

MUSCOGEE COUNTY SCHOOL DISTRICT
Columbus, Georgia

Substitute Teacher Orientation Check List/Salary Schedule

Payroll Procedures & Policies;

- Georgia Education Code of Ethics
- Employment Eligibility (I-9)
- Georgia State Security Questionnaire (on file)
- Tax forms (on file)
- Medical History Report
- Workers' Compensation Procedure
- Payroll Schedule
- Acceptance of Part-time Employment
- Drug-Free Workplace Policy
- Sexual Harassment Policy
- Child Abuse Policy
- Complaints of Discrimination Procedures

Transcript/Teaching Certificate Required for:

Salary Schedule and Priority Placement is as follows:

- Current/Valid Certification\$100 per day
- Expired Teacher Certification.....\$80 per day
- Less than Teacher Certified\$75 per day
but four-year degree minimum
- Less than four-year degree but.....\$65 per day
minimum 90 qtr. hrs./60 sem. hrs.
- Long term for those with a valid teaching certificate\$25 per day extra
- Long-term work (beginning the 21st day)\$10 per day extra
Applicable only for those with a minimum
of a four-year degree
- Paraprofessional – minimum 90 qt. hrs./60 sem. hrs\$65 per day

To receive credit for a four-year degree, the date the degree was conferred must be indicated on the transcript.

I certify that the following forms and procedures listed above have been reviewed with me. I understand that it is my responsibility to notify the Human Resources Division of any change in telephone number or address. I also understand that it is my responsibility to ensure the proper transcripts or certificates are on file in the Human Resources Division for pay purposes. Should I obtain a higher degree or certification, I understand I must send such to the Human Resources Division in order to receive credit for such. **(Retroactive pay is not given to persons failing to submit certified documents more than two months of the employee's receipt of such.)**

I understand that should I wish to resign my position as a substitute teacher, I will need to submit a letter of resignation in order for my name to be removed from the Substitute Teacher List.

Employee's Signature

Date

PLEASE PRINT NAME