

21st day/Long Term NC Certified Substitute Teacher Information

If a certified substitute teacher has a **valid NC Teaching License**, and subs in the same assignment for **20 consecutive days** they may be eligible to receive their state teacher pay rate from the 21st day until the end of the assignment.

1. Enter all days worked (absences/vacancies) into SOS/WebCenter under the teacher absence/vacancy where they are subbing, make sure the classification (K-3, 4-6, Art, Math, etc.) is the same when/if it switches to a vacancy. The absence information in SOS/WebCenter is what is used to confirm the subs 20 consecutive days **worked** in the same absence/vacancy/assignment.
2. When the NC certified substitute reaches their 20th **consecutive** day send an email with (Subject: 21st day sub “Jane/John Doe”) to the HR Manager (HRM), Licensure Case Manager (LCM), and SOS Help Desk.
3. Once the licensure information, state rate and **days worked** are confirmed the substitutes pay rate will be changed to their NC Certified Teacher rate in Lawson beginning the 21st day until the end of the assignment.
4. They will receive their state pay rate Bi Weekly.
5. When the assignment ends notify SOS Help Desk so the pay rate can be returned to the regular certified substitute rate.
6. If the substitute starts another long term assignment the count starts back at day 1. Repeat steps 1-5.
7. If the 21st Day/Long Term assignment ends before we receive notification or we do not receive notification by the 20th day and payroll has run, you will need to send a payroll correction form to epayroll with the substitute’s NC Certified Teacher rate along with the number of days they are due retro pay.