

### 3. COMPENSATION

#### Pay

##### *Policy DPB*

Non-degreed classroom substitutes are paid \$70.00 per full day or \$35.00 per half day. Degreed substitutes (**Bachelors and above**) are paid \$85.00 per full day or \$42.50 per half day. If a non-degreed substitute becomes degreed during the school year, the new pay rate will take effect the following school year. Proof of degree is required.

Long term non-degreed substitutes will be paid at a rate of 80% of the state minimum base amount after 20 consecutive working days for the same teacher. This new rate will begin on the 21<sup>st</sup> day. Degreed substitutes will be paid a rate based on the state base minimum amount after 20 days consecutive working days for the same teacher. The new rate will begin on the 21<sup>st</sup> day.

Cafeteria, custodian, and maintenance substitutes are subject to a different pay scale.

#### Days Worked

Verification of the number of days worked is done by way of a sign-in sheet located in each campus office. The campus secretary is responsible for verifying times and days worked, and turning substitute sheets into the central office.

#### Sign-In

For all pre-scheduled substitutes, the day starts at 7:30 am. Those called the day of, are to report as soon as possible. The substitute is responsible for signing in at the appropriate campus office **before** going to the assigned classroom each day. Any campus news, schedule changes, or additional information will be given to the substitute at that time. Indicate whether working a half-day or full-day, by initialing in the appropriate space on the sign-in sheet. Substitutes that do not sign-in, will not be paid for that day.

#### Paychecks / Automatic Deposit

All employees, including substitutes, are paid monthly. (See schedule below.) Substitutes are required to submit the necessary form to activate direct deposit. Paychecks will be electronically deposited into an account at a bank of their choice that accepts direct deposit. Wage/earned income statements are mailed the night prior to the payday.

<u>Posting Pay-Period*</u>	<u>Pay Day</u>
June 09 - July 13	July 25, 2024
July 14 - Aug 10	Aug 23, 2024
Aug 11 - Sept 07	Sept 25, 2024
Sept 08 - Oct 12	Oct 25, 2024
Oct 13 - Nov 09	Nov 22, 2024
Nov 10 - Dec 07	Dec 20, 2024
Dec 08 - Jan 11	Jan 24, 2025
Jan 12 - Feb 08	Feb 25, 2025
Feb 09 - Mar 08	Mar 25, 2025
Mar 09 - Apr 12	Apr 25, 2025
Apr 13 - May 10	May 23, 2025
May 11 - June 14	June 25, 2025**

\*Posting pay period for sub work days and staff leave.

\*\*Staff's entire month's leave will be posted – 12 month employees