



Montreal Teachers Association
Association des enseignantes et enseignants de Montréal

To:	All teachers in the youth sector
From:	Lori Newton
Subject:	Internal/Emergency Substitution

- **All emergency substitution is paid**, in all circumstances, including when teachers must replace absent colleagues for teaching, homeroom, or supervision.
- We have heard that in many schools, teachers are being told that they will not be paid if they replace another teacher for less than 30 minutes. This is **NOT TRUE**. Teachers are to be paid for each and every minute of emergency substitution that they do, and should not be accepting anything less.
- **ALL emergency substitution is paid at 1/1000 of yearly salary** for every period of 45 to 60 minutes of such substitution. Any period of emergency substitution of less than 45 minutes or more than 60 minutes is calculated by dividing the number of minutes by 45 and multiplying the result by 1/1000 of yearly salary. Payment for emergency substitution should normally be made **within 35 work days**.
- A few reminders concerning emergency substitution:
 - You can be required to replace an absent colleague during the “assigned presence” portion of your Other Professional Duties (OPD).
 - If you are asked to replace a colleague during the “personal presence” portion of your OPD, you can agree to do it should you choose to do so.
 - As of the third consecutive day of a colleague’s absence, it is no longer considered an emergency, and you can refuse to do it.
 - Your school council should be consulted on the system for the equitable distribution of periods of emergency substitution, so that the burden does not always fall on the shoulders of the same individuals.

- Resource teachers should NOT be pulled from their regular resource schedule in order to replace an absent colleague because it is “easier” for administration to do that – they should be called to replace during their presence periods like every other teacher.

- If you were asked to replace a colleague for a period of less than 30 minutes and were told that you would not be paid, or if you have not received payment within 35 working days, please send the details to Peter Sutherland (psutherland@mta-aeem.com), so the MTA can intervene with Human Resources on your behalf.