

SUBSTITUTE/EXTRA HELP CERTIFICATED EMPLOYEES' PAY

Substitute certificated personnel will be paid in accordance with the following provisions:

A. Daily Rate-Each person employed, as a substitute, certificated employee shall be paid at the rate of **\$200** per day for each full day of service, except when classified as a long-term substitute. Substitutes at the intermediate school or assigned in 6th -8th grade at a K-8 school will be required to teach five periods (excluding advisory). If requested to teach a sixth period, substitutes will be paid one-fifth of their daily rate for teaching the sixth period.

A full day is defined as an 8-hour day. A site may require a substitute teacher to stay and support the site for the entire 8-hour day.

B. Half-Day Rate-A substitute certificated employee paid for each half day worked (or portion thereof) will be paid **\$ 110**. Half-day is defined as 3½ (3.5) hours.

C. Long-Term Rate-When a substitute assignment is to be made for 15 consecutive days or more for the same certificated employee, the substitute shall be paid an additional amount of **\$25** per day (non-retroactive) beginning with the fifteenth *consecutive* day. Beginning with the 61st consecutive day in the same assignment, the substitute will be paid his/her contract rate of pay. Use of Accrued paid sick leave will not constitute a break in service. While the rates listed reflect the standard substitute pay schedule, substitutes who hold a special credential, bring unique experience, or serve in a hard-to-find position/special needs class may be eligible for a higher rate. These adjustments are on a case-by-case basis, based on district needs. The Assistant Superintendent of Human Resources, or designee, shall make the final determination on the daily pay rate.

D. Teaching Permit for Statutory Leave (TPSL)/Credentialed (Preliminary or Clear)

Substitute Teacher-Rate of pay for this assignment will be Class B, Step 1 of the Certificated Teacher Salary Schedule. Substitutes holding a TPSL permit/Teaching Credential and placed in an assignment not requiring a TPSL permit/ Teaching Credential will be paid **\$200** per day (30 days or less for general education assignments and 20 days or less for special education assignments).

E. Retired Oxnard School District Teacher Rate. Retired Oxnard School District teachers will be compensated at the rate of **\$235** per day

F. Administrative Substitute/Administrative Designee Pay. Administratively credentialed (or so qualified) teachers or certificated support personnel who are covering for an administrator will be compensated as follows:

a. Regular daily pay plus an additional two hours at the current schedule II hourly (put on separate time card)

b. Hours worked **in excess of 8 hours** for that day will be paid an additional \$50 per hour (also on the same separate time card as “a.” above – the substitute who covers the teacher’s class will receive his/her regular substitute rate of pay).

c. An administrator who covers summer school or intersession shall be paid at his/her per diem rate.

c.1 A teacher or certificated support personnel with an administrative credential will be paid his/her agreed-upon summer hourly pay rate.

If a teacher or certificated support personnel covers a site for a full day, but does not have an administrative credential, he/she will be paid for a minimum of 8 hours, at \$50.00 per hour, plus \$50.00 per hour for every hour over 8 hours.

G. Retired Administrators. Credentialed retired administrators will be paid at the rate of Elementary Principal assignment or Elementary Assistant Principal equivalent to the position covered. Please refer to the Certificated Management compensation plan.

H. Oxnard Supportive Services Association (OSSA) Substitute Pay. When a substitute is assigned for a regular OSSA position, the following will prevail:

- The district will first offer a substitute assignment to an available OSSA bargaining unit member.
- If the substitute is not credentialed in his/her field, the pay will be **\$200 per** day, the current substitute teacher rate of pay.
- If the substitute is credentialed, the pay will be Step 1 of the OSSA salary schedule.

OXNARD SCHOOL DISTRICT

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