

Administrative Procedure

February, 1999
April 10, 2014

Adopted
Revised

302 Substitute Teachers

I. Purpose

This procedure is designed to outline how substitute teachers are to be paid.

II. Procedure

1. 0-30 days \$100
2. 31-100 days Beginning B.A.
Probationary 1
(working 31 days for the same unit member in a single school year)
3. 100 days – ongoing Salary Schedule,
Not to exceed
Step Career 1
4. If substitute works for more than ½ day, he/she will be paid for a full day.
If substitute works under 4 hours, an hourly rate shall apply. (daily rate ÷ 8)
5. Orientation, conference and workshop days to be assigned at the discretion of the principal with the prior approval of the superintendent.