

**School Board Meeting:**

**June 25, 2018**

**Subject:**

Substitute Pay Rates for 2018-19 for

**Presenter:**

**Gary Kawlewski, Director  
Finance and Operations and  
Evan Ronken, Director  
Human Resources**

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**SUGGESTED SCHOOL BOARD ACTION:** Action requested

**DESCRIPTION:**

Recommend the following changes to substitute Custodian pay:

1. Raise the base pay rate by \$.50 per hour from \$12 to \$12.50 per hour for substitute food service, custodian, ESP and clerical staff

**Rationale:**

Annually, we review our substitute pay rates to assure that we are able to appropriately fill our substitute position needs. We also try to be competitive with the surrounding districts as we try to attract substitutes. We continue to find ourselves in a challenging and unprecedented employment environment with the unemployment rates being so low. Consequently, we are challenged to find substitute custodians and ESPs in particular. Our ESP fill rates have dropped from the peak of 97.9% down to the current rate of 65%. We don't have a good way of tracking fill rates for custodians other than the fact we know that we have shifts that simply are not being filled.

In 2011-12, we started to index our custodial and food service sub pay rates to a percentage of the previous year's Permanent Part-time custodian rate for custodians and indexing the food service sub pay rate at a percentage of the previous year's Step 1 Food Aide rate. We also look at our other contracts to ensure we have a similar relationship between our sub rates and our base pay for our permanent employees.

We are still in the process of reviewing substitute teacher pay rates and so are not making a recommendation for changes in the those rates at this time. We may come back at at a later board meeting with a recommendation for possible changes to the substitute teacher pay rates.

We acknowledge that increasing the rates is just one of the variables to address in solving the challenge. We have bolstered our efforts to try to recruit more substitutes which has had minimal success. We also contracted with an outside vendor to assist in

finding custodial substitutes which has also had limited success. We will continue to monitor our fill rates to determine if further changes in sub pay rates are needed down the road. We will continue to index our sub pay rates to our current master agreement pay rates.

We recommend approval of the rate increases as presented.

**ATTACHMENT(S):**

- Substitute pay rates for 2018-19
- ESP fill rates graph 17-18