

# Substitute Secretary Guidelines and Procedures for Portland Public Schools

## **Purpose and Scope:**

Establish guidelines by which school sites will be eligible for a paid substitute secretary and procedures on how non-covered sites may pay for and utilize substitute secretaries. Identify the training requirements and pay structure for substitute secretaries.

## **Definitions:**

All on-site school secretaries have the capability of requesting a daily sub through the sub system. If the secretary is assigned to a school designated as a "District-covered" site, and the use of the sub falls within the guidelines, there will be no charge to that school. If it is a site that is not covered, the budget holder will need to approve and pay for the sub request.

The District's substitute secretary chartfield will be used to cover the following:

- Single Secretary Schools - The District will cover the cost of a substitute for the first 10 days of the absence. Please see below for longer absences.
- Schools with 1.50 - 1.99 Secretarial FTE - When the full-time secretary is absent, the District will cover the cost of a full-day sub. However, if the school would rather have the part-time employee stay instead of requesting a sub, the District will cover the cost of the extended hours at the part-time employee's hourly rate.
- Schools with 2.00 or More Secretarial FTE - If all secretaries are absent, the District will cover the cost of one substitute secretary.

After the 10th consecutive day of an absence, the FTE chartfield for the absent person will be used to cover the cost of the sub. Schools should contact the Budget Office at (503) 916-3295 for correct chartfield information.

Requests for District-covered substitutes over and above those provided for in these guidelines will be reviewed by an HR Administrator. Principals should consult first with their Regional Area Director regarding such requests. Exceptions may be made under certain circumstances.

Substitute secretaries must be willing to work at multiple sites; they will not be able to limit themselves to one school. On high needs days, when single secretary schools are not filled, the Sub Office reserves the right to move a substitute secretary in a multi-secretary school to fill that position.

**Training and Pay Structure:**

We will post for and hire substitute secretaries based on need. Every substitute secretary will be required to participate in a one-day training session. They will also be required to complete the *Introduction to eSIS*, *eSIS Demographics*, and *eSIS Daily Attendance* training using the on-line PPS Learning Campus.

Retirees who have completed the training within the last three years will be required to take the Skills Assessment portion of these courses. A passing score of 80% or better is required and employees will be paid four hours to complete the assessment. A score of 79% or less indicates they need to complete all three courses and employees will be paid for 10 hours to complete the training and assessment. New hires are required to complete all three courses until they receive a score of 80% or better. They will be paid 10 hours for the training and assessment.

Retired PPS secretaries will be hired at a rate based on the assignment they retired from. The rate of pay for new hires and re-hires is currently \$12.00 per hour. Each year the pay rate will be reviewed against market rates and adjusted as needed based on the compensation analysis and available budget.

Subs for District-Covered Sites	Time Reporting Code	Hourly Rate	Chartfield String
Secretary Sub - General	071	\$12.00	6299 – 512200 – 24101 – 99999 – 101
Secretary Sub - General (Retired PPS Employee)	071	Varies	6299 – 512200 – 24101 – 99999 – 101

***Please Note:*** *If the use of the substitute secretary is not covered by the District, an appropriate override chartfield other than the one above must be entered on Time and Labor. This time may be covered by Consolidated Budget, grant funding, etc., and must be approved by the budget holder.*

Questions and clarification regarding these guidelines and procedures should be directed to the Sub Office at (503) 916-3330.

**Last Update: 1/17/12**