

**SUBSTITUTE SALARY SCHEDULE
SUBSTITUTE SALARY SCHEDULE/CERTIFICATED EMPLOYEE CLASSIFICATIONS**

<u>Substitute Pay Rate</u>		<u>Short Term*</u>		<u>Long Term</u>	
Adult Education Teacher \$18/hour					
Teacher/Elementary/High School		1-25 days (7.5 - 187.5 hours)	26-50 days** (187.51 - 375 hours)	51+ days** (375.01 hours)	Teacher of Record
	\$13.33/hr	\$14.67/hr	\$16.67/hr	\$18.67/hr	\$23.33/hr
<p>*if an assignment lasts two (2) hours or less, sub teachers will be paid for two (2) hours. **Substitute teachers who reach 187.51 hours by June 30th, will continue to progress at these levels for subsequent years.</p>					
Daily Sub Dockage Rate (dockage begins when employee's sick leave is exhausted) - Dockage not to exceed 50% of employee's daily rate of pay					
		<u>1-15 Days/Hours</u>		<u>16+ Consecutive Days/Hours</u>	
		(This rate begins on first day of employee's absence)		(This rate begins on 16th day of employee's absence, retroactive to the first day)	
Teacher	13.33/hr	\$100/day =	1-112.5 hrs	18.67/hr	\$140/day 112.51 + hrs
Counselor/School Nurse	13.56/hr	\$108.50/day (Teacher x 1.085)=	1-120 hrs	18.99/hr	\$151.90/day (Teacher x 1.085) = 120.01 + hrs
Speech Therapist/Psychologist/Program Specialist	14.38/hr	\$115/day (Teacher x 1.15)=	1-120 hrs	20.13/hr	\$161.00/day (Teacher x 1.15) = 120.01 + hrs
Adult Education Teacher		Full Dockage			Full Dockage
Certificated Hourly Rates					
Non-student Contact (training, District meetings, etc.)					
		\$30.13 (A-1/183/8)			\$44,108
Student Contact (tutorial, Saturday School, etc.)					
		\$35.46 (E-5/183/8)			\$51,915
District Trainer (presentation time only, prep time included)					
		\$55.78 (I-22/183/8)			\$81,661
Teacher Preparation Period Coverage					
		\$32.14(A-1/183/7.5)			\$44,108
Peer Assistance and Review (PAR)					

NOTE: Supplementary payroll paid on the 10th of each month

See back for **certificated Administration substitute pay and dockage**

cc: Payroll
Personnel

Ed Services

Revised: June 21, 2013

Certificated Administration (Per June 13, 2003, Memorandum)

Short-term administrative replacements (teachers serving as the administrative designee on a day-to-day basis): These vacancies will only be filled, if needed, for routine absences of five consecutive days or less. Each school has designated a certificated employee to serve as an administrative designee during routine absences. In most cases, designees remain in their classroom or are called to the office, if needed, for administrative support. Designees are compensated on a per diem basis if they are removed from their classroom to serve in this capacity. Designees will be paid by the District if a prior request is made and approved by the Director and by the Personnel Department. In other situations, administrative designees are paid by the school's block grant.

Long-term administrative replacements: These extended absences (more than five consecutive days) may require full-time administrative support at the school site. Requests for long-term administrative replacements need to be approved by the appropriate Director and the Personnel Department and will be communicated through Personnel Assignment Order. Personnel will fill these vacancies in the following order. These temporary administrators will be approved by the Board prior to the assignment. If the assignment is of a critical nature and the temporary administrator needs to begin before the next Board meeting, the Superintendent and/or designee may give approval.

Type of Employee

Compensation

- | | |
|---|--|
| 1. Certificated staff members possessing a current administrative credential. | 5% above current salary on a per diem basis |
| 2. Certificated staff members who are currently enrolled in an administrative credential program who are off track or on break. | Current salary on a per diem basis |
| 3. Certificated staff members who are aspiring administrators who are off track or on break. | Current salary on a per diem basis |
| 4. Retired/available administrators from inside or outside the District.* | Step 3 of the appropriate range for the position on the administrative salary schedule |

*In the event that an administrative credential and/or expertise are required for specific activities during an administrative absence, this group of administrators may be selected before the others on the list. Examples: special education issues, teacher evaluation, etc.

Substitute Dockage for Certificated Administrators

An administrator in dockage will have their pay reduced by the cost of the substitute or by 50% if no substitute is provided. In no case shall any dockage exceed 50% of his/her daily rate of pay.