



SUBSTITUTE SALARY SCHEDULE

AUGUST 1, 2019 - JUNE 30, 2020

Effective August 1, 2019, 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, Vision Screeners
- **\$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, substitute Paraprofessional positions and substitute Nutrition Services 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 16th 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 \$203.13.

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 position a substitute is subbing for on the Support Staff 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. Substitute Custodian positions are not eligible for the long term substitute rate due to the structure of the substitute pool.

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.

PERMANENT SUBSTITUTE SALARY SCHEDULE

AUGUST 1, 2019 - JUNE 30, 2020

The School District has a set number of positions identified as permanent substitutes. These positions are tentative and subject to program needs and/or available funding.

Effective August 1, 2019, permanent substitutes shall be paid at the long-term substitute rate of:

- **\$203.13** per day for Permanent Certified Teacher Substitutes
- **\$14.01** per hour for Permanent Support Staff Substitutes (may be asked to substitute in a variety of assignments including Paraprofessional, Special Education Paraprofessional, Health Assistant, Secretary, Para-Librarians)
- **\$12.00** hourly for Custodian Trainee

OTHER PROVISIONS:

QUALIFICATIONS:

A. Permanent Certified Teacher Substitutes

- Valid Colorado driver's license or other form of identification required
- At minimum must hold a three-year substitute authorization from the Colorado Department of Education
- Attend and successfully complete all staff development training as directed

B. Permanent Support Staff Substitute

- Valid Colorado driver's license or other form of identification required
- High school diploma or equivalent required
- 48 college credit hours or successful passing of Work Keys Assessments testing
- Must successfully pass lifting evaluation of 35 pounds upon hire
- Attend and successfully complete all staff development training as directed

C. Custodial Trainee

- Valid Colorado driver's license or other form of identification required
- High school diploma or equivalent required
- Must successfully pass lifting evaluation of 50 pounds upon hire

BENEFITS:

1. Assignment will follow the scheduled calendar applicable for the assignment
2. Pay for Permanent Certified Teacher Substitutes and Permanent Support Staff Substitutes will be annualized and paid August through July. Custodial Trainee's are paid July through June based on hours worked.
3. Eligible for sick leave accrual
4. Eligible for medical, dental, vision, life, and other voluntary benefits
5. Eligible for holiday pay if applicable to assignment
6. Eligible for \$0.20/hour night shift differential if applicable to assignment