

VALENCIA COLLEGE
2020-2021 Substitution Verification Form

This is to certify that it was necessary for the following faculty member to perform the described substitution for the indicated faculty member at Valencia College. Please see separate instructions for more details & how to calculate missed contact hours.

Prepared By: _____ Date: _____ Ext: _____

Absent Faculty Member:

Name: _____		VID: _____	
Date(s) missed: _____		During Hours: _____	
# of Missed Contact Hours: _____	Index: _____	CRN #: _____	
Missed Class: <input type="checkbox"/> Regular/Base Load		<input type="checkbox"/> Overload/Part-time Faculty	<input type="checkbox"/> Online Course(s)
Reason for Missing Class: <input type="checkbox"/> Personal/Sick Leave		<input type="checkbox"/> Official Travel/College Business	<input type="checkbox"/> Paid Time Off (PTO)
Was a COA Submitted?*: <input type="checkbox"/> Yes <input type="checkbox"/> No		If no, why not? *	
<p><i>*Please note, if the reason for missing the class is Personal/Sick Leave (for Regular/Base Load only) or PTO (for Overload/Part-time Faculty only), then a COA is required.</i></p>			
<p>If leave does not apply (a COA is not necessary) & the absent Faculty Member's pay is being reduced, please check the appropriate Degree and Compensation Level:</p>			
<input type="checkbox"/> Associate's \$16.03	<input type="checkbox"/> Master's \$23.65	<input type="checkbox"/> Full-Time	
<input type="checkbox"/> Bachelor's \$20.69	<input type="checkbox"/> Doctorate \$27.45	<input type="checkbox"/> Part-Time	
Dual enrollment: <input type="checkbox"/> Associate's \$24.05	<input type="checkbox"/> Master's \$35.47		
<input type="checkbox"/> Bachelor's \$31.03	<input type="checkbox"/> Doctorate \$41.17		
Amount to be reduced: _____		Account Code: _____	

Faculty Member to be Paid:

Name: _____		VID: _____	
Check Appropriate Degree and Compensation Level: <input type="checkbox"/> Associate's \$16.03		<input type="checkbox"/> Master's \$23.65	<input type="checkbox"/> Full-Time
<input type="checkbox"/> Bachelor's \$20.69		<input type="checkbox"/> Doctorate \$27.45	<input type="checkbox"/> Part-Time
Dual Enrollment: <input type="checkbox"/> Associate's \$24.05		<input type="checkbox"/> Master's \$35.47	
<input type="checkbox"/> Bachelor's \$31.03		<input type="checkbox"/> Doctorate \$41.17	
Amount to be Paid: _____		Account Code: _____	

Comments:

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Faculty Member Paid _____ Date _____

Dean _____ Date _____

Absent Faculty Member _____ Date _____

Campus President _____ Date _____

INSTRUCTIONS FOR COMPLETING SUBSTITUTION VERIFICATION FORM (HR FORM #509)

Please complete the form fields described below and submit to the Payroll Department, mail code DO-21, as soon as possible immediately following the date of substitution.

STEP 1: CONTACT INFORMATION

- Prepared By, Date, and Extension – important contact information for Payroll so they know who to reach out to if they have questions.

STEP 2: ABSENT FACULTY MEMBER

- Name & VID – full name & VID of the absent instructor.
- Date(s) Missed & During Hours – date(s) missed & start/end time of absence (e.g., 10:00 am – 11:15 am).
- # of Missed Contact Hours – number of contact hours missed (see ‘How to Calculate Absence/Substitution Hours’ section for calculations).
- Index & CRN – department index code & course reference number missed.
- Missed Class – check box indicating type of class missed.
- Reason for Missing Class – check box indicating the reason for missing the class.
- Paid Time Off (PTO) – check box if this absence will be covered by PTO.
- Was a COA Submitted? – check box indicating whether a COA was submitted; enter comments if no is checked.
 - Please note: A COA is required if the reason for missing the class is Personal/Sick Leave (for Regular/Base Load only) or PTO (for Overload/Part-time Faculty only).
 - The COA needs to be submitted for the number of missed contact hours. It should not simply be submitted for the number of hours available.
- **If** leave does not apply (a COA is not necessary) and the absent faculty member’s pay is being reduced, complete:
 - Appropriate Degree & Compensation Level – check appropriate box of highest degree.
 - Full-Time or Part-Time – check box whether absent faculty is a full-time or part-time employee.
 - Amount to be Reduced – multiply # of Missed Contact Hours by Compensation Level.
 - Account Code – budget code tied to absent faculty member.

STEP 3: FACULTY MEMBER TO BE PAID

- Name & VID – full name & VID of the faculty member to be paid.
- Appropriate Degree & Compensation Level – check appropriate box of highest degree.
- Full-Time or Part-Time – check box whether faculty to be paid is a full-time or part-time employee.
- Amount to be Paid – multiply # of Missed Contact Hours by Compensation Level.
- Account Code – budget code tied to faculty member to be paid.

STEP 4: COMMENTS

- Enter additional comments if applicable.

STEP 5: SIGNATURES

- Obtain original (no stamps), dated signatures for faculty member paid, absent faculty member, dean, and campus president. Forms submitted with missing signatures may result in processing delays.

HOW TO CALCULATE ABSENCE/SUBSTITUTION HOURS

- Use chart below to calculate absence/substitution hours.
- Calculate hours based on the contact hours spent in the classroom.
- Do not include preparation time or time spent with students after class.
- 50-minutes equals one contact hour and is the basis for an hour of absence/substitution pay:

0-10 minutes = 0.25 hours
11-25 minutes = 0.50 hours
26-40 minutes = 0.75 hours
41-50 minutes = 1.0 hour

EXAMPLES

Example 1: A class meeting from 6:00-6:50 (50 minutes) would calculate 1.0 hour of absence/substitution pay.

Example 2: A class meeting from 5:30-7:50 would be calculated as follows:

5:30 to 6:20 (50 minutes) = 1.0 hour

6:20 to 7:10 (50 minutes) = 1.0 hour

7:10 to 7:50 (40 minutes) = 0.75 hour

Total Absence/Substitution pay for this class = 2.75 hours

QUESTIONS?

Please make sure that all the class hours are shown on the form for validation purposes. For additional questions, contact Annie Laisch at extension 3056 or Bettie Cooper at extension 8100 or refer to Policy 6Hx28:3A-05 using the link below.

<http://valenciacollege.edu/generalcounsel/policy/documents/Volume3A/3A-05-Substitute-Professors.pdf>