

DELANO UNION SCHOOL DISTRICT

1405 12TH Avenue
Delano, CA 93215

PAY SCHEDULE FOR SUBSTITUTE TEACHERS

The cut-off date for all substitute employees is the **15th of each month**. You will receive your check on the 10th of the succeeding month of which you work.

Please check with the secretary in the school office. If your check is not there, it may be at the District Office in the Business Department. If the 10th falls on a weekend, you will be paid on the Friday prior to the weekend.

If you do not pick up your check by 1:00 p.m., it will be mailed to you. Please be sure to notify the Human Resources Department as soon as possible of a change of address.

If you have any questions regarding payroll, please call 661-721-5000, ext. 00151 or 00134.

Thank you.

Substitute Teacher Report Times:

Regular Day / Late Start Schedule

Elementary – 7:45 a.m. – 2:07 p.m.

Middle – 7:45 a.m. – 2:32 p.m.

With 30 minute unpaid lunch

Minimum Day Schedule

Elementary – 7:45 a.m. – 1:05 p.m.

Middle – 7:45 a.m. – 1:05 p.m.

With 30 minute unpaid lunch

Long Term Work Hours

7:45 a.m. – 3:30 p.m.

****ALL SUBSTITUTE TEACHERS ARE
REQUIRED TO COVER AFTERSCHOOL
YARD DUTY OR CROSSWALK DUTY
ASSIGNED TO THE TEACHER BEING
COVERED IF NECESSARY. FOLLOW
LESSON PLANS AND YARD DUTY
SCHEDULE ACCORDINGLY.****

Pay Period		Pay Date
Start	End	
January 16	February 15	March 10
February 16	March 15	April 10
March 16	April 15	May 10
April 16	May 15	June 10
May 16	June 15	July 10
June 16	July 15	August 10
July 16	August 15	September 10
August 16	September 15	October 10
September 16	October 15	November 10
October 16	November 15	December 10
November 16	December 15	January 10
December 16	January 15	February 10

Pay Rate

\$180 – Daily Rate

Non-Credentialed Long Term – \$220 / Daily Rate

Credentialed Long Term – \$255 / Daily Rate

Long term pay is **after 21 consecutive days** in the same assignment.

If a Long Term Substitute misses a day after the 21st consecutive day, Daily Rate reverts back to \$180 / Day.

\$35 per hour for approved duties assigned after the regular or minimum day substitute work day.