



## **SUBSTITUTE SALARY SCHEDULE**

2023-24 School Year

Effective August 1, 2023, substitutes shall be paid at the rate of:

- **\$170.00** per day for Certified Teachers (PERA retirees)
- **\$155.00** per day for Certified Substitute Teachers (must hold an active Colorado Educator License or Colorado Substitute Authorization)
- **\$450.00** per day for Certified Administrators
- **\$18.00** hourly for substitute Secretaries
- **\$15.95** hourly for substitute Paralibrarians, and Vision Screeners
- **\$16.85** hourly for substitute Health Assistants, Preschool Teacher/Director, Special Education Paraprofessional positions
- **\$15.00** 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. Half day shall be defined as four and one-half (4.5) hours or less of the time teachers are scheduled at New Emerson and Dual Immersion schools, due to their amended weekly schedule.

#### **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 ten (10) 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 (10) days. On the 10<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 \$248.63.

All classified substitutes who substitute in the same assignment for ten (10) 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.

# PERMANENT SUBSTITUTE SALARY SCHEDULE

2023-24 School Year

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.

Permanent substitutes shall be paid at the long-term substitute rate of:

- **\$248.63** per day for Permanent Certified Teacher Substitutes
- **\$17.24** 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)
- **\$15.68** per hour for Permanent Support Staff Preschool Substitute (will only be asked to substitute in preschool classrooms)
- **\$17.24** per hour for Permanent Nutrition Services Substitute
- **\$16.45** per hour for Custodian Trainee (rate includes \$0.50/hour night shift differential)

## 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 35 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