

**North Orange County Regional Occupational Program
SUBSTITUTE INSTRUCTORS
ROP AR 4121.1**

AR 4121.1 (a)

Administrative Regulation

Certificated Personnel

Substitute instructors will be recruited and supervised by the Director, Human Resources or designee. They will register or apply for their credentials and have their orientation through the Human Resources Department.

All absences and arrangements for substitutes must be made through the designated online absence management system. Supervising administrators or managers will be notified via email of their instructors' absences through the online absence management system.

- If unable to access the online absence management system, an instructor may call Human Resources Department staff at 714.502.5803 between the hours of 6:00 a.m. and 4:30 p.m. to give the dates and times a substitute instructor will be needed along with any special instructions.
- If the instructor needs to speak with the substitute instructor, the Human Resources Department staff will provide the instructor's telephone number.

Instructors may request a specific substitute instructor to be contacted and scheduled if available for the requested date and time. Substitute instructors may be reassigned by the Human Resources Department staff as needed.

Instructors are responsible for leaving prepared lesson plans for the substitute instructor with written directions, pertinent student information, and emergency procedures either as digital attachments through the online absence management system or paper copies stored in a clearly marked and easily accessible folder on the instructor's classroom desk. The substitute instructor is responsible for implementing the instructor's lesson plan and written directions, maintaining order in the classroom, and following established policies and procedures.

The substitute instructor must provide feedback about the substitute experience through the online absence management system. The instructor may provide substitute instructor performance feedback through the same system.

Injuries sustained by substitute instructors while on duty are covered by the ROP workers' compensation policy and must be reported to the Director, Human Resources as indicated in "Industrial Accident or Injury Leave," Administrative Regulation 4161.11.

Revised: November 13, 2019
Revised: June 21, 2006
Adopted: July 16, 2002

**North Orange County Regional Occupational Program
SUBSTITUTE INSTRUCTORS
ROP AR 4121.1**

AR 4121.1 (b)

Substitute Instructor Pay

Certificated substitute instructors shall receive compensation for services based upon the full-day or the half-day rate. Substitute instructors working beyond a full-day assignment (more than 6 hours) shall receive the hourly rate prorated for each quarter hour of additional service.

Any substitute instructor assignment which extends more than 10 consecutive days shall be compensated at the long-term rate retroactive to the first day. The long-term rate shall remain in effect as long as the substitute instructor continues in the same assignment without interruption.

Revised: November 13, 2019
Revised: June 21, 2006
Adopted: July 16, 2002