

## Substituting

Regardless of substituting from the sub list or working outside your regular role within your building.

There are some guidelines that we would like you to be aware of. See the examples below:

1) You are an E.A who has both Life Skills and General designations and are called into a school to work as a general employee, and are asked upon arrival to work as a Life Skills employee. In this situation you should then ensure that the principal is prepared to fill out a timesheet to up your pay from general to life skills.

2) You are an E.A. who has both Life Skills and General designations. You are currently under contract for a general designation student. You have been asked to work with a student who is Life Skills. In this situation you should then ensure that the principal is prepared to fill out a timesheet to up your pay from general to life skills.