

Selah School District

Cost Estimate “Budget” Cheat Sheet (1/5/26)

Hourly rates for **Certificated (CIS) Staff:**

Certificated staff can be paid at any of the following rates (as defined) when working outside the contracted day – preauthorized time as follows:

Hourly Rate (LESSOR of \$50/hr or Per diem) - (Examples: Duties different from regularly contracted duties - attending meetings and training (outside of professional learning days), curriculum development, home hospital tutoring, tutoring individual students, mentor/mentee time, and moving pay, etc.) – **BUDGET \$62/hr (includes mandatory benefits-23%).**

Per Diem – extension of regular duties (Examples: summer school, night school, professional learning days, plan period buyout/coverage, evaluation training, tutoring multiple students, and extended days for counselors, psychs, SLPs, OTs, Vision, Sped case managers, CTE teachers, and time outside of day to prepare and present inservice training to others, etc) – **call payroll or HR for per diem rates by person. Add 23% to the total projected cost for mandatory benefits.**

Substitute costs – I would **BUDGET \$235/day (includes mandatory benefits – 23%)** for sub costs when you are planning to hire subs for release time for teachers. **REMINDER – SUB RATE is \$190/day.**

Hourly rates for **Classified Staff:**

Classified employees are always paid at their per diem rate when working outside their normal work day. All time needs to be pre approved and reported in Red Rover and supported by a Request for Supplemental Form. **BUDGET - \$33/hr for paraeducators is a good figure to use for projecting costs. This is the top Para rate with 21% mandatory benefits included. If hiring SUBS I recommend using \$26/hr for Para-educators including mandatory benefits.**

Travel:

Meals: (per Diem if overnight or receipts required if day travel – different forms required if overnight versus daily travel) – see web-site for details

Breakfast \$18 (must leave by 7:00 a.m.)

Lunch \$22

Dinner \$28 (must return after 6:00 p.m.)

Mileage is paid per mile if driving a personal vehicle; however, employees should be taking a district vehicle, if available for liability purposes. Employees traveling to the same location should be carpooling together. If taking a district vehicle, a gas card is provided to fuel the vehicle. The IRS increased the reimbursement rate per mile to **\$72.5 cents per mile effective 1/1/26**. The budgets will be charged this rate per mile whether a personal or district vehicle is used.

Lodging – plan for **two people per room** when booking rooms and projecting budgets. **If an employee elects to have their own room versus sharing with another person then they are required to pay for the full cost of their room.**

Trip BUS costs-

UPDATED 1/5/26 based on actual costs -

District Bus - \$2.10 per mile/Driver pay with bus - \$56 per hour