

PERSONNEL POSITIONS:  
SUBSTITUTE, TEMPORARY, AND PART-TIME POSITIONS

DNB-R  
(LOCAL)

SUBSTITUTE  
TEACHERS

PAYMENT  
AND DUTY  
ASSIGNMENT

Payment for substitutes for full-time teachers shall normally be at the rate paid part-time teachers. Substitutes for part-time teachers of credit courses who are paid on the basis of semester credit hours shall be paid at the current applicable part-time credit rate per contact hour. Substitutes for part-time teachers who are paid on the basis of contact hours shall be paid the same hourly salary as the person for whom they are substituting. Substitutes for teachers of non-credit courses shall be paid at the regular rate for the particular class they teach.

Substitutes employed for relatively long periods of time, however, may be paid in accordance with provisions of the approved salary schedule for full-time teachers. The rate of pay for these individuals shall be approved by the college president prior to employment. These substitutes shall maintain the same office hours as the regular teacher and may be assigned other duties that the regular full-time teacher would perform.

DEDUCTION  
IN SALARY

The applicable rate per contact hour missed shall be deducted from the payment made to part-time credit teachers paid on the basis of semester credit hours. Persons paid on the basis of contact hours for credit courses shall have deductions per class hour missed at the same hourly rate paid for teaching that particular course. Deduction equal to the hourly rate paid shall be made from the payment of non-credit teachers for each class hour missed.

SUBSTITUTES  
FOR PART-TIME  
TEACHERS

Upon the recommendation of the appropriate division chair and dean, and approval of the president, a full-time or part-time teacher who substitutes for a part-time teacher may be paid the same amount as is deducted for the absence from the payment made to the part-time teacher. Whenever possible a well-qualified part-time teacher should be utilized to substitute for another part-time teacher. No twelve-month employed administrative staff personnel shall be paid for any substitute classes taught during their regular hours of duty.

GUEST PRESENTERS

Guest presenters when properly utilized can provide a valuable contribution to certain areas of the educational program. The following procedures shall be utilized by teachers who wish to use a guest speaker in a class:

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1. Any teacher who anticipates utilizing a guest presenter in a class should submit a request to the appropriate division chair. If approved, the request should be forwarded to the appropriate dean for approval.
2. The request shall indicate the name of the presenter; the anticipated date, time, and length of the classroom presentation; a brief statement outlining the relationship of the guest's presentation to the material being studied in class; and any proposed financial or physical arrangements, as appropriate.
3. The regular teacher is expected to be present in the class during the presentation.
4. The approval for the guest presenter shall be obtained at least a week prior to the proposed presentation.