



## **Columbus City Schools – Substitute Teacher Benefits Eligibility FAQs**

**Q. Are all substitutes eligible to reach benefits eligibility status?**

A. No, only teacher substitutes are eligible to reach benefits eligibility status.

**Q. How do substitute teachers reach benefits eligibility status and how will I know when I have reached this status?**

A. Teacher substitute in a building substitute assignment OR working in the same teacher absence or teacher vacancy for 60 consecutive days becomes benefits eligible with the increased pay rate effective their 61<sup>st</sup> worked day. Substitute Services will determine this date and the substitute and principal will be notified via email once processed.

**Q. What if I have an absence within my 60-day eligibility period?**

A. Per page 15 of the 2022-2023 Substitute Handbook, the 60-day eligibility period cannot contain absences in excess of 3 full workdays or 6 partial days. The absences do not have to be consecutive. If the allotted number of absences are exceeded, your 60-day eligibility period starts over.

**Q. Do benefits begin as soon as I reach my 61<sup>st</sup> day?**

A. No, benefits, if enrolled, are effective the 1<sup>st</sup> of the month after working 30 days as a benefit eligible substitute. See the example below.

Example:

**61<sup>st</sup> day of service** – November 3<sup>rd</sup>

**Enrollment Period** – November 4<sup>th</sup> – December 3<sup>rd</sup>

**Benefit Coverage Begins** – January 1<sup>st</sup>

**Q. Are all calendar days included in the 60 consecutive days count?**

A. No, only days that school is in session are counted.

**Q. How do calamity days affect my 60-day eligibility period?**

A. If school is closed for a calamity day this will not count as a worked day, but it will not count toward your allotted 3 full day absences.

**Q. How do Professional Development and Records Days affect my 60-day eligibility period?**

A. Professional Development and Records days are not required workdays for substitute teachers. If a substitute does not work on a PD or Records day the day will not count as a worked day, but it will not count toward your allotted 3 full day absences.

**Q. How long will I remain a benefits eligible substitute?**

A. Substitute teachers in a building substitute assignment will remain benefits eligible as long as they are in a building substitute assignment. If the building substitute assignment is available the next school year, benefits will remain in place throughout the summer.

A. Substitute teachers in a long-term absence or vacancy will remain benefits eligible until the assignment ends. The assignment will end when: a teacher returns from an extended absence, a teacher is hired for a vacant position or at the end of the school year.

**Q. When will I see my pay rate increase?**

A. You will typically see your pay rate increase the pay following the payroll period your effective date falls in. See the example below. Your email notification will include the date you will see your pay rate increase and any dates that you will be issued retroactive pay for.

Example:

Pay Period		
To	From	Pay Date
10/29/22	11/11/22	11/25/22
11/12/22	11/25/22	12/09/22

**61<sup>st</sup> day of service** – November 3<sup>rd</sup>

You would see your pay rate increase on the check dated 12/09/2022.

You would receive retroactive pay for the rate increase for all hours worked from 11/03/22-11/11/2022 on the check dated 12/09/2022.

**Q. Who can I contact if I have additional questions?**

A. Please contact Juwana Steele [jsteele@columbus.k12.oh.us](mailto:jsteele@columbus.k12.oh.us) 380-997-2096