

## **SUBSTITUTE/EXTRA HELP CERTIFICATED EMPLOYEES' PAY**

Substitute certificated personnel will be paid in accordance with the following provisions:

**A. Daily Rate**-Each person employed, as a substitute, certificated employee shall be paid at the rate of **\$200** per day for each full day of service, except when classified as a long-term substitute. Substitutes at the intermediate school or assigned in 6<sup>th</sup> -8<sup>th</sup> grade at a K-8 school will be required to teach five periods (excluding advisory). If requested to teach a sixth period, substitutes will be paid one-fifth their daily rate for teaching the sixth period.

**B. Half-Day Rate**-A substitute certificated employee paid for each half day worked (or portion thereof) will be paid **\$ 110**. Half-day is defined as three and one half (3 1/2) hours or less.

**C. Long-Term Rate**-When a substitute assignment is to be made for 15 consecutive days or more for the same certificated employee, the substitute shall be paid an additional amount of **\$25** per day (non-retroactive) beginning with the fifteenth *consecutive* day. Beginning with the 61st consecutive day in the same assignment, the substitute will be paid his/her contract rate of pay. Use of Accrued paid sick leave will not constitute a break in service.

**D. Teaching Permit for Statutory Leave (TPSL)/Credentialed (Preliminary or Clear) Substitute Teacher**-Rate of pay for this assignment will be Class B, Step 1 of the Certificated Teacher Salary Schedule. Substitutes holding a TPSL permit/Teaching Credential and placed in an assignment not requiring a TPSL permit/ Teaching Credential will be paid **\$200** per day (30 days or less for general education assignments and 20 days or less for special education assignments).

**E. Retired Oxnard School District Teacher Rate.** Retired Oxnard School District teachers will be compensated at the rate of **\$235** per day

**E. Administrative Substitute/Administrative Designee Pay.** Administratively credentialed (or so qualified) teachers or certificated support personnel who are covering for an administrator will be compensated as follows:

**a.** Regular daily pay plus an additional two hours at the current schedule II hourly (put on separate time card)

**b.** Hours worked **in excess of 8 hours** for that day will be paid an additional \$50 per hour (also on the same separate time card as “a.” above – the substitute who covers the teacher’s class will receive his/her regular substitute rate of pay).

**c.** An administrator who covers **summer school** or **intersession** will be paid at his/her per diem rate.

**c.1** A teacher or certificated support personnel with an administrative credential will be paid his/her agreed upon summer hourly pay rate.

If a teacher or certificated support personnel covers a site for a full day, but does not have an administrative credential, he/she will be paid for a minimum of 8 hours, at \$50.00 per hour, plus \$50.00 per hour for every hour over 8 hours.

**F. Retired Administrators.** Credentialed retired administrators will be paid at the rate of Elementary Principal assignment or Elementary Assistant Principal equivalent to the position covered. Please refer to the Certificated Management compensation plan.

**G. Oxnard Supportive Services Association (OSSA) Substitute Pay.** When a substitute is assigned for a regular OSSA position, the following will prevail:

- The district will first offer a substitute assignment to an available OSSA bargaining unit member.
- If the substitute is not credentialed in his/her field, the pay will be \$200 day, the current substitute teacher rate of pay.
- If the substitute is credentialed, the pay will be Step 1 of the OSSA salary schedule.

OXNARD SCHOOL DISTRICT

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