



Sweet Home Central School District of Amherst and Tonawanda

1901 Sweet Home Road • Amherst, New York 14228
(716) 250-1408

JoAnn Balazs
Assistant Superintendent

MEMORANDUM

To: Michael Ginestre, Superintendent

From: JoAnn Balazs, Assistant Superintendent

RE: Definitions and Rates for District Substitutes

Date: 8/3/2021

CC: HR, Benefits, Payroll

JP

*Reviewed
8/11/21*

This memo serves to summarize our definitions and recommended rates for District substitutes as of 9/1/2021:

Sub Teachers

- **Per Diem Substitutes** (employed on a day-to-day basis):
 - \$100 per day (days 1 - 20)
 - \$110 per day (days 21 - 50)
 - \$120 per day (after 50 days)
- **Building Based Substitutes** (Recommended by building administrators; committed to Sweet Home CSD for daily assignments; must work at least 80% of working days in a month):
 - Certified: \$120 per day – No benefits
 - Not Certified - \$110 per day – No benefits (up to 50 days)
\$120 per day – No benefits (starting on day 51 with a 90-day limit)
- **Long Term Substitutes** (a certified teacher assigned to cover for a particular teacher on a leave of absence for 15 consecutive days or more):
 - \$150 per day – no benefits
- **Retired SHEA Substitutes** (retired Sweet Home teacher employed on a day-to-day basis)
 - \$125 per day – No benefits
- **Retired SHEA Long Term Substitutes** (a retired Sweet Home teacher assigned to cover for a particular teacher on a leave of absence for 15 consecutive days or more)
 - \$175 per day – No benefits

- **Encumbered Long Term Substitutes** (a certified teacher assigned to cover for a particular teacher on a leave of absence for at least one semester, or 90+ consecutive days):
 - Salary – “on step” with full benefits of the SHEA contract

Note: Encumbered assignments must be for one semester or more, or 90+ consecutive days. Assignments initially offered at less than one semester (less than 90 days) that later extend to one semester or more (or 90+ consecutive days) will NOT be paid retroactively. Once the assignment is determined to be 90 consecutive days or more, the substitute teacher will go “on step” with benefits, as of the date of that determination.

Service Substitutes:

Position	Entry Sub Rate
Bus Drivers	\$19.54
Bus Monitors	\$13.37
Cleaners	\$12.86
Food Service Helpers	\$12.86
Lunch/Hall Monitors	\$12.86
Nurses	\$23.66
Program Aides	\$15.43
Teacher Aides	\$13.37

- **Retired SHSEA Substitutes** – return at base rate upon retirement