

# Certificated Substitute Information

## Certificated Substitute Rates

**Tier 1** 1 – 40 days worked \$210 per day for full day (\$105 for half day)

**Tier 2** 40 + days worked \$240 per day for full day (\$120 for half day)

## Long-term Substitute Rates

Days 1 – 19 Pay rate corresponds to the tiers listed above

Days 20+ Daily rate at the BA/0 level of the certificated salary schedule

A long-term substitute position is defined as an assignment in the same class without interruption. Please note, if the substitute takes a personal sick day during this assignment, the days does not reset back to the beginning unless it is determined there is an actual break of service. The Superintendent/Principal or designee will make this determination.

## Affordable Care Act

Substitutes or hourly employees who work 1,440 or more hours in a 12-month period, beginning with the second pay period following hire date, will be offered the opportunity to enroll in health benefits at the single subscriber level and eligible dependents.

## Sick Leave

Upon 90 days of employment and 30 days of service, substitute teachers accrue one-hour of sick leave for every thirty-hours of service. The total amount of sick leave used in one school year is not to exceed 3 full days.

## Annual Training

On an annual basis and prior to the very first assignment, it is mandatory for all substitutes to complete a course on Mandated Reporter and Blood-Borne Pathogens. Substitutes also have the option in take a course on Youth Suicide Prevention and Sexual Harassment. All trainings last approximately one hour and are compensated at a rate of \$25/hour.

## Additional Information

If a substitute arrives at the school and the position is no longer needed, the substitute will receive half-day pay.

The pay period is from 26<sup>th</sup> of the month to the 25<sup>th</sup> of the following month. Payroll checks can be picked up at the school on the 10<sup>th</sup> of the month or will be mailed home to the mailing address listed.