



**Substitute Teachers  
Substitute Teacher Assistants  
Substitute ParaEducators**

(Temporary Employees)

**Benefits & Terms of Employment**

February 11, 2018 through December 31, 2018

This overview provides highlights of your benefits and terms of employment. Refer to your Negotiated Agreement and/or Board Policy and Regulations for more details.

**Overview**

**Work Year:** 10 months. Substitutes must show regular work activity in order to remain in active status.

**Daily Work Hours:** Full Days— 4 Hours or more  
Half Days— Less than 4 Hours

**Requirements**

**Credit Requirements**

48 college credits are required for substitute teachers.

**Compensation**

Pay Rates for Full-Day Substitutes			
Position	Education Level	Up to 10 days	Long term 11+ days
Teacher	Associates or Non-Degree (48+ college credits)	\$70.00	N/A
	Bachelor's Degree or Higher	\$90.00	\$120.00
Teacher Assistant ParaEducator	All Education Levels	\$60.15	\$75.00

Rates for half days are exactly half the rate for a full day.

**Payday**

Biweekly (every other Wednesday) through direct deposit 22 paydays per year. The 10-day pay period is from Wednesday through Tuesday. (See Substitute Pay Schedule)

**Training**

Mandatory training is required before you can begin your assignments.

**Long-term Substitutes**

A substitute employee must hold a Bachelor's degree or higher to work in a long-term assignment for a teacher.

Long-term assignments are defined as any teacher or teacher assistant jobs that are scheduled for 11 days or more.

Please note that a substitute must work 11 consecutive days for the same teacher/teacher assistant in order to retain the long-term pay. If there is a break in service before the 11 days, the count will restart upon the substitute's return to work. The long-term pay rate does not carry over from one assignment to another.

**Leave**

In accordance with the Maryland Healthy Working Families Act, temporary employees may accrue paid leave. This leave can be used in either half- or whole-day increments and becomes available 106 days from your date of employment.

**Eligibility for Leave Accrual:** The temporary employee works at least 24 hours in a biweekly pay period.

**Amount earned:** Eligible temporary employees earn paid leave at the rate of one hour of leave for every 30 hours worked in a pay period.

**Leave, continued**

**Maximum earned in a fiscal year:** 40 hours

**Maximum carryover to the subsequent year:** 40 hours

**Maximum total accumulation:** 64 hours

**Eligible Absence:** Leave can be used for any purpose, and can be used on code red or code blue days **but not** when AACPS is closed for holidays, spring, or winter break.

**Savings Account**

Direct deposit of paycheck funds into a savings account is available.

**Service Credit**

**Experience Credit**

If hired as a permanent teacher, monthly experience credit is given corresponding to number of days worked as a substitute teacher in a long-term position. Credit is given up to the limits in effect in the current negotiated agreement between the Teachers Association of Anne Arundel County and the Board of Education of Anne Arundel County.

**Voluntary Benefits**

**Supplemental Retirement Plans**

At any time, employees can elect to defer income on a tax-free basis to save for retirement through participation in the AACPS Supplemental Retirement Plan (403(b) and/or 457(b)). Employees should visit [www.aacps.org](http://www.aacps.org) > Staff > Benefits > Supplemental Retirement Program for enrollment guidance.

**Insurance**

**Medical and Prescription**

The Low Option HMO, including prescription coverage, is available to eligible employees (certain requirements must be met). AACPS pays a portion of coverage for the employee only.

**Liability Insurance**

The Board's liability insurance program covers employees for damages because of bodily injury or property damage arising out of their activities while on duty.

**Workers' Compensation**

All Board employees are covered according to Maryland State Law.

**Unemployment**

In accordance with Section 8-909 of the Annotated Code of Maryland, unemployment benefits will not be paid for periods of unemployment between successive academic years when a reasonable assurance of returning to work is provided.