Substitute Process for Teachers
As Agreed Upon by PDTA and PCSD (Nov 6, 2020)

All teachers providing instruction in all Temporary Learning Models (TLMs) are encouraged to have emergency lessons plans prepared in advance for in-person and remote cohorts.

Absences greater than 5 days: expectations and processes will be determined by your administrator and/or HR based on your specific situation.

If unable to provide lesson plans as detailed below, please contact your supervisor for support.

In-Person (K-5)

a) Enter absence in the substitute system; Select "Substitute Required."
b) As able, provide typical lesson plans for a substitute and supervision/support plan for Pod-Partner.
c) The substitute will submit attendance to the building clerical member responsible for attendance.

Hybrid (6-12)   For absences 1-5 days

a) Enter absence in the substitute system; Select "Substitute Required."
b) As able, provide lesson plans for the in-person cohort and post a lesson, activity, message, resource, or link to Microsoft TEAMS for remote cohort.
c) Attendance for in-person classes will be taken by the substitute and turned in to the secretary responsible for attendance. Remote absence can be addressed when you return by emailing the secretary responsible for attendance.

Fully Remote (K-12)   For absences 1-5 days

a) Elementary: Email Elizabeth Carpenter <u>and</u> enter absence in the substitute system; Select "Substitute Not Required."
   Secondary: Enter absence in the substitute system; Select "Substitute Not Required."
b) As able, post a lesson, activity, message, resource, or link for asynchronous learning your students can manage in your absence to the common platform.
c) Attendance should be taken upon return and communicated to the building clerical member responsible for attendance. This may be done incorporating an attendance collection tool or based on evidenced participation in/completion of independent/asynchronous work assigned during the absence.

Partially Remote (Mixed Assignment) (K-12)   For absences 1-5 days

a) Enter absence in the substitute system; Select "Substitute Required." Note periods and/or times of in-person Instruction for when the substitute is required in the comments.
b) Follow steps b. and c. for the appropriate areas of assignment above.

<u>How will my absence be charged?</u>

This depends on the reason for the absence.

- For any typical non-COVID-19 absence, the absence is charged and you are not expected to conduct any work other than the provision of plans as detailed above.
- If quarantined for COVID-19 positive, denial to enter building based on supervisor directive or the morning survey, or while awaiting a test result, the absence is not charge. If you are medically able, you may be expected to perform work duties that can be addressed remotely, provide asynchronous lessons, and/or the provision of plans as detailed above.
- If due to you absence, a portion of your work duties can be performed remotely, you may still be charged for the portion of the workday that you are unable to fulfil your duties.