

SUBSTITUTE PAYMENT PROCEDURE

1. Substitutes are paid according to the following rates:

1. Substitute Teacher.....\$10.00 per hour
2. Bus Driver.....\$12.00 per hour
3. Cook.....\$10.00 per hour
4. Custodian.....\$10.00 per hour
5. Secretary.....\$10.00 per hour
6. Para Professionals.....\$10.00 per hour

2. All Substitute employees will be paid for the actual hours worked or receive a minimum of four (4) hours of pay at the basic rate whenever called to provide services for less than a full day.

3. The pay period begins of the 13th day of each month and ends of the 12th day of the following month. Pay day is the 20th of each month. If the 20th falls on a weekend pay day is the Friday preceding the 20th. Substitute checks are held at the District Office and you can come in and pick it up, after 4:30p.m. all remaining checks are mailed. Be sure that the Payroll Department has your correct address to ensure proper delivery.

4. All Substitutes: After five (5) consecutive days for the same position, the rate of pay for a substitute employee will increase by \$1.00 per hour.

5. Teacher Substitutes only: If the substitute teacher is employed for the class for more than twenty (20) consecutive days he/she will be considered a long-term substitute. Long-term substitutes will be placed on the non-certified step of the accepted salary schedule and will receive the hourly rate as determined by that schedule and step, retroactive to the first day of the long-term substitution.

6. Bus Driver substitute are required to have a current CDL, bus endorsement, physical, and subject to random drug testing.

7. Longevity: After 1000 hours the substitutes will receive a \$1.00 per hour increases. After 2000 hours the substitute will receive a \$ 2.00 increase. If there is more than 365 days between substitute's assignments the hours accumulated hours will go to zero. The district will go back to 2013 to calculate longevity.