



Sweet Home Central School District of Amherst and Tonawanda

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Dr. Finune O. Shaibi
Director of Human Resources

MEMORANDUM

To: Dr. Michael Ginestre, Superintendent
From: Dr. Finune O. Shaibi, Director of Human Resources
RE: Definitions and Rates for District Substitutes
Date: July 1, 2024
CC: HR, Benefits, Payroll

This memo serves to summarize our definitions and recommended updated rates for District substitutes effective July 1, 2024:

Substitute Teachers

- **Per Diem Substitutes** (employed on a day-to-day basis):
 - Certified: \$130 per day
 - Non-Certified: \$120 per day
- **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: \$140 per day - No benefits
 - Non-Certified: \$130 per day - No benefits
- **Long Term Substitutes** (a certified teacher assigned to cover for a particular teacher on a leave of absence for 15 consecutive days or more):
 - \$160 per day - no benefits
- **Retired SHEA Substitutes** (retired Sweet Home teachers employed on a day-to-day basis)
 - \$135 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	\$21.84
Bus Monitors	\$15.24
Cleaners/ Laborers	\$15.24
Food Service Helpers	\$15.24
Lunch/Hall Monitors	\$15.24
Nurses	\$28.44
Program Aides	\$18.28
Teacher Aides	\$15.24
Clerical	\$15.24

- **Retired SHSEA Substitutes** – upon supervisor's recommendation, return at base rate (minus longevity) upon retirement