



Meeting: September 11, 2023

Subject: Consent Item: Substitute Rate Sheet

Background:

Annually the Human Resources Department reviews the Substitute Rate Sheet and recommends updates based on previous year experience and to remain competitive with our neighboring districts.

The Human Resources Department recommends the Governing Board adopt the consent agenda to approve the Substitute Rate Sheet.

The following changes are recommended:

- Eliminate the incentive program that provided \$750 payments for 50 or more full days of service between August 1 to December 31 and January 1 to May 30. Although CMP did have a few substitutes who met this number of days of service last year, it's not the driving factor to substitute with CMP.
- Update certificated substitute teaching rates to be competitive with our neighboring districts. The HR Department reviewed publicly available data from Elk Grove Unified, Folsom Cordova Unified and Twin Rivers Unified to develop rate recommendations. Sacramento City Unified and San Juan Unified rates were not available at the time rates were considered.
- Add certificated and licensed substitute special education positions. The rates identified for special education teachers are competitive with neighboring districts and the same districts from above were considered when developing recommendations. Districts do not typically have a full range of special education licensed positions included on their substitute rate sheets. CMP would like to build out a team of special education certificated and licensed substitutes. CMP has based rates for these positions on the first step of CMP's currently board approved pay scales. For example, a Board Certified Behavior Analyst rate would be \$53 per hour for short-term assignments or \$55 for long-term assignments.
- Change the formatting to the general education and special education classified service positions in the document. We recommend paying all classified substitute positions that are not special education the same rates which adds yard duty, meal duty and maintenance/custodial services with teaching assistants, administrative assistants and Club M.
- We continue to recommend maintaining higher rates for special education teaching assistants. CMP has had special education teaching assistant rates but have not delineated between category of classifications for students. We recommend adding category 1-3 and category 4 identifiers to the special education teaching assistant positions and paying an additional \$1 and \$2 per hour, respectively. We recommend adding the definition of category 1-3 and category 4.
- Eliminate the mileage incentive to Elk Grove and Shingle Springs sites. This incentive was designed to encourage substitutes to take assignments at these sites, however, the Human Resources Department did not note an increase in substitutes to these sites based on this incentive.



Name: _____

**SUBSTITUTE PAY RATES (eff. 10/15/2023 ~~11/9/2022~~)
 Certificated and Classified Substitutes, Specialty & Support Staff**

Substitutes are paid by the hour for assignments. Subs working over 5 hours will have a minimum of half-hour, unpaid meal period.

Long-term assignments are for assignments that last 10 or more days for the same staff member. Increased pay rate shall be paid at the beginning of the 10th day of service, retroactive to the first day of service in the identified assignment. At the conclusion of the assignment, regular substitute rates shall resume. Substitute will have the same work schedule, duties, and responsibilities as the regular teacher of record or staff member, including lesson planning/prep, staff meetings etc.

General Education Certificated Service

Incentive Program (begins 1/1/23): Substitutes who work in a certificated role for a specified number of days will receive a bonus. Substitutes must be an active employee at time of payout to receive the bonus. A full day is 7 or more hours.

- ~~Work 50 or more full days from August 1 to December 31 will receive \$750~~
- ~~Work 50 or more full days from January 1 to May 30 will receive \$750~~

<u>Position</u>	<u>Short-Term Pay Rate</u>	<u>Long-Term Pay Rate</u>
<u>Teacher (CTC or 30-day Permit)</u>	<u>\$32.00</u>	<u>\$34.00</u>

Substitute Teacher (CTC or 30-day permit): \$28.50 per hour

~~Subs are paid by the hour for assignments. Subs working over 5 hours will have a minimum of half-hour, unpaid meal period.~~

Long-Term Substitute Assignment: \$30.00 per hour

~~For full-time assignments that last 10 or more continuous days for the same teacher. Substitute will have the same work schedule, duties, and responsibilities as the regular teacher of record, including lesson planning/prep, staff meetings etc.~~

~~Certificated staff working in classified capacity _____ \$23.50 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: _____ \$35 per hour~~

Special Education Certificated or Licensed Service

<u>Position</u>	<u>Short-Term Pay Rate</u>	<u>Long-Term Pay Rate</u>
<u>Special Education Teacher (CTC or 30-day Permit)</u>	<u>\$36.00</u>	<u>\$38.00</u>
<u>Board Certified Behavior Analyst (BCBA)</u>	<u>\$53.00</u>	<u>\$55.00</u>
<u>Registered Behavior Technician (RBT)</u>	<u>\$19.00</u>	<u>\$21.00</u>
<u>Occupational Therapist (OT)</u>	<u>\$53.00</u>	<u>\$55.00</u>
<u>Certified Occupational Therapy Assistant (COTA)</u>	<u>\$28.00</u>	<u>\$30.00</u>

<u>Speech & Language Pathologist (SLP)</u>	<u>\$47.00</u>	<u>\$49.00</u>
<u>Speech & Language Pathology Assistant (SLPA)</u>	<u>\$25.00</u>	<u>\$27.00</u>

General Education & Special Education Classified Service

<u>Position</u>	<u>Short-Term Rate HS Diploma</u>	<u>Short-Term Rate AA or 60+ units</u>	<u>Short-Term Rate BA/BS or 120+ units</u>	<u>Long-Term Rate</u>	<u>Certificated working in a Classified Role</u>
<u>Teaching Assistant, Administrative Assistant, Club M, Yard Duty, Meal Duty, Maintenance/Custodial</u>	<u>\$15.50</u>	<u>\$16.50</u>	<u>\$17.50</u>	<u>Add \$1.00</u>	<u>\$23.50</u>
<u>Special Education Teaching Assistant (CAT 1-3)</u>	<u>\$16.50</u>	<u>\$17.50</u>	<u>\$18.50</u>	<u>Add \$1.00</u>	<u>\$23.50</u>
<u>Special Education Teaching Assistant (CAT 4)</u>	<u>\$17.50</u>	<u>\$18.50</u>	<u>\$19.50</u>	<u>Add \$1.00</u>	<u>\$23.50</u>

CAT 1-3: Support staff may help run small groups, assist a student one-on-one at times, can be assigned to multiple students requiring extra support throughout the day as documented in student IEPs, or work with students one-on-one to help manage mild to moderate behaviors. May provide data collection supervised by Credentialed Special Education Teacher or BCBA.

CAT 4: One-to-One Aide to help manage a student with more intensive needs – medically fragile students, students with toileting needs, or more severe behaviors that constitute a safety risk for the student or staff. May provide data collection supervised by Credentialed Special Education Teacher or BCBA.

Assigned to one student as documented in the IEP.

Classified Administrative Assistant, Teachers Assistant and ————— \$15.50/hr with HS Diploma
Classified Club Montessori ————— \$16.50/hr with AA or 60+ units
 ————— \$17.50/hr with BA/BS or 120+ units

Classified Special Education Teacher Assistant ————— \$16.50/hr with HS Diploma
(Includes \$1.00 stipend) ————— \$17.50/hr with AA or 60+ units
 ————— \$18.50/hr with BA/BS or 120+ units

BCBA (Board Certified Behavior Analyst) ————— \$35/hr
SLPA (Speech and Language Pathology Assistant) ————— \$22/hr

Long-Term Classified assignments

(10 or more days in same work assignment): Add \$1.00 per hour to the above classified substitute rates. The additional \$1 shall be paid at the beginning of the 10th day of service, retroactive to the first day of service in identified assignment. At the conclusion of the assignment, regular substitute rates shall resume.

Classified Lunch & Yard Duty/Traffic Monitor ————— \$15.50 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 ————— \$16.50 per hour

*Current 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).

~~* CMP will reimburse substitutes for driving to our Elk Grove or Shingle Springs campuses if they live more than 20 miles away from those campuses. Mileage reimbursement will be based on current IRS rate.~~

Employee Signature: _____ Date: _____



NAME: _____

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