

TEXBESS Substitute Pay

1. The Beginning Teacher Induction and Mentor Program allows for substitutes to be hired up to three ½ days in order to allow mentor/mentee to conduct classroom observation or role model teaching.
2. A TEXBESS substitute payroll form will be submitted along with the regular Substitute Report for substitutes that will be paid with TEXBESS Grant Monies.
3. TEXBESS Substitute Payroll Form must have all required signatures.
4. Both forms will be turned in to the Personnel Department for review and approval.