



# Currituck County Schools

*A Beacon for Excellence in Education*

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DIRECTOR OF HUMAN RESOURCES  
ANNE MACKIN

TO: Substitute Teachers

FROM: Anne Mackin  
Director of Human Resources

DATE: January 25, 2016

RE: Affordable Care Act

## **MEMORANDUM**

Recent changes to the Affordable Care Act have allowed us to change the substitute work day from 8 hours to 7.5 hours. This will result in an increase in the number of allowable days worked from 15 to 16 days per month. This change will be noted in AESOP.

Please continue to use the AESOP system to secure work assignments. Substitutes may not hold part-time or temporary work assignments in the school system without prior approval by the Human Resources Department. For example; an individual who has a part-time bus route, or part-time cafeteria assignment needs prior approval before also substituting in a classroom.

The Currituck County School district thanks all substitutes for the commitment and high standards of care provided to students each day. The skills, effort and dedication demonstrated on an on-going basis are greatly appreciated.

C: L. Trussell, Finance Officer