

4.301 CLASSIFIED SUBSTITUTE POLICY

I. Purpose

To establish a fair and equitable schedule of payment for classified substitutes working in District 745

II. General Statement of Policy

The following policy shall prevail with respect to compensation for substitute classified employees.

The compensation for substitute classified employees (excluding Bus Drivers) shall be \$8.95 per hour.

At the discretion of the administration the schedule for a substitute who comes in may be changed; in that event the substitute will be paid for a minimum of two hours.
(excluding bus drivers)

Bus Drivers: The compensation for substitute classified employee Bus Drivers shall be the rate of \$~~22.12~~ a full time driver in the first year of employment. The rate per trip will be calculated by dividing the combined route pay by 2. (As of 1/1/2012 that calculation would be $\$58.41 / 2 = 29.20$ per trip.

Substitutes who work less than 30 consecutive days, are not placed on the pay matrix, but rather compensated under this policy. ~~If an individual has substituted for the district prior to September 1, 2003 at a higher rate than this policy, their pay rate shall remain at the rate they received for 2002-2003.~~

Regular staff members who substitute for other members of the regular staff shall be compensated as agreed between the employee and the school board.

Regular staff members who substitute for other members of the regular staff shall earn leave time as provided in the AGREEMENT (classified employees).

Substitution for more than 30 Days: A substitute employed for more than 30 (consecutive) days (for the same staff member) will be paid subject to the conditions of the CLASSIFIED AGREEMENT, beginning the 31st day.

Policy History

November 21, 1994
Revised December 5, 1996
Revised October 8, 1998
Revised February 3, 1999
Revised July 19, 1999

Revised January 22, 2001
Revised August 8, 2001
Revised May 12, 2003
Revised September 5, 2003
Revised May 15, 2006
Revised April 8, 2009, effective April 16, 2009
Revised January 18, 2012, effective February 1, 2013

Legal References: None

Cross References: AESP Master Agreement