

**POLICY: 6Hx28:3A-05**



**Responsible Executive:**  
Vice President, Organizational  
Development and Human Resources

**Policy Contacts:**

**Specific Authority:** 1001.64, F.S.  
**Law Implemented:** 1001.64, F.S.

**Effective Date:** 11-18-1992

**Date of Last Policy Review:**  
11-18-1992

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## **Substitute Professors**

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**Policy  
Statement:**

- I. A substitute professor is a professor who is not under a contract to the College and who is employed ten (10) working days or less to fill a regular position.
  - II. Substitute professors shall be employed at the discretion of the president or a designee.
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**Policy  
History:**

Adopted 12-11-74; Amended 6-28-78; Amended 1-19-83, Amended 7-15-92; Amended 11-18-92; Formerly 6Hx28:8-10 and 6Hx28:8-11; Formerly 6Hx28:08-17

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**Procedures:**

No class may be taught by anyone other than the instructor of record, with or without substitution pay, without approval from departmental leadership.

Employees who substitute for the instructor of record shall be paid the published substitute teaching rate based on the individual's highest level of education as recognized by the college.

The substitute teaching rate may be paid for up to ten (10) days. After ten (10) days the rate of pay will be based on the published overload/adjunct rates for the individual's highest level of

education as recognized by the college. If it has been confirmed that the instructor of record will be absent for more than ten (10) days, the departmental and/or campus leadership may authorize paying the published overload/adjunct rates before the initial ten (10) days has elapsed.

Substitute teaching activities may not coincide with the substitute's regularly scheduled classes. If it is necessary for a full-time faculty member to substitute during scheduled student engagement hours, it is the faculty member's responsibility to inform their students and the departmental leadership when those hours will be rescheduled. A record of the schedule adjustment will be maintained for audit purposes.

Substitution pay is calculated based on contact hours. Substitution pay does not include preparation time or time spent with students after class. Fifty (50) minutes equals one contact hour, and the college rounds hourly work to the quarter hour. Accordingly, appropriate hours of substitution pay shall be calculated as follows:

0-10 minutes = 0.25 hours

11-25 minutes = 0.50 hours

26-40 minutes = 0.75 hours

41-50 minutes = 1.0 hour

For example, a substitute that teaches a class from 6:00-6:50 (50 minutes) would receive 1.0 hour of substitution pay. However, a class that is taught from 5:30-7:50 would be calculated as follows:

5:30 to 6:20 (50 minutes) = 1.0 hour

6:20 to 7:10 (50 minutes) = 1.0 hour

7:10 to 7:50 (40 minutes) = 0.75 hour

**Total Substitution pay for this class = 2.75 hours**

The Substitution Verification Form must be completed and submitted to the Payroll Department as soon as possible immediately following the date of the substitution. This form is used to pay the faculty member performing the substitution as well as to reduce the pay of the absent instructor of record. Please ensure that the form is completed as follows:

- I. Provide complete "prepared by" information so that the Payroll Department knows who to contact with questions that may arise.
- II. Include the Full Name, VID, and highest degree for the faculty member performing the substitution, as well as that of the absent instructor of record. Information pertaining to the hours the class met, the substitute hours to be paid/reduced (calculated as described above), and the Index and Account codes, shall be provided.

- III. The appropriate “rate per hour” can be found in the District Board of Trustees of Valencia College Approved Salary Schedule, based on the individual’s highest level of education as recognized by the college.
- IV. When the absent instructor of record is a full-time faculty member:
  - A. If the absence was related to sick or personal leave and the class is part of the regular load (not an overload), a copy of the Certificate of Absence that was submitted by the faculty member to the Payroll Department, must be attached to the form to ensure that their pay is not reduced;
  - B. If the absence was not related to sick or personal leave and the class is part of the regular load (not an overload), the reason for the absence should be stated on the form and any available supporting documentation should be attached for audit purposes;
  - C. If an overload class is missed, the instructor of record’s pay will be reduced by the appropriate amount. Sick/personal leave and authorized travel only applies to an instructor’s regular load, not overloads.
- V. Obtain all four signatures noted on the form.
- VI. Forward the completed, signed, original form and all supporting documentation to the Payroll Department.

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**Procedure**

**History:**

Adopted 7-15-92; Amended 11-18-92; Amended 10-01-10; Amended 11-14-11; Formerly 6Hx28:08-17

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**Date of Last Procedure Review:** 11-14-2011