

## **FAQ: Substitute Unavailability**

### **What happens when a substitute isn't available?**

When a substitute is not available, the pay that a daily sub would have received is sent to the school as "sub unavailability funds." Funds are sent only if a substitute has been requested through AESOP. Also, funds aren't sent if there isn't a sub available for District-initiated activities, such as a District workshop.

Your contract (**Parapro**: Article IX.G.7; **SAEOP**: Article IX.H.7; **Cert**: Article IX.G) has more details.

### **How do we decide what to do with the money?**

Each year each SEA bargaining unit (Certificated, SAEOP and Paraprofessional) in the school or program decides separately how to utilize these funds. Each bargaining unit can make a different decision on how to use those funds.

### **Can we use the money to buy materials and supplies?**

Yes, bargaining units can vote to allow staff to buy materials and supplies individually. Those materials belong to the employee as long as they are a District employee. If an employee moves to a different school, they can take those materials with them.

Bargaining units can also pool money to buy equipment, such as copiers. That type of equipment stays with the school since it was purchased with pooled funds.

### **Can we just divide the money equally among all of us?**

Yes, bargaining units can decide to divide the money equally between all the employees in that bargaining unit. The employee's share is based on their FTE in that building.

### **What are some ways for individuals to be paid for additional work?**

Here are some common ways that schools decide to pay the funds:

- a) if the counselor covers a classroom for the entire day, they get paid the additional sub unavailability funds for the full day;
- b) if five certificated staff each cover part of a day, the additional pay is split five ways between them (except in examples similar to the one below);
- c) if a certificated employee covers a special ed classroom where the teacher is absent, the pay is split between the covering certificated employee and the IAs who are assigned to that classroom. If, for example, there are two IAs, the pay will be split three ways between the two IAs and the covering cert.
- d) if a parapro is absent from a special ed classroom, the cert and any IAs working in that classroom would equally split the parapro sub unavailability funds.

### **Does everyone get the same rate of pay regardless of where they are on the salary scale?**

Yes. The funds received are simply the daily rate for a substitute, and those funds are split in to equal shares (based on FTE), regardless of where you are on the salary scale or whether you are a cert, para or SAEOP.

**How does this work for itinerant staff and other similar staff who are budgeted in one place (such as JSCEE) but work in another (such as a school)?**

If you are budgeted out of one site, but work in another building, or are itinerant staff, change the “report to” location field in AESOP to where the sub would report to. Then the sub unavailability money will be transferred to that budget.

**Tracking the use of these funds takes additional time for our office staff. Can they be paid for that time?**

Yes. SAEOP staff that track the use of funds and/or absences can be paid for overtime for any additional hours related to this work. The overtime pay would come out of the sub unavailability fund.

**What happens if we don't spend all the money we receive?**

Any money not spent in one school year is rolled forward into the next year's sub unavailability budget for the staff.