



## **SUBSTITUTE SALARY SCHEDULE**

AUGUST 1, 2018 - JUNE 30, 2019

Effective August 1, 2018, substitutes shall be paid at the rate of:

- **\$110.00** per day for Certified Teachers (current or previous)
- **\$100.00** per day for substitute Teachers who are not certified, but have a Bachelors degree and a 3-year substitute license
- **\$12.36** hourly for substitute Secretaries and Para-Librarians
- **\$12.21** hourly for substitute Health Assistants, Audiology Assistants
- **\$11.88 – \$12.88** hourly for substitute Special Education Paraprofessional positions (rate dependent upon QBS training and other qualifications)\*
- **\$11.20** hourly for substitute Kindergarten Paraprofessional positions, substitute Pre-School Paraprofessional positions, substitute Custodian positions, and substitute Paraprofessional positions

### **OTHER PROVISIONS:**

#### **A. HALF-DAYS**

Substitute teachers working a half day receive one-half of the substitute teachers' daily rate. Half day shall be defined as four (4) hours or less of the time teachers are scheduled, to be at work during the day and not more than four (4) hours. Substitute teachers working more than 4 hours shall be paid the full day rate.

#### **B. CALL-OUT FEES**

Substitute teachers and classified substitutes reporting for work after being contacted to substitute may receive a "call out" fee of \$25.00 if the substitute shows up to work and is not needed. All call-out fees must be approved by the Substitute Specialist.

#### **C. LONG-TERM ASSIGNMENTS**

After substitute teaching in the same assignment for fifteen (15) consecutive days, the substitute teacher shall be placed on Step 0 of the teachers' salary schedule. The Substitute Teacher receives their regular daily rate of pay for the first (15) days. On the 16<sup>th</sup> day, pay will be retroactively applied to the start of the long term assignment and adjusted moving forward to the Long Term Substitute daily rate of \$199.15.

All classified substitutes who substitute in the same assignment for fifteen (15) consecutive days shall be placed on Step 0 in the grade of the employee a substitute is subbing for on the Classified Salary Schedule. Pay will be retroactively applied to the start of the long term assignment and adjusted moving forward to the Long Term Substitute daily rate

#### **D. MILEAGE**

Substitute teachers called to substitute at Gateway, or any substitute position designated by Human Resources, shall be entitled to receive mileage reimbursement for the actual round trip mileage from the residence to the building providing that it is more than 30 miles, one way, from the substitute teacher's residence. Rate of mileage reimbursement shall be in accordance with current Board policy established for mileage payment to employees who use personal vehicles for job related travel.

\*Please contact the substitute office for specific training and requirements for the substitute Special Education Paraprofessional.