



# Substitute Teacher Compensation Schedule

The Lammersville Unified School District will maintain a list of qualified teachers who will serve as substitute teachers. From this list, day-to-day substitute teachers are chosen as well as those who may serve for several consecutive days or weeks. It is impossible for the District to guarantee assignments or any frequency of assignments. Substitute teachers must understand that they have agreed to make themselves available, generally to serve the District upon need of their services.

## Payroll Tracking

A Payroll Time Sheet should be obtained from EACH school site the first time each month they work at that school site. There is a Substitute Binder at each school site. In this binder, substitute teachers will sign in and out each day they work and indicate the teacher they are substituting for. Included in this binder are Payroll Time Sheets. Substitutes are required to complete the following information the FIRST time they start a new Payroll Time Sheet:

- Substitute Name
- School Site
- Month/Year
- Substitute Signature and Date

Each site secretary will initial each day a substitute worked at their site. Completed Payroll Time Sheets are to remain in the Substitute Binder under the letter corresponding with their last name at the respective school site. If questions arise regarding this procedure, please check with one of the school site secretaries.

Pay period includes the 16<sup>th</sup> of the current month through the 15<sup>th</sup> of the following month. Warrants are issued the 10<sup>th</sup> of each month (calendar adjusted) following the month in which the services to the District were rendered. Warrants will be mailed to the substitute's home address. Any substitute change of address must be reported to the District Office Personnel Department in writing.

## Compensation Schedule

Daily Rate	Accrued annual days worked 0 to 15	Accrued annual days worked 16 to 25	Accrued annual days worked 26 to 50	Accrued annual days worked 51 to 90	Accrued annual days worked 91 to 120	Accrued annual days worked 121+
Full Day	\$120	\$130	\$140	\$150	\$160	\$170
Half Day (3 ½ or less hours in assignment)	\$60	\$65	\$70	\$75	\$80	\$85

Note- The rate of pay for each year is based on the actual number of accrued days from the previous year. For example, if a substitute worked for 20 days during the previous school year, the starting rate of pay for the current school year would be \$130 per day and on the 26<sup>th</sup> day the pay rate will increase to \$140. Substitutes will continue to progress on the compensation schedule as they accrue more days worked. These days do not have to be consecutive or in the same assignment.

**Long Term Positions/Vacancies-** A long term assignment is defined as more than 10 consecutive days in the same position and the rate of pay will be \$190 beginning on day 1 continuing until the last day of the assignment. A long term substitute will perform the same duties as a regular teacher such as lesson planning, grading, supervision duties, as well as attending staff meetings, professional development on early release days, parent communications, parent conferences, Back to School Night, Open House, and other school events that are required of regular teachers.

**Incentive Rates of Pay**

\$140.00 Per Day or \$70.00 Per Half Day; Pay Agreement to work on Specific District Designated Days

\$240 Per Day for Substitutes who hold a Teaching Permit for Statutory Leave (TPSL) and are utilizing the Permit for a long term assignment. In order to receive this incentive rate of pay the substitute must be filing in for a statutory leave (medical or otherwise). The TPSL must have the appropriate authorization area, ie. Multiple Subject, Single Subject, or Special Education. Requirements of the TPSL include:

- Possession of a baccalaureate degree or higher from a regionally-accredited college or university.
- Satisfy the basic skills requirement.
- Successful completion of an initial 45 hours of TPSL preparation.
- Successful completion of course work for the permit type requested.
- Must attend an orientation during the first month of service for every position the TPSL holder will serve in as the interim teacher of record.
- LUSD will provide the TPSL holder with an average of two hours per week of mentoring, support, and/or coaching.