Putting the Pieces Together
Substitute Reimbursement Process
2014-15

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Prince William County Public Schools
Providing A World-Class Education
Outcomes

• Understand who is eligible for reimbursement
• Understand rates of pay
• Understand types of eligible leave
• Understand top 7 tips for success
Eligible Employees

- School-based teachers (Grade 12)
- Counselors (Grade 12)
- Librarians (Grade 12)
- Teacher assistants (regular/SPED)
NEW 2014-15 Substitute Pay Rate Changes

Non-Degreed Teacher: $83/day
Degreed Teacher: $94/day
Long Term Sub starting day 11: $113.00
Long Term Critical Needs: $127.50
Long Term Critical Needs with License: $142.80

**No Change to Teacher Assistants $10**
Regular $11 Special Ed
Critical Needs Areas 2014-15

Include:

- Special Education
- ESOL
- Reading Specialist
- Librarian
- Mathematics
- Science (not social studies)

Note: ITC and Foreign Language are not considered Critical Needs Areas this year.
Types of Leave

- **Civil** – Submit Journal Voucher and official document. Reimbursed from day 1.

- **Military** – Submit Journal Voucher for days 1-15. 16+ is charged to the budgeted position.

- **Professional** – Not reimbursed through DHR. (Specific departments may reimburse.)

- **Personal** – NEVER, EVER, EVER REIMBURSED

- **Annual** – NEVER, EVER, EVER REIMBURSED
Leave Without Pay

- **Not reimbursed** – charge the budgeted position’s salary code starting on day 3.
- Days 1 & 2 (consecutive) may not be charged to the budgeted position’s salary code for the first 2 days. The school pays day 1 & 2.
Sick Leave (variations)

- Sick Leave, Family Sick Leave, Sick Leave Bank, Donated Sick Leave
  - Reimbursed after the fourth (4th) consecutive day. *(Deduction is only taken once per consecutive period for same illness.)*
  - Submit Journal Voucher and Substitute Reimbursement form
Long Term Sick Leave

Days 1-4: Paid by School

Days 5-10: Reimbursed at regular rate through DHR; either $83/non-degreed or $94/degreed

Days 11 and following: Require long-term workflow

Rates of pay:
Long-term = $113
Critical Needs = $127
Licensed Critical Needs = $142.80
Time and Leave and Reimbursement are separate pieces that work together.
For Example: Benefits tells you a person is on paid or unpaid FMLA— but how do you know if it’s reimbursable?

Judy Reo or Tracy Hansen

Monica or Pam
Based on the documentation received today, she could be off as long as the end of December. Please begin posting her sick leave from August 21 through October 24. It must be posted each pay period. **As of October 27, she will begin unpaid leave, and her pay will be stopped.** I will be following up with a letter, but wanted you to have this ahead of time. Thanks, and if you have any questions, just let me know.

School must enter leave into AMS.

No leave entered by school.
Regulation 544-1, Family Medical Leave Act

Please post the following leave for Jane, due to the birth of her baby.
Sick Leave: 4/2 - 5/28 (paid FMLA)
Personal Leave: 5/29 & 5/30
(unpaid FMLA - not eligible to use sick leave)
LWOP: 6/2 - 12 (unpaid FMLA)
Return to work: 6/13/14

School must enter LWOP.

Please post the following leave for Jane, due to the birth of her baby.
Personal Leave: 8/25 (4.3 hrs)
Sick Leave: 8/25 (3 hrs) - 9/5 (some will convert to LWOP)
Return to work: 9/8/14

Enter Sick Leave and it will convert to LWOP.

Please post the following leave for Jane, due to the birth of her baby.
Personal Leave: 4/4 & 4/7
Sick Leave: 4/8 - 5/22 (about 7 days will convert to LWOP)
SBNKU: 5/23 - 5/30
Return to work: 6/2/14
Putting together the Administrative Leave Puzzle

Every Day

After 10 Days
Administrative Leave vs. Administrative Placement

**Administrative Leave**

- Principal notified by associate superintendent
- Bookkeeper/Time & Leave Person enters ADMIN Leave
- Submit JV for all ADMIN Leave

**Administrative Placement**

- Principal notified by associate superintendent
- Bookkeeper/Time & Leave Person enters ADMPL Leave
- Submit JV for all ADMIN Leave
Workers Comp: Where does the reimbursement piece fit?
Workers’ Compensation and Injury Leave Benefits

- Due to his WCKP injury, we have stopped his pay effective 8/4, because that is when the pay for WKCP began.
- Please post any leave he took through 8/1 to sick leave.
- It looks like he'll be off at least through 9/2.
Custodial Substitutes

Regulation 490-1

- Schools must contact the Office of Facilities Services (OFS) for all custodial substitutes;
- Substitutes must be assigned from OFS;
- Schools are responsible for reimbursement to OFS for all leave except long-term sick leave;
- If it is long-term sick leave, the school is only responsible for the first 4 days
Available for Use Now:
New Electronic Sub Reimbursement Form

• Drop Downs will only allow correct leave types and correct rates to be entered
• Automatic Calculations of FICA and Totals will save time and effort!

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Top 8 Tips

1. Be sure that the absent employee’s position is one that is eligible for reimbursement;
2. Be sure the leave type is one that is eligible for reimbursement;
3. Be sure absent employee’s leave is entered in AMS;
4. Be sure a Workflow has been done, if it is a long term situation;
5. Be sure you account for the first four consecutive days for sick leave types;
6. Be sure unpaid FMLA is charged to budgeted position;
7. Be sure to submit forms on a monthly basis;