



SUBSTITUTE SALARY SCHEDULE

2024-25 School Year

Effective August 1, 2024, substitutes shall be paid at the rate of:

- **\$180.00** per day for Certified Teachers (PERA retirees)
- **\$165.00** per day for Certified Substitute Teachers (must hold an active Colorado Educator License or Colorado Substitute Authorization)
- **\$475.00** per day for Certified Administrators
- **\$19.50** hourly for substitute Secretaries
- **\$16.75** hourly for substitute Paralibrarians, substitute Custodian positions, substitute Nutrition Services positions and Vision Screeners
- **\$17.69** hourly for substitute Health Assistants, Preschool Teacher/Director, Special Education Paraprofessional positions
- **\$16.05** hourly for substitute Kindergarten Paraprofessional positions, substitute Pre-School Paraprofessional positions, and substitute Paraprofessional positions

OTHER PROVISIONS:

A. HALF-DAYS

Substitute teachers working a half day receive one-half of the substitute teachers' daily rate. Half day shall be defined as four (4) hours or less of the time teachers are scheduled, to be at work during the day and not more than four (4) hours. Substitute teachers working more than 4 hours shall be paid the full day rate. Half day shall be defined as four and one-half (4.5) hours or less of the time teachers are scheduled at New Emerson and Dual Immersion schools, due to their amended weekly schedule.

B. CALL-OUT FEES

Substitute teachers and classified substitutes reporting for work after being contacted to substitute may receive a "call out" fee of \$25.00 if the substitute shows up to work and is not needed. All call-out fees must be approved by the Substitute Specialist.

C. LONG-TERM ASSIGNMENTS

After substitute teaching in the same assignment for ten (10) consecutive days, the substitute teacher shall be placed on Step 0 of the teachers' salary schedule. The Substitute Teacher receives their regular daily rate of pay for the first (10) days. On the 10th day, pay will be retroactively applied to the start of the long-term assignment and adjusted moving forward to the Long Term Substitute daily rate of \$266.04.

All classified substitutes who substitute in the same assignment for ten (10) consecutive days shall be placed on Step 0 in the grade of the position a substitute is subbing for on the Support Staff Salary Schedule. Pay will be retroactively applied to the start of the long-term assignment and adjusted moving forward to the Long-Term Substitute daily rate. Substitute Custodian positions are not eligible for the long-term substitute rate due to the structure of the substitute pool.

D. MILEAGE

Substitute teachers called to substitute at Gateway, or any substitute position designated by Human Resources, shall be entitled to receive mileage reimbursement for the actual round trip mileage from the residence to the building providing that it is more than 30 miles, one way, from the substitute teacher's residence. Rate of mileage reimbursement shall be in accordance with current Board policy established for mileage payment to employees who use personal vehicles for job related travel.

SUBSTITUTE BONUS

2024 - 2025

SCHOOL YEAR

Bonus Program Details

- Substitutes can earn a lump sum bonus each semester based on the number of individual days they work as a substitute for D51.
- For this bonus, we count actual days worked, not ½ day or whole day or multiple jobs worked on the same day. *For example, over the course of a week you worked ½ day Mon, full days on Tues. & Wed. and did not work Thurs. or Fri. Mon., Tues., and Wed. each count as a day worked.*
- The days you sub **must** be entered in the Absence Management program.
- There will be a bonus for each semester. To earn the bonus, days worked must occur within the semester the bonus is earned. No days are carried over between semesters.
- Dates:
1st Semester are 08/01/2024 to 12/20/2024
2nd Semester are 01/06/2025 to 5/22/2025
- The Bonus is paid in your Leave and Earnings
1st Semester paid in December 2024
2nd Semester paid in May 2025
- Employee FAQs
Will the payment be taxed?
Yes, the payment will be taxed at regular withholdings.

Is the payment PERA includable?
No, the payment is not PERA includable.

Substitute Bonus Program for the 2024-25 School Year Only

To qualify*:

1st Semester:

25 days worked = \$500

50 days worked = \$1,000

2nd Semester:

25 days worked = \$500

50 days worked = \$1,000

*Substitute Custodians are not eligible for bonus program.

PERMANENT SUBSTITUTE SALARY SCHEDULE

2024-25 School Year

The School District has a set number of positions identified as permanent substitutes. These positions are tentative and subject to program needs and/or available funding.

Permanent substitutes shall be paid at the long-term substitute rate of:

- **\$266.04** per day for Permanent Certified Teacher Substitutes
- **\$18.45** per hour for Permanent Support Staff Substitutes (may be asked to substitute in a variety of assignments including Paraprofessional, Special Education Paraprofessional, Health Assistant, Secretary, Para-Librarians)
- **\$16.77** per hour for Permanent Support Staff Preschool Substitute (will only be asked to substitute in preschool classrooms)
- **\$17.25** per hour for Custodian Trainee (rate includes \$0.50/hour night shift differential)

OTHER PROVISIONS:

QUALIFICATIONS:

A. Permanent Certified Teacher Substitutes

- Valid Colorado driver's license or other form of identification required
- At minimum must hold a three-year substitute authorization from the Colorado Department of Education
- Attend and successfully complete all staff development training as directed

B. Permanent Support Staff Substitute

- Valid Colorado driver's license or other form of identification required
- High school diploma or equivalent required
- 48 college credit hours or successful passing of Work Keys Assessments testing
- Must successfully pass lifting evaluation of 35 pounds upon hire
- Attend and successfully complete all staff development training as directed

C. Custodial Trainee

- Valid Colorado driver's license or other form of identification required
- High school diploma or equivalent required
- Must successfully pass lifting evaluation of 35 pounds upon hire

BENEFITS:

1. Assignment will follow the scheduled calendar applicable for the assignment
2. Pay for Permanent Certified Teacher Substitutes and Permanent Support Staff Substitutes will be annualized and paid August through July. Custodial Trainee's are paid July through June based on hours worked.
3. Eligible for sick leave accrual
4. Eligible for medical, dental, vision, life, and other voluntary benefits
5. Eligible for holiday pay if applicable to assignment