

Substitute Name: _____
 Payroll Site: _____
 Date copy given to substitute: _____



SUBSTITUTE, INTERIM & FLAT-RATE PAY RATES (Eff. 07/01/2015)
Certificated and Classified Substitutes, Specialty & Support Staff

Certificated

Substitute teacher (CTC or 30 day permit):	\$ 120 <u>140</u> per day, (8 am – 3:30 pm) \$ 60 <u>70</u> per half day (four hours)
Long Term/ Temp Exempt assignment-sub (30+ days, fully credentialed) **Includes prep, staff meetings etc.	\$ 135 <u>160</u> per day, (8 am – 4 pm)** \$ 65 <u>80</u> per half day (four hours)**
Miscellaneous Service (fully credentialed CTC)	\$ 15 <u>17.50</u> /hr ~ special project work or less than ½ day service
Certificated staff working in classified capacity	\$ 15.00 <u>17.50</u> per hour
Certificated Special Education Services – Hourly or Substitute	\$30.00 per hour

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

Enrichment/Specialty Staff with
documented related training/certificate: \$20.00 per hour

Classified

Administrative Designee — add'l daily stipend (Pre-appointed Classified AA or CTC in absence of Principal)	\$50.00 per day; \$25 per ½ day
Classified Administrative Assistant:	\$ 10.00 <u>11.00</u> /hr with HS Diploma \$ 11.00 <u>12.00</u> /hr with AA or 60+ units \$ 12.00 <u>13.00</u> /hr with BA/BS or 120+ units
Classified Teachers Assistant:	\$ 10.00 <u>11.00</u> /hr with HS Diploma \$ 10.50 <u>11.50</u> /hr with AA or 60+ units \$ 11.00 <u>12.00</u> /hr with BA/BS or 120+ units
Classified Club Montessori:	\$ 10.00 <u>11.00</u> /hr with HS Diploma \$ 10.50 <u>11.50</u> /hr with AA or 60+ units \$ 11.00 <u>12.00</u> /hr with BA/BS or 120+ units
Classified Lunch & Yard Duty/Traffic Monitor	\$ 10.00 <u>11.00</u> per hour
Maintenance/Custodial – on-call:	\$13.00/hr CMP yrs 1-2; 13.25/hr 3+ years

Employee Name: _____
Site: _____
Date copy given to employee: _____



**Addendum to the SUBSTITUTE PAY RATES
For Regular CMP Employees working as Classified Substitutes**

Effective with payroll period commencing October 13, 2010 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 does not exceed 30 days in the same fiscal year, and does not exceed 10 consecutive days of the same substitute assignment at any time during the year.

In cases that fall under this addendum, the employee's regular rate of pay shall prevail for the substitute assignment. A copy of the employee's regular pay scale shall be attached to this form, along with the signature of the the Executive Director or the appropriate human resources designee.

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 Substitute Assignment
in addition to 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.

Print Name and Title

Signature

Date