

HESPERIA UNIFIED SCHOOL DISTRICT
Updated 2019/2020 CLASSIFIED SUBSTITUTE PAY
SCHEDULE

CLASSIFICATIONS*	PAY RATE
Tutor (\$13.50/hr. certified)	\$ 13.00/hr.
Proctor	\$ 13.00/hr.
Food Service Worker	\$ 16.20/hr.
Instructional Assistant	\$ 16.56/hr.
Special Education Assistant	\$ 17.21/hr.
Bilingual Assistant	\$ 17.21/hr.
Campus Assistant	\$ 17.21/hr.
Custodian	\$ 17.21/hr.
Library Media Specialist	\$ 19.03/hr.
Computer Learning Specialist	\$ 19.38/hr.
Clerk Typist	\$ 16.20/hr.
Receptionist	\$ 16.87/hr.
Senior Clerk Typist	\$ 17.21/hr.
Guidance & Counseling Clerical Assistant**	\$ 17.91/hr.
Attendance Specialist	\$ 18.28/hr.
Registrar**	\$ 18.28/hr.
School Secretary**	\$ 20.59/hr.
Instructional Assistant Medically Fragile	\$ 17.91/hr.
Special Education Assistant II	\$ 17.91/hr.
Health Services Technician I	\$17.91/hr.
Health Services Technician II	\$ 23.19/hr.

***Only those classifications most commonly used are listed.**

****Third Consecutive Day**

TIME SHEET COVERAGE (YELLOW TIME SHEET) – Please see below for specific cut-off dates for each pay period. *(If you are a contracted employee subbing, please use a green time sheet.)*

PAY DAY - Falls on the 9th of every month. If the 9th is on a weekend or holiday, you will get paid on the following Monday. Checks can be picked up at the District Office in the Payroll Department on payday before 4:00 p.m. Remaining checks will be mailed after 4:00 p.m. You also have the option of enrolling in the EFT (direct deposit) program. You may start the process by obtaining the necessary forms from Payroll or Personnel Services. If you elect to have direct deposit, EFT stubs will not be printed, you may obtain a copy of your paystubs & W-2's, 24 hrs. a day/7 days a week at the BEST NET Employee Self Service website at:

<https://employeeselfservice.sbcss.k12.ca.us>

PAY PERIODS and PAY DATES FOR THE 2019/2020 SCHOOL YEAR

FROM	TO	PAYDATE
6/20/2019	7/19/2019	8/9/2019

7/20/2019	8/19/2019	9/9/2019
8/20/2019	9/19/2019	10/9/2019
9/20/2019	10/18/2019	11/12/2019
10/19/2019	11/19/2019	12/9/2019
11/20/2019	12/13/2019	1/9/2020
12/14/2019	1/17/2020	2/11/2020
1/18/2020	2/19/2020	3/9/2020
2/20/2020	3/19/2020	4/9/2020
3/20/2020	4/17/2020	5/11/2020
4/18/2020	5/19/2020	6/9/2020
5/20/2020	6/19/2020	7/9/2020

PAYROLL QUESTIONS – Please contact Karen Mendoza: ext. 7227

**Effective 1/17/18, the substitute salary schedule will align with the classified salary schedule, whereby substitute positions will be paid at Step A of the range in which they sub.*

**This salary schedule reflects the increase as a result of the agreement with CSEA. All increases to be effective 4/7/20.*

Board Approved: 5/4/2020