



Substitute Name: \_\_\_\_\_  
Payroll Site: \_\_\_\_\_  
Date copy given to substitute: \_\_\_\_\_  
  
Signature: \_\_\_\_\_  
\_\_\_\_\_

**SUBSTITUTE, INTERIM & FLAT-RATE PAY RATES (Eff. 01/01/2019)  
Certificated and Classified Substitutes, Specialty & Support Staff**

**Certificated Service**

**Substitute teacher (CTC or 30 day permit):** **\$140 per day, (8 am – 3:30 pm)\***  
\*Subs are paid hourly. For assignments over 6 hours, subs will have a minimum of ½ hour duty-free meal period. Daily rate represents \$20/hour for a 7-hour work day. Less than full day assignments are paid at \$20 per hour.

**Long Term/Temp Exempt assignment** **\$180 per day\*\* (\$900 weekly exempt salary)**  
\*\*For full-time exempt assignments expected to last 30+ continuous days for the same teacher, fully credentialed. Substitute will have the same work schedule, duties and responsibilities as the regular teacher of record, for the duration of the long-term temporary exempt assignment including lesson planning/prep, staff meetings etc.

**Certificated staff working in classified capacity** **\$17.50 per hour**  
Must hold full teaching credential (Preliminary or Clear credential holder). 30-day permit holders working in classified capacity will be paid at the classified rates listed below.

**Supplemental Hourly Tutoring programs:** **\$25 per hour**  
(both certificated and classified status)

**Classified Service**

**Classified Administrative Assistant:**  
\$12.00/hr with HS Diploma  
\$13.00/hr with AA or 60+ units  
\$14.00/hr with BA/BS or 120+ units

**Classified Teachers Assistant and  
Classified Club Montessori \*\*\***  
\$12.00/hr with HS Diploma  
\$12.50/hr with AA or 60+ units  
\$13.00/hr with BA/BS or 120+ units

**Long Term Classified assignments**  
(30+ days in same work assignment): Add \$1.00 per hour to the above classified substitute rates. Long Term stipend shall be paid beginning on the 31<sup>st</sup> day of service, retroactive to the first day of service in identified assignment. At the conclusion of assignment, regular substitute rates shall resume.

**Classified Lunch & Yard Duty/Traffic Monitor** **\$12.00 per hour**  
(Stand alone assignment, separate from other classified work service assignments such as TA or Club M service)

**Maintenance/Custodial – on-call/substitute service** **\$13.00 per hour**

\*\*\*Note that classified employees who are invited/approved to substitute in alternate work assignments will be paid at the prevailing rate corresponding to their regular work assignment less any special service stipends (i.e. supervisory or departmental work assignments). See Prevailing Wage policy on next page.



Employee Name: \_\_\_\_\_  
 Site: \_\_\_\_\_  
 Date copy given to employee: \_\_\_\_\_  
  
 Signature: \_\_\_\_\_  
 \_\_\_\_\_

**CMP policy statement relative to established SUBSTITUTE PAY RATES  
 For Regular CMP Employees working as Classified Substitutes**

Effective with payroll period commencing January 1, 2017 or later, and as approved by the CMP Governing Board:

A special exception to the stated classified substitute rates shall occur when the substitute worker is a regular CMP classified employee who is temporarily called in to cover hours or duties outside of the employee’s regular work assignment.

A temporary assignment shall be classified as one that provides coverage for another employee regularly hired for a particular work assignment or shift, when the regular employee is not able to report for duty as assigned due to illness or other identified/approved reason.

In the case of employee substitute service that falls under this policy statement, the employee fulfilling the temporary role will receive her/his rate of pay as earned in the employee’s regular daily work assignment for the particular employment year, not including any supervisory or departmental stipends (i.e. Club Montessori Coordinator stipend, Special Education stipend, etc.). A copy of the employee’s regular pay scale shall be attached to this form, along with the signature of the Executive Director or the appropriate human resources designee to qualify the temporary employee for the prevailing wage rate.

In the event that a regular CMP employee holds more than one work assignment and thus, more than one designated hourly rate, the rate that most closely matches the substitute work assignment shall be the prevailing rate. Criteria to be considered are: the time of the substitute assignment and the duties of the substitute assignment, pursuant to the employee’s regular job duties. Selection of the correct prevailing rate shall be facilitated by the Director of Human Resources with final approval by the Executive Director.

***Prevailing Rate for Temporary Service outside of Employee’s regular work duties***

Employee Name: \_\_\_\_\_ Job Site: \_\_\_\_\_

Substitute Assignment: \_\_\_\_\_ Prevailing Rate: \_\_\_\_\_

Substitute Assignment: \_\_\_\_\_ Prevailing Rate: \_\_\_\_\_

The undersigned administrative official hereby authorizes payment of the prevailing rate listed above, as supported by the attached executed pay scale.

\_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_