RIDGEFIELD
SCHOOL DISTRICT
unlimited possibilities

CERTIFICATED SUBSTITUTE
REQUEST FOR ENHANCED SUB RATE

Beginning on 11/08/2021, 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 11/08/2021.

To qualify for the enhanced rate, confirm that you have completed 25 full day cert assignments since 11/08/2021 (two ½ days equal 1 full day). To access your work history in Frontline, select the History tab from the left side menu, select Custom, and use 11/08/2021 for the start date. 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 2021-22 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 Frontline 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 11/08/2021, and ending on _____, and I am now eligible for the enhanced sub rate of pay.

_____	_____
SUBSTITUTE'S SIGNATURE	DATE

SUBMIT THIS COMPLETED FORM AND FRONTLINE 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 11/08/2021, 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 2021-22 school year.

_____	_____
HUMAN RESOURCE OFFICIAL'S SIGNATURE	DATE