



## **MEMORANDUM**

**TO:** Finance Committee Members  
**FR:** Nicole Yochum, Director of Human Resources  
**DA:** December 6, 2021  
**RE:** Substitute Employee Pay Adjustments

Please consider a substitute pay adjustment commencing on December 16, 2021 in the amount of \$55 per day for those working in a certified staff member's place; and an increase in the amount of \$2.00 per hour for substitutes working in non-certified positions as follows:

	<u>Current</u>	<u>Proposed</u>
Substitute Teacher	\$145.00 per day	\$200.00 per day
Substitute Paraprofessional	\$16.00 per hour	\$18.00 per hour

Currently our local county unemployment rate is at 2.2%, which gives use fewer individuals to employ because fewer are available and looking for work. Substitute employees are in high demand across the state at this time, which narrows our candidate pool even further. We recommend adjusting our pay during this time so that we can be competitive with the regional businesses.

Since 2019, our three month average fill rate of daily substitute vacancies realized a reduction by 17%; 94% fill rate in 2019, 85% fill rate in 2020 and 77% fill rate thus far in 2021. This fill rate includes the increased positions our internal staff are being assigned to which causes them to loose their preparation time each day and/or be reassigned from their normal assignment (such as art, EL, Title, media) to an unfilled classroom teacher.

Our substitute employees are a key piece in creating a safe, nurturing and educational environment for the Faribault Public Schools. We appreciate their continued dedication and welcome all new qualified candidates!

Thank you for your consideration,

Nicole Yochum  
Xc: Payroll Office  
Benefit Office