



On Jan. 18, 2022, Gov. Kevin Stitt issued executive order 2022-01 that challenged all agency directors to create mechanisms that allow employees to serve as substitute teachers in the pertinent public schools as needed and determined by the state secretary of education.

FAQs

Q. When an employee signs up in the portal, what happens next? Are they assigned to a school based on location?

A. OMES staff are working to determine where the immediate needs are located. Once those are determined, volunteers in those areas will be contacted and their information will be forwarded to the school district. More specific guidance on background checks, assignments and any required training will be provided by the school.

Q. Is the agency notified or just the employee?

A. The employee is responsible for notifying their agency. However, OMES will send a list to each agency of the volunteers we have received from their agency.

Q. Do volunteers earn regular pay and payment from the school as a sub?

A. The agency will continue to pay the employee their regular salary while the employee subs. The employee will not receive additional pay for substituting from the school.

Q. Does the school district assume all liability for any incidents occurring while a state employee is substitute teaching?

A. Volunteer substitutes would still be compensated and employed as state employees while at the schools; therefore, would still be covered by state workers' compensation and liability insurance.

Q. What credentials are required (high school diploma, college degree)?

A. There are no required credentials. However, training (typically online) will be required based on the guidelines of the respective school.

Q. Are volunteers expected to consent to a background check?

A. Oklahoma law requires a background check. Each district will notify the volunteer of their process to complete.

Q. Who pays for the background check?

A. The intention is for the school to pay since they are not having to pay substitute fees.



Earn/TRC Guidance

Earn Code: HVT - Hourly-Temp Sub Teacher

TRC Code: HVTS

VLS is for those employees that are salaried and don't have to report all their time (just exceptions like LWOP, vacation, sick leave, etc.).

Earn Code: VLS - Vol Sub Teacher – Salaried

TRC Code: VLTSS

VTS is for employees who must enter all time to be paid.

Earn Code: VTS - Vol Sub-Teachers Reg

TRC Code: VOLTS