

**CERTIFICATED SUBSTITUTE
REQUEST FOR ENHANCED SUB RATE**

Beginning on 08/31/2022, the certificated sub rate for Ridgefield School District was increased to \$173.81 for a full day, and \$114.76 for half day assignments. In addition, the District approved an enhanced rate of \$192.01 for a full day, and \$126.60 for half days for certificated substitutes who have worked 25 full days in certificated positions beginning on 08/31/2022.

To qualify for the enhanced rate, confirm that you have completed 25 full day cert assignments since 08/31/2022 (two ½ days equal 1 full day). To access your work history in Red Rover, select the My Schedule tab from the left side menu, and scroll down to Past to show your work history. If you have reached 25 full days, submit the report with this form to the Human Resources office for review. The enhanced cert sub rate will begin with the pay period in which the request is approved. Retro pay will not be approved for prior pay periods, even if the 25th day occurred during a prior pay period. Once a certificated sub has been approved for this enhanced sub rate, this will be their rate of pay for the remainder of the 2022-23 school year.

Certificated substitutes must use this form to request a review of sub days to determine eligibility for the increased certificated sub rate. Do not request a review without including the Red Rover work history report.

FULL NAME

PHONE NUMBER

EMAIL ADDRESS

According to my attached records, I have determined that I have worked 25 full cert sub days, beginning on 08/31/2022, and ending on _____, and I am now eligible for the enhanced sub rate of pay.

SUBSTITUTE'S SIGNATURE

DATE

SUBMIT THIS COMPLETED FORM AND RED ROVER WORK HISTORY REPORT TO: Anna.Long@ridgefieldsd.org

*****THIS SECTION FOR HUMAN RESOURCES USE ONLY*****

I have determined that the certificated sub named above has completed 25 full days of subbing beginning on 08/31/2022, and is eligible for the enhanced certificated sub rate of \$192.01 full day, and \$126.60 half day, effective: _____, ending on the last day of the regular 2022-23 school year.

HUMAN RESOURCE OFFICIAL'S SIGNATURE

DATE