

**Introduction**

Long term substitutes are asked to substitute for an individual who is on an extended leave.

**Wage Rate**

In those cases where an individual is anticipated to substitute for 16 consecutive days or more for the same classified employee, the rate of pay will be that of a beginning employee in the classification of the employee on leave. This rate of pay will continue only while substituting for the same employee. The District may provide benefits when the length of substitution warrants it with the written permission of the Human Resources Director.

The District may raise the rate of pay in consideration of additional factors such as advanced qualifications, years of experience or market rates. However, the rate of pay may not be increased beyond the beginning rate of pay except by written permission of the Director of Administration and Human Resources.

Adopted: 12/4/00

Revised: 6/2/05