

GUIDELINES FOR SUBSTITUTE OR REPLACEMENT FACULTY

I. DAY-TO-DAY SUBSTITUTE

When a substitute is hired for “day-to-day” substitute work, it is not necessary to count the hours toward load. If assistance is needed to determine whether the assignment should be considered day-to-day or long-term, please consult the division dean.

SIS Guidelines:

In order for a part time (or overload) instructor to be paid sick leave, the instructor’s name and detail must remain in the class schedule database. There is no need to adjust the total hours for the class. The instructor’s absence must be reported to Payroll by the department through the established email process. Payroll will determine whether the instructor has adequate accumulated leave to cover the absence. Once the instructor’s accumulated leave is exhausted, any adjustment of pay will be initiated through the Payroll process.

In order to pay the substitute, the following items on the second page SIS must be filled out. It is not necessary to submit the first page of the SIS when the only intent is to pay the substitute.

Term

Subject area

Catalog #

Class #

EmplID of substitute instructor

Name of substitute instructor

Instructor Role – **SI** (secondary instructor)

Print in Schedule? **No**

Contact Hours – **leave blank**

Assignment Type – **SUB**

Start Date of substitute assignment

End Date of substitute assignment

Job Code of substitute instructor

Assignment % - **100%**

Instructor Hours per Assignment – **Number of hours substitute is to be paid**

% FTE – **leave blank**

Account Code –

•If hiring a substitute for an instructor who is absent and in paid status due to accumulated leave, one of the following accounts may be used to pay the substitute:

A 133200 311100 49300 0000000 if the substitute is a part time faculty member

A 135600 311100 49300 0000000 if the substitute is a contract faculty member

Comments – **Any comments that may explain the substitute situation are welcome.**

II. DAY-TO-DAY SUBSTITUTE ASSIGNMENT WHICH CONVERTS TO LONG-TERM

If the substitute instructor begins the assignment as day-to-day, but the assignment becomes long term (more than two weeks), the full assignment must be counted toward the instructor’s load. FTE will be calculated for the entire assignment (day to day plus long term).

III. ADVANCE APPROVAL OF LONG TERM SUBSTITUTE

Advance approval from the division dean is required if a substitute is expected to teach a class for two weeks or longer or if a day-to-day substitute extends to two weeks or longer.

IV. LONG-TERM SUBSTITUTE – The original instructor is expected to return to finish the term

Load value must be assigned to a long-term substitute assignment. It is advisable to run a Payroll Notice Status Report for the intended long-term substitute in order to verify that the substitute's total assignments for the semester will not exceed 67%. In no case may a part time faculty member's assignment exceed 67% for the fall or spring semester.

If assistance is needed to determine whether the assignment should be considered day-to-day or long-term, please consult the division dean.

SIS Guidelines:

When the substitute instructor will be long term (more than two weeks), and the original instructor is expected to return during the semester, the following items on the second page SIS must be filled out in order for the substitute to be paid. It is not necessary to submit the first page of the SIS if the only intent is to pay the substitute.

Term

Subject area

Catalog #

Class #

EmplID of substitute instructor

Name of substitute instructor

Instructor Role – **SI** (secondary instructor)

Print in Schedule? **No**

Contact Hours – **leave blank**

Assignment Type – **SUB**

Start Date of substitute assignment

End Date of substitute assignment

Job Code of substitute instructor

Assignment % - **100%**

Instructor Hours per Assignment – **number of hours substitute is to be paid**

% FTE – **enter load value when assignment is long-term (more than two weeks)**

Account Code –

•If hiring a long-term substitute for an instructor who is absent and in paid status due to accumulated leave, one of the following accounts may be used to pay the substitute:

A 133200 311100 49300 0000000 if the substitute is a part time faculty member

A 135600 311100 49300 0000000 if the substitute is a contract faculty member

Comments - **Any comments that may explain the long-term substitute situation are welcome.**

V. REPLACEMENTS

When an original instructor discontinues employment with the district, the replacement instructor is a replacement rather than a substitute, and load value must be assigned to the replacement instructor's assignment. It is advisable to run a Payroll Notice Status Report for the intended replacement in order to verify that the replacement's total assignments for the semester will not exceed 67%. In no case may a part time faculty member's assignment exceed 67% for the fall or spring semester.

SIS Guidelines:

When an instructor is assigned a class as a replacement for the remainder of the class, a first page SIS is necessary to change the original instructor's information. The ending date of the original instructor's assignment is very important for payroll purposes. If the original instructor is on leave (e.g. sick leave, personal leave, workers' comp.) the ending date for the assignment remains unchanged. If the original instructor discontinues employment with Palomar College for any reason, the ending date must be changed to reflect the last date of employment. The original instructor's Role also becomes SI (Secondary Instructor).

A second page SIS is also necessary, providing the information listed below for the replacement instructor.

Term
Subject area
Catalog #
Class #
EmplID of replacement instructor
Name of replacement instructor
Contact (hours) – **the number of hours the replacement instructor is teaching in this class**
Instructor Role – **PI** (primary instructor—this will cause subsequent rosters to contain the replacement instructor's name)
Print in Schedule? **Yes**
Assignment Type – **SUB (original instructor is on paid leave)**
H (original instructor discontinues employment)
Start Date of replacement assignment
End Date of replacement assignment
Job Code of replacement instructor
Assignment % - **percent of actual hours of the class being taught by the replacement instructor for this particular assignment.**
Instructor Hours per Assignment – **the number of hours this instructor is teaching in this class**
% FTE – **enter load value of assignment**
Account Code –
•If hiring a substitute/replacement for an instructor who is absent and in paid status due to accumulated leave, one of the following accounts may be used to pay the substitute/replacement:
A 133200 311100 49300 0000000 if the substitute is a part time faculty member
A 135600 311100 49300 0000000 if the substitute is a contract faculty member
Comments - **Any comments that may explain the replacement situation are welcome.**