



SWEET HOME CENTRAL SCHOOL DISTRICT

of Amherst and Tonawanda

1901 Sweet Home Road
Amherst, NY 14228

Office of Human Resources
Dr. Finune O. Shaibi
Director of Human Resources
1901 Sweet Home Road
Amherst, NY 14228
(716) 250-1413

To: Dr. Michael Ginestre, Superintendent
From: Finune O. Shaibi, Director of Human Resources
Date: June 16, 2025
CC: HR, Benefits, & Payroll
RE: Definitions & Rates for District Substitutes

This memo serves to summarize our definitions and recommend updated rates for District substitutes effective July 1, 2025:

Substitute Teachers:

	Definition	Rate	Minimum Qualifications
Per Diem Substitutes	Employed on a day-to-day basis	Certified: \$150/ day	Must hold a valid teaching certificate
		Uncertified: \$140/day	Possesses a Bachelor's degree <u>or</u> is enrolled in a 4-year program leading to a NYS teaching certificate
Long-term Substitute	A certified teacher assigned to cover for a teacher on leave of absence for 15 consecutive days or more	\$180/ day (no benefits)	A valid NYS teaching certificate
Retired SHEA Substitutes	A retired Sweet Home teacher employed on a day-to-day basis	\$155/ day (no benefits)	A valid NYS teaching certificate
Retired SHEA Long-term Substitute	A retired Sweet Home teacher assigned to cover for a teacher on a leave of absence for 15 consecutive days or more	\$195/ day (no benefits)	A valid NYS teaching certificate
Encumbered Long-term Substitute*	A certified teacher assigned to cover for a teacher on leave of absence for at least one semester, or 90+ consecutive days of the same position	Salary - "on step" with full benefits of the SHEA contract*	

*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 will go "on step" with benefits as of the date of that determination.

EVERY STUDENT, ONE COMMUNITY, READY FOR THE FUTURE.

sweethomeschools.org



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Service Substitutes:

Service Position	Substitute Rate
Bus Drivers	\$22.18
Bus Monitors	\$16.00
Cleaners/ Laborers	\$16.00
Food Service Helpers	\$16.00
Cafe/ Hall Monitors	\$16.00
Nurses	\$28.88
Program Aides	\$18.56
Teacher Aides	\$16.00
Clerical	\$17.03

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

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