

**Effective: July 1, 2011**  
**Approved: November 15, 2011**

### **SUBSTITUTE SALARY SCHEDULE**

#### **SUBSTITUTE TEACHING**

|                                   |   |
|-----------------------------------|---|
| Degree (Associate, Bachelor, etc) | \$91.43 per teacher day (7.5 hrs.) or \$12.19 per hour.   |
| Non-Degree                        | \$75.83 per teacher day (7.5 hrs.) or \$10.11 per hour.   |
| Long-Term Teaching                | Regular teaching daily rate after 30 days<br>Effective January 13, 2012, base pay for the Bachelor's Degree/0 experience (daily rate) after 30 days |
| Saturday School                   | \$16.48 per hour  |
| LWIT Substitutes                  | \$18.98 per hour (Exceptions to be paid at the substitute teaching rates listed above: Business Education, IMTS, Work Evaluation)                   |
| ESE Nurse Substitutes             | \$18.98 per hour  |
| LPN (Non-Degreed)                 | \$9.49 per hour   |
| Summer School Teachers            | Regular teacher substitute hourly rate.   |

#### **SECRETARIAL/CLERICAL/ASSISTANT/PARAPROFESSIONAL SUBSTITUTE SALARY SCHEDULE**

| Substitute | Classification/Hourly Rate* |         |         |         |         |
|------------|-----------------------------|---------|---------|---------|---------|
|            | A                           | B       | C       | D       | E       |
|            | \$9.34                      | \$10.11 | \$10.46 | \$11.17 | \$11.82 |

#### **TEAMSTERS SUBSTITUTE SALARY SCHEDULE**

| Substitute | Classification/Hourly Rate* |        |         |         |         |         |
|------------|-----------------------------|--------|---------|---------|---------|---------|
|            | I                           | II     | III     | IV      | V       | VI      |
|            | \$8.64                      | \$9.48 | \$10.88 | \$12.26 | \$13.55 | \$14.87 |

#### **CONFIDENTIAL SECRETARY SUBSTITUTE SALARY SCHEDULE**

| Substitute | Classification/Hourly Rate * |         |         |         |         |
|------------|------------------------------|---------|---------|---------|---------|
|            | 1                            | 2       | 3       | 4       | 5       |
|            | \$10.91                      | \$11.45 | \$12.01 | \$12.62 | \$13.25 |

Previous CCPS employees shall be placed on the appropriate step for the classification based on CCPS experience

\*Please refer to the appropriate salary schedule for a listing of all classifications.

#### **OTHER SUBSTITUTES**

An employee assigned, in writing by his/her immediate supervisor, to replace an employee on short-term leave for more than twenty (20) consecutive full work days during any one school year, in a job title higher than his/her respective salary classification within the bargaining unit, will be compensated at the salary rate commensurate to the temporary classification commencing on the 21<sup>st</sup> day of assignment to that temporary classification. The additional compensation shall be paid on the next payroll date following the twentieth day.

A CCAEOCAP employee assigned, in writing by his/her immediate supervisor, to replace an employee on short-term leave for more than five (5) consecutive full work days during any one school year, in a job title higher than his/her respective salary classification within the bargaining unit, will be compensated at the salary rate commensurate to the temporary classification commencing on the 6th day of assignment to that temporary classification retroactive to the first day. The additional compensation shall be paid on the next payroll date.

An employee who substitutes for any other employee outside of his/her contractual time shall be paid at his current hourly rate or the entry level for the position in which he/she is substituting, whichever is higher.

An employee assigned in writing to temporarily replace another employee in a different non-bargaining classification for more than five (5) consecutive work days, shall be paid the entry level rate for that classification or a 10% increase based on their current rate of pay, whichever is greater, if the employee meets the classification's minimum qualifications. If the employee does not meet the minimum qualifications, the employee shall be paid the 10% increase. The additional compensation shall be paid on the next payroll date and be retroactive to the first day.

An **instructional** employee who is directed by his/her Principal to substitute in an instructional capacity during his/her planning period/block in the absence of another employee shall receive a stipend as follows:

| <b>Minutes</b>          | <b>Stipend</b> |
|-------------------------|----------------|
| <b>≥15 &amp; &lt;41</b> | <b>\$15</b>    |
| <b>≥41 &amp; &lt;81</b> | <b>\$20</b>    |
| <b>≥81</b>              | <b>\$36</b>    |

When a class is divided among other classes for more than half of the student day because a substitute cannot be procured, then each teacher receiving students shall receive the proportionate amount of substitute pay. The proportion will be determined by the number of teachers receiving students from the class.

**Substitute experience with CCPS or outside the district shall not be allowed as eligible experience for applicants who are employed as regular full time or part time employees.**