



WCJC Title: **Substitute Pay for Faculty**

Section D: **Personnel**

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**BASED ON BOARD OF TRUSTEES POLICY**

Policy Title: **Compensation and Benefits**

Policy: **DEA**

Subtitle: **Salaries and Wages**

Date Adopted: 8-01-20

**Purpose**

Describes the College’s procedures concerning substitute pay for faculty absences.

**Procedure**

1. Whenever an instructor must be absent for a period of time not exceeding a week, his/her colleagues will substitute without compensation. When a colleague substitutes in a given class in excess of a week, the substituting colleague will be compensated for the extra class meetings at the part-time faculty rate.
2. Payment to substitutes must be authorized by the division chair or other supervising administrator.
3. The division chair emails the Vice President of Instruction (VPI) with the calculations for compensation, the compensation amount, and budget number to be charged.
4. The VPI reviews the document for accuracy, and, if approves, forwards the overload pay to the Dean of Human Services.

**Date Prepared:** 4-27-21 (Lac)

**Revised date:**