

BOARD OF TRUSTEES
HUMBOLDT COUNTY SCHOOL DISTRICT

POLICY 4035
PERSONNEL

SUBSTITUTE TEACHERS

1. Substitute teachers shall be paid at the rate of \$96.00 (Ninety-six Dollars) per day when substituting in a Winnemucca school. Substitute teachers shall be paid at the rate of \$110.00 (One Hundred and Ten Dollars) per day each school day when substituting in a rural school (i.e., McDermitt Combined, Paradise Valley, Denio, Kings River or Orovada).
2. After 5 (five) days of continuous teaching in the same class, substitute teacher's salary shall be increased to \$106.00 (One Hundred and Six Dollars) per day if substituting in a Winnemucca School and \$120.00 (One Hundred and Twenty Dollars) per day if substituting in a rural school (i.e., McDermitt Combined, Paradise Valley, Denio, Kings River or Orovada). These rates are effective regardless of where the substitute teacher lives.
 - Any deviation from this policy must be approved by the site administrator as well as the Assistant Superintendent or the Superintendent.
 - If a long term sub is responsible for grades, lesson plans etc., the Superintendent may give approval for the long term sub to stay on the higher rate per day providing any absences are reasonable and not excessive.
3. Substitute teachers will be compensated for ½ day (up to 12:00 noon or 12:00 noon to the end of workday) at \$48 short term, \$53 long term – in Winnemucca, and \$55 short term, \$60 long term – in the rural schools). On scheduled minimum days, substitute teachers will be required to teach until the students are released (i.e., 12:30 p.m.) and will be compensated for ½ day.
4. A substitute teacher's workday cannot begin earlier or end later than the regular teacher workday applicable for each school site.
5. A substitute teacher is to be on the job for the entire time in proportion to their compensation.
6. A substitute teacher will be paid for a ½ day if they are inadvertently called, but not needed and should work in some capacity at the school site, as directed by the principal.
7. Mileage reimbursement for subs traveling greater than 40 miles round trip is available through the HCSD District office at current reimbursable rates.