

Adopted: 1994  
Revised:

Policy 4.301

#### 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~~ \$ 10.00 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 a full time driver in the first year of employment, **from Schedule D for 2014-2015**. 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).~~ **Per day  $61.41 / 2 = 30.70$  per trip. This rate remains the same until policy is updated.**

Substitutes who work less than 30 consecutive days, are not placed on the pay matrix, but rather compensated under this policy.

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 AESP AGREEMENT, beginning the 31<sup>st</sup> 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, 2012

Legal References: None

Cross References: AESP Master Agreement