

## Scenarios for Properly Reporting Remote Instruction

TRS received feedback from districts across the State on the article "[How to Properly Report Remote Instruction](#)". This feedback helped us identify several new scenarios that needed to be addressed.

This document outlines five different scenarios that we have identified and how the REs should handle reporting in each of the scenarios.

If your district has a scenario not outlined in the document OR would like help applying your district's leave policy to the scenarios, please provide as much information as possible about the leave policy or scenario to your RE coach. We are happy to review the information for your school to ensure proper reporting of your employees.

### Scenario 1, 2 and 3

**TRS has determined that the employee placed in the classroom for scenario 1, 2 and 3 is considered a substitute IF:**

- ✓ The employee in the classroom is being paid at the daily substitute rate AND
- ✓ The arrangement is not permanent, and the teacher is expected to resume working in-person.

<p><b><u>Scenario 1</u></b></p> <p>Teacher of record is working remotely, teaching the students remotely, fulfilling all duties of their position, except in-person classroom management/monitoring.</p> <p>Another employee is placed in the classroom for in-person student management/monitoring.</p>	<p><b><u>Scenario 2</u></b></p> <p>Teacher of record is on leave, fulfilling some of the duties of their position, including but not limited to lesson plans, grading, and asynchronous instruction. The teacher does not perform in-person classroom management/monitoring.</p> <p>Another employee is placed in the classroom for in-person student management/monitoring.</p>
<p><b><u>Scenario 3</u></b></p> <p>Teacher of record is working offsite at a school event (i.e. athletic events, stock shows), fulfilling some of the duties of their position, including but not limited to lesson plans, grading, asynchronous instruction. The teacher does not perform in-person classroom management/monitoring.</p> <p>Another employee is placed in the classroom for in-person student management/monitoring.</p>	

**Scenario 4 and 5**

**TRS has determined that the employee placed in the classroom for scenario 4 and 5, when the teacher is remote, is not a substitute because this is the permanent work schedule for the teacher of record.**

Please note that since the employee placed in the classroom is not a substitute, the following apply:

- ✓ If the employee placed in the classroom is not a TRS retiree, TRS eligibility may apply.
- ✓ If the employee placed in the classroom is a TRS retiree, the retiree and employer are subject to Employment after Retirement limits and surcharges when applicable.

**Scenario 4**

Teacher of record is hired to permanently perform all job requirements remotely, including teaching the students. Job requirements exclude in-person classroom management/monitoring.

Another employee is placed in the classroom for in-person student management/monitoring.

**Scenario 5**

Teacher of record is originally hired to work in-person. Later the teacher's job requirements change to allow the teacher to perform all job requirements remotely, including teaching the students. The teacher's new job requirements exclude in-person classroom management/monitoring.

Another employee is placed in the classroom for in-person student management/monitoring.