

# Albany Area Schools Policy 431

Adopted: 11/21/1994

Revised: 1996, 1998, 1999, 2001, 2003, 2006, 2009, 2012, 2015 from 4.301 to 431, 2016, 2019, 2021

## 431 CLASSIFIED SUBSTITUTE POLICY

### I. PURPOSE

To establish a fair and equitable schedule of payment for classified substitutes working in District 745

### II. GENERAL STATEMENT OF POLICY

Classified Substitutes: Those non-licensed staff members who are not contracted under the Master Agreement with the Albany Educational Support Professionals as outlined below:

- A. Daily Classified Substitutes: A classified substitute (excluding Bus Drivers) shall be compensated at \$13.00 per hour.

When a daily classified substitute has worked 195 hours (average 30 day equivalent) in a school year, they will be paid an additional \$.50/hour for the remainder of the school year. The new rate of pay (\$13.50) will be effective in the pay period after the sub reaches the 195 hours.

Classified substitutes who are not hired for an assignment of 30 or more days for the same staff member are not compensated per the AESP Master Agreement pay matrix, but rather compensated as stated above.

- B. Long-Term Classified Substitutes: A classified substitute hired for an assignment of 30 or more days (for the same staff member) will be compensated at Step 1 of the applicable classification of the AESP Master Agreement. They shall also earn one day of sick leave during each 30 day assignment.
- C. Substitute Bus Drivers: The compensation for substitute bus drivers shall be \$64.00 per day (am and pm route) or \$32.00 per route.

**Rates of pay and policy changes are effective February 16, 2021.**

\*\*Staff members of AESP who substitute for other staff members of AESP shall be compensated as agreed between the employee and the school board.

Legal References: None

Cross References: AESP Master Agreement