

Category: Instruction

Policy Title: Faculty Substitute Pay

Policy Number:

**Policy Statement:** Faculty members who serve as substitutes for an absent full-time professional employee for 1 week or less will be reimbursed at rate of \$45 per contact hour. Any professional employee who substitutes for an absent full-time professional employee for greater than a 1-week period will be paid for all weeks taught including the first week at the overload rate, on a pro-rata credit hour/daily basis. Faculty members who substitute for a Continuing Education instructor shall receive the same rate as the regular instructor for the class. For details, refer to the current Negotiated Agreement.

This policy does not preclude the practice of substitution by faculty members through mutual agreements and approval of their immediate supervisor. When this option is chosen, it is understood that there will be no remuneration other than exchange of services.

**Procedures:** Substitute pay will be approved by the Dean of Academics or Dean of Technical Education & Workforce Development prior to the substitute teaching and submitted to the Human Resources Office.

Reviewed  
7/31/2013

Reviewed  
7/1/2016

Revised  
6/28/2023