class to which they regularly are assigned when a regular substitute is not provided for the classroom teacher. Further, there is **no** provision in the policy for providing comp time to avoid providing the upgraded salary.

EAN sought the policy for two reasons: 1) to recognize the additional skills employed by education support professionals when serving as teacher substitutes, and 2) to discourage building administrators from making extensive use of education support professionals and not calling a substitute, thereby diminishing the program the support professionals were employed to enhance. Principals have been advised by the central administration:

By authorizing this, we acknowledge that there may arise emergency situations that preclude the timely requesting and assignment of other persons to fill the need. *However, this should not be construed to mean that T/As or others should routinely be used as substitute teachers.* When individuals do rate the additional compensation, it should be so noted on the payroll worksheet. *(Ed. note: Italics added for emphasis.)*