



Redlands Unified School District

Human Resources

P.O. Box 3008 • Redlands, California 92373-1508 • (909) 307-5300

Certificated Substitute Compensation/Hours of Employment

Elementary Assignments:

- Less than 2 hours – $\frac{1}{4}$ daily rate (minimum rate if substitute reports to school site and is not needed)
- 2 hours to less than 3 $\frac{1}{2}$ hours – $\frac{1}{2}$ daily rate
- 3 $\frac{1}{2}$ hours to less than 4 $\frac{1}{2}$ hours (or full minimum day) – $\frac{3}{4}$ daily rate
- More than 4 $\frac{1}{2}$ hours – full daily rate

Secondary Assignments:

Secondary substitutes are paid for the number of periods taught based on a 5 or 6 period day.*

- 1 period – $\frac{1}{5}$ daily rate
- 2 periods – $\frac{2}{5}$ daily rate
- 3 periods – $\frac{3}{5}$ daily rate
- 4 periods (or full minimum day) – $\frac{4}{5}$ daily rate
- 5 or 6 periods – full daily rate

* Minimum rate of pay when a substitute reports on a given day with an assigned job number to a school site, whether needed or not, is $\frac{2}{5}$ daily rate. All subsequent jobs assigned at the same site on the same day will be compensated based on the secondary assignment rates indicated above.

Example: If a substitute is assigned two or more partial day jobs on a given day at the same secondary school site, the pay would be as follows:

- Job #1 for 1 period – $\frac{2}{5}$ daily rate
- Job #2 for 1 period – $\frac{1}{5}$ daily rate
- Job #3 for 1 period – $\frac{1}{5}$ daily rate

The maximum amount of compensation for a given day for a substitute is $1 \frac{1}{5}$ day daily rate.

Credit for conference/planning period will be paid only for partial day assignments and only if the conference/planning period falls between class periods.

Example:

- Period 1 - Math 1/5
- Period 2 - Conference/Planning 1/5
- Period 3 - Math 1/5

- **Lunch is not a teaching period. Compensation is not provided for lunch time.**

Part-time, long term assignments are prorated according to existing Board Policy/Administrative Regulation relating to part-time, certificated assignments.

- **In the event that two substitutes report for the same job, the substitute with the corresponding job number will be given the assignment.**