Redlands Unified School District
Human Resources

P.O. Box 3008 • Redlands, California 92373-1508 • (909) 307-5300

Certificated Substitute Compensation/Hours of Employment Information

Elementary Assignments:

- Less than 2 hours – 1/4 daily rate (minimum rate if substitute reports to school site and is not needed)
- 2 hours to less than 3 1/2 hours – 1/2 daily rate
- 3 1/2 hours to less than 4 1/2 hours (or full minimum day) – 3/4 daily rate
- 4 1/2 hours or more – full daily rate

Secondary Assignments:

- Secondary substitutes are paid for the number of periods taught based on a 5 or 6 period day. Please note that the minimum rate of pay when a substitute reports on a given day with an assigned job number to a school site, whether needed or not, is 2/5 daily rate. All subsequent jobs assigned at the same site on the same day will be compensated based on the secondary assignment rates indicated below.
  - ❖ 1 period – 1/5 daily rate
  - ❖ 2 periods – 2/5 daily rate
  - ❖ 3 periods – 3/5 daily rate
  - ❖ 4 periods (or full minimum day) – 4/5 daily rate
  - ❖ 5 or 6 periods – full daily rate

    Example: If a substitute is assigned two or more partial day jobs on a given day at the same secondary school site, the pay would be as follows:
    - → Job #1 for 1 period – 2/5 daily rate
    - → Job #2 for 1 period – 1/5 daily rate
    - → Job #3 for 1 period – 1/5 daily rate
- Credit for a conference/planning period will be paid only for partial day assignments and only if the conference/planning period falls between class periods.

  Example:
  - → Period 1 - Math 1/5
  - → Period 2 - Conference/Planning 1/5
  - → Period 3 - Math 1/5

The maximum amount of compensation for a given day for a substitute is 1 full day of pay of the daily rate, with the exception of the following circumstances indicated below:

- When substitutes work in a high school assignment for a full day and also work during a zero or seventh period, they will be compensated an additional 1/5 of a day.
- When substitutes work in an elementary or secondary assignment for a full day and then work in an after school ELOP assignment, they will be compensated additionally in accordance with the elementary assignment rates indicated above.

Additional Important Information:

- Lunch is not a teaching period and compensation is not provided for lunch time.
- Part-time, long term assignments are prorated according to existing Board Policy/Administrative Regulation relating to part-time, certificated assignments.
- In the event that two substitutes report for the same job, the substitute assigned under the job number in Frontline will be given the assignment.