

## Substitute Payroll Information

### FOR CREDENTIALLED TEACHER SUBSTITUTES:

**Full Day Assignment:** The rate of pay for a full day assignment is **\$175/day** for the first 10 days worked during the school year, and **\$190/day** for each day thereafter in each school year. A full day assignment at both Ormondale and Corte Madera Schools is 7:45 a.m. to 3:15 p.m.

**Long Term Assignment:** Substitutes who teach in the same full-time assignment for twenty-one (21) consecutive days, and possess a full, valid CA State Teaching Credential (this does not include 30 Day or Emergency permits) will be paid at their appropriate per diem rate as determined by the current salary schedule for certificated teachers, retroactive to the first day of the assignment. Placement on the salary schedule must be verified by transcripts and employment records.

**Morning-Only Assignment:** The rate of pay for a morning-only assignment is **\$125.**

Morning-only assignment at Ormondale School is from 8:00 a.m. to 1:00 p.m.

Morning-only assignment at Corte Madera School is from 7:45 a.m. to 12:55 p.m.

Lunch supervision is included in Morning-Only assignments.

**Afternoon-Only Assignment:** The rate of pay for an afternoon-only assignment is **\$80.**

Afternoon-only assignment at both Ormondale and Corte Madera Schools is from 1:00 to 3:10 p.m.

### **PVSD Teachers Who Serve as Substitute Teachers**

District teachers who serve as a Substitute Teacher during a preparation period or other non-schedule time on a regular work day will be paid at the contractual hourly rate of \$50.00. On days when a part-time teacher is not regularly scheduled to work, the full day, morning-only and afternoon-only rates of pay will prevail.

### **Full Time Long Term Roving Substitute for 2020-21**

The rate of pay for this temporary, full time 180 day assignment is \$190/day, including benefits per the ACA. A full day at both Ormondale and Corte Madera Schools is 7:45 a.m. to 3:15 p.m. This assignment will be limited to 20 consecutive days for one teacher. All other 30-Day Emergency Substitute Permit and full Credential restrictions rules apply.

### FOR CLASSIFIED STAFF SUBSTITUTES:

**Full Day Assignment:** The rate of pay for a full day assignment is dependent upon the assignment:

- **Paraeducator I** (General Education): \$20.32/hour
- **Paraeducator III** (Special Education): \$24.04/hour
- **Custodian:** \$23.16/hour
- **Office Secretary** (Ormondale and Corte Madera): \$29.50/hour

A full day assignment at both Ormondale and Corte Madera Schools is 7:45 a.m. to 3:15 p.m.

### **Certificated Substitute Teachers who serve as Classified Staff Substitutes:**

Certificated teachers who agree to substitute for classified staff will be paid at the teacher substitute rate. A valid CA Credential must be on file with the District Office.

### **TIMESHEETS**

Timesheets are due in the school office at the end of each assignment. Pay periods are from the 1<sup>st</sup> day of the month to the last day of the month. Paychecks are distributed on the 10<sup>th</sup> day of the following month and will be mailed unless the Business Office is otherwise directed.

**PAYROLL CONTACT PERSON:** Shulan Li (650) 851-1777 ext. 2566 sli@pvsd.net