

SUBSTITUTE TEACHER PAYMENT

1. All certified substitutes who substitute for a teacher shall be paid \$65.00 per seven and one-half hours (7 1/2) per day.
2. All certified substitutes who substitute for a teacher for four hours or less per day shall be paid \$32.50.
3. All non-certified substitutes who substitute for a teacher shall be paid \$55.00 per seven and one-half (7 1/2) hours per day.
4. All non-certified substitutes who substitute for a teacher for four hours or less per day shall be paid \$27.50.
5. All Western Heights support employees who substitute for a teacher shall be paid at their support rate per hour.
6. All substitutes who substitute for a non-certified employee or is on a temporary/emergency contract will be paid \$7.25 per hour.
7. Subs for support employees who are placed on an "on call" list may be paid at specific step rates as determined and approved by the Director of Operations and Support/Personnel Director according to experience and/or Western Heights work experience. (For example—a retired Western Heights bus driver could be placed "on call" at his/her rate he/she was receiving when he/she retired.)

CERTIFIED SUBSTITUTES

There are times when a long-term substitute for a specific teacher is necessary. It shall be the policy of Western Heights Public Schools that all certified substitutes who are employed on a long-term basis for the same teacher shall be compensated at a higher rate under the following conditions.

- A. The substitute performs all the duties of the regular classroom teacher such as attends regularly scheduled site teacher meetings, develops lesson plans, performs parent/teacher conferences, and other duties normally associated with a regular classroom teacher.
- B. The substitute works for at least thirty-one consecutive days for the same regular classroom teacher.
- C. If conditions A and B are met, the substitute pay shall be adjusted to reflect a \$15.00 per day increase over the normal pay for a certified substitute (\$80.00 per day) beginning from the time which the substitute began for the absent teacher.

In the event that a regular classroom teacher is unable to perform his/her duties and a certified substitute teacher is needed in the same classroom for at least one full semester as defined by the school district's calendar, the substitute shall be compensated at a rate consistent with their placement on the teacher's negotiated salary scale.

NON-CERTIFIED SUBSTITUTES

Non-certified substitutes with a college degree can substitute up to 100 days per year. Non-certified substitutes without a college degree are limited to 90 days per year.

If a suitable certified substitute cannot be found for a long term assignment, a non-certified substitute may be placed in that assignment. Upon written recommendation of the principal and

approval by the Personnel Director, a non-certified substitute may be allowed to remain in a single assignment beyond 20 days for a period of time mutually agreeable by principal and Personnel Director not to exceed 90 days.

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