TEMPORARY/SUBSTITUTE PERSONNEL EXHIBIT 4121

Day-To-Day Substitute Teachers

A principal or designee is authorized to remove a day-to-day substitute from the day-to-day eligibility list for failure to report to an assignment or failure to provide timely notification that they cannot report to an assignment.

Compensation Effective August 15, 2023

Substitutes shall be paid on a daily rate for each full day of work or for each portion of the school day. These rates shall be established by the Board of Trustees as follows:

Two periods
Minimum = $132
Three periods = $150
Four periods = $158
(If the four periods include a 1st and a 7th period, pay sub for full day of $220)
Five periods = $194
Five periods + advisory = $202
Six periods = $220
Seven periods = $220

Pay for conference periods:
If a sub works part day and if a conference period falls between two teaching periods, pay sub for actual hours on campus (i.e., include conference period). For example, a sub teaches 1st period, has a conference (no class) second period and teaches third period; pay sub for three hours ($150).

If a sub works a full day (5 periods), sub does not get paid extra for conference periods. A sub may be required by a site administrator to cover a class during a conference period.

On a minimum day, periods 1 through 7:
Follow the guidelines for a regular 7-period day (above)

On a final exam day (two-hour finals):
Pay for one final exam = $124
Pay for two final exams = $194

On a block schedule day (90 minute periods):
Pay for one block = $132
Pay for one block + advisory = $140
Pay for two consecutive blocks = $158
Pay for two consecutive blocks + advisory/activities period = $176
Pay for three consecutive blocks = $194
Pay for three consecutive blocks + advisory/activities period =$202
Pay for four blocks = $220
These guidelines apply even if the blocks taught are for more than one teacher.
Pay for non-consecutive blocks:
If a sub is working part day and a conference period block falls between two paid teaching blocks, the sub shall also be paid for the conference period block.
A sub may be required by a site administrator to cover a class during a conference period.

Revised in AR: February 12, 2008
Revised in AR: July 18, 2017
Revised in new Exhibit 4121: October 26, 2021
Revised Exhibit: October 25, 2022
Revised Exhibit: June 27, 2023