



# The SubManager Series

A blue line-art icon of a video camera inside a speech bubble, positioned to the right of the word "Series".

—◆—  
August 28, 2024

Presented by

Melissa Agüero Ramirez

HR Consultant & Talent Development Director





Let's get to know each other!

Name

District

Tell us something good!

**STEDI.org**  
We Train Substitute Teachers

And we support YOU!



1



NEW



0 0/200

## August Checklist

- Conduct BTS trainings
- Update substitute teacher/absent management software
  - Add new teachers/remove teachers who resigned
  - Add new substitute teachers/remove substitute teachers who resigned
  - Adjust pay rates (as needed)
  - Update campus contact information (as needed)
- Register for Fall college/university job fairs
- Ensure compliance with ACA requirements



## Affordable Care Act (ACA) and Substitute Teachers



- employers with 50 or more full-time equivalent employees
- offer health insurance coverage to their full-time employees, including substitute teachers who work full-time hours.





## Who is considered full time?

- someone who works at least 30 hours per week or 130 hours in a calendar month.
  - Substitute teachers who meet this threshold are considered full-time employees and are entitled to health insurance coverage.
- ACA does not require employers to offer health insurance coverage to part-time or intermittent employees
  - Including substitute teachers who work less than 30 hours per week.



## Determining FT status



Variable hour employees - hours can vary from week to week.



Employers must use a reasonable method to determine if these employees are full-time.

\* Look-back measurement method: involves measuring the employee's hours worked over a 12-month period to determine if they meet the full-time threshold.

\* Break in service: If a substitute teacher has a break in service (e.g., summer break), the employer can use the break-in-service rules to determine if the employee is still considered full-time.



Stability period: If a substitute teacher is determined to be full-time, the employer must offer health insurance coverage for a stability period, which is typically 12 months.

## Sample Letter – substitute eligibility for healthcare coverage

Dear [Substitute Teacher's Name],

Re: Notification of Eligibility for Health Insurance Coverage

We are pleased to inform you that, based on your work hours and in accordance with the Affordable Care Act (ACA), you are eligible for health insurance coverage through our school district's health plan.

As a substitute teacher, you have worked an average of [insert number] hours per week over the past [insert time period], meeting the ACA's definition of a full-time employee. As a result, we are required to offer you health insurance coverage.

Below are the details of the health insurance plan:

- Plan Name: [Insert Plan Name]
- Coverage Start Date: [Insert Start Date]
- Benefits: [Insert brief description of benefits, e.g., medical, dental, vision]
- Premium Cost: [Insert premium cost, if applicable]

## Other considerations courtesy TASB HR services:

You may be removed from the district's substitute roster for poor performance or misconduct.

You may be removed from the substitute roster if:

- you repeatedly turn down assignments, are repeatedly unavailable for calls, or frequently cancel assigned positions
- you do not accept at least \_\_\_\_ assignments per year
- you do not timely return a letter of reasonable assurance

## ACA and Substitute Teacher considerations



the ACA's requirements may vary depending on the specific circumstances and the employer's policies.



Employers should consult with their legal counsel or benefits advisors to ensure compliance with the ACA's requirements.



# September Checklist

- Ensure compliance with ACA requirements
- Increase your sub pool
  - Assess with HR number of substitute teachers needed – FORMULA?
  - Recruit from teacher job applicants on potential substitute teacher interest
  - Conduct interviews and make job offers
  - Onboard new hires
- Data analytics
  - Conduct campus check ins
  - Review fill rates





## Schedule

August 28, 2024 (Wednesday)

September 20, 2024 (Friday)

October 22, 2024 (Tuesday)

November 19, 2024 (Tuesday)

December 3, 2024\*\*

January 16, 2025 (Thursday)

February 12, 2025 (Wednesday)

March 11, 2025 \*\*

April 11, 2025 (Friday)

May 14, 2025 (Wednesday)

June SUBSOLUTIONS CONFERENCE

July 17, 2025 (Thursday)



# STEDI SUPPORT

- Online training
  - Substitute teachers
  - Classroom management for Teachers
- On site training
  - Substitute teachers
  - Instructional aides





# Substitute Teacher Pay Rates 2024-2025

<https://forms.gle/aTQKUnRPVjfqdWv6>





[Facebook.com/stedi.org](https://www.facebook.com/stedi.org)

[LinkedIn.com/stedi.org](https://www.linkedin.com/company/stedi.org)



Josh@stedi.org



Jessica@stedi.org




Sheena@stedi.org



Kelley@stedi.org



Melissa@stedi.org



"DO THE BEST  
YOU CAN UNTIL  
YOU KNOW BETTER.  
THEN WHEN YOU  
KNOW BETTER,  
DO BETTER."

Maya Angelou