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**SUBJECT: QUALIFICATIONS & WAGES FOR SUBSTITUTES (RICHFIELD CAMPUS ONLY)**

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**1.0 QUALIFICATIONS**

- 1.1. In order to qualify for assignment as a substitute, either instructional or non-instructional, an individual must apply at the Human Resource Office and complete a criminal background check, which includes fingerprinting. A W-4, I-9, and payroll information form will also need to be completed at this time.
- 1.2. Appropriate documentation of credentials and/or experience should be submitted to the Human Resource Office before payroll is processed.

**2.0 INSTRUCTIONAL SUBSTITUTES**

- 2.1. An instructor's immediate family member shall not be used as a substitute in that instructor's program area, unless there is no one else available, the need is urgent and the President or his/her designee has given approval. College work study students shall not be used as substitutes in any program so that their eligibility for financial aid is not affected.
- 2.2. Pay for substituting for instructors will be based on qualifications as follows:
  - 2.2.1. Substitutes with documented education or work experience in the program area for which they are substituting will be paid on Schedule A of the Substitute Hourly Pay Schedule.
  - 2.2.2. Substitutes without documented education or work experience in the program area for which they are substituting will be paid on Schedule B of the Substitute Hourly Pay Schedule. Instructor requested preparation time for substitutes will not be included as paid time unless prior approval is given by the President or his/her designee.
  - 2.2.3. Substitutes will be paid as per this policy for up to five (5) consecutive days. Longer-term substitutes will be hired on a short-term contract approved by the campus administration.
- 2.3. Exceptions to the above stipulations regarding instructional substitutes must be approved in advance by the President or his/her designee.