CLAS Policy for Paying Substitute Teachers – Effective 12/6/21 (Revised 9 23 26)

If a teacher must miss a class due to illness, the department should try to find a rostered faculty member to cover the class. This work is considered part of their teaching and service obligations. If a rostered faculty member has to cover more than 2 weeks of classes, they are eligible for additional pay for any classes covered beyond the initial 2 weeks.

If the department is unable to find a rostered faculty member to cover the class, a lecturer or a qualified student should be paid to cover the class.

Effective September 1, 2026, the pay rate to cover one class is $160. This rate is subject to change when the lecturer pay scale changes.

The cost for substitute teachers should be charged to the department's part-time instructional speedtype.

To initiate substitute teacher pay, the department staff should complete an additional pay form (the additional pay pre-approval form is also needed for rostered faculty). Once the form is completed, it should be sent to CLAS HR for processing. Please note that an employee must have an active record (not on short work break) in order to receive additional pay.

Departments may propose an alternative solution for covering classes due to illness. Costs will need to be covered by the department. Alternative solutions must be approved by the Assistant Dean for Finance and Administration and the Dean.