**SUBSTITUTE, INTERIM & FLAT-RATE PAY RATES (Eff. 07/01/2015)**

**Certificated and Classified Substitutes, Specialty & Support Staff**

### Certificated
- **Substitute teacher (CTC or 30 day permit):**
  - $140 per day, (8 am – 3:30 pm)
  - $70 per half day (four hours)

- **Long Term/Temp Exempt assignment**
  - (30+ days, fully credentialed)
    - $160 per day, (8 am – 4 pm)**
    - $80 per half day (four hours)**
  - **Includes prep, staff meetings etc.**

- **Miscellaneous Service (fully credentialed CTC):**
  - $17.50/hr ~ special project work or less than ½ day service

- **Certificated staff working in classified capacity:**
  - $17.50 per hour

- **Supplemental Hourly Tutoring programs:**
  - (both certificated and classified status)
  - $25 per hour

- **Enrichment/Specialty Staff with documented related training/certificate:**
  - $20.00 per hour

### Classified
- **Classified Administrative Assistant:**
  - $11.00/hr with HS Diploma
  - $12.00/hr with AA or 60+ units
  - $13.00/hr with BA/BS or 120+ units

- **Classified Teachers Assistant:**
  - $11.00/hr with HS Diploma
  - $11.50/hr with AA or 60+ units
  - $12.00/hr with BA/BS or 120+ units

- **Classified Club Montessori:**
  - $11.00/hr with HS Diploma
  - $11.50/hr with AA or 60+ units
  - $12.00/hr with BA/BS or 120+ units

- **Classified Lunch & Yard Duty/Traffic Monitor**
  - $11.00 per hour

- **Maintenance/Custodial – on-call:**
  - $13.00/hr CMP yrs 1-2;
  - 13.25/hr 3+ years

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Substitute Name:_________________
Payroll Site: _______________
Date copy given to substitute:____
Addendum to the SUBSTITUTE PAY RATES
For Regular CMP Employees working as Classified Substitutes

Effective with payroll period commencing October 13, 2010 or later, and as approved by the CMP Governing Board:

A special exception to the stated classified substitute rates shall occur when the substitute worker is a regular CMP classified employee who is temporarily called in to cover hours or duties outside of the employee’s regular work assignment.

A temporary assignment shall be classified as one that does not exceed 30 days in the same fiscal year, and does not exceed 10 consecutive days of the same substitute assignment at any time during the year.

In cases that fall under this addendum, the employee’s regular rate of pay shall prevail for the substitute assignment. A copy of the employee’s regular pay scale shall be attached to this form, along with the signature of the Executive Director or the appropriate human resources designee.

In the event that a regular CMP employee holds more than one work assignment and thus, more than one designated hourly rate, the rate that most closely matches the substitute work assignment shall be the prevailing rate. Criteria to be considered are: the time of the substitute assignment and the duties of the substitute assignment, pursuant to the employee’s regular job duties. Selection of the correct prevailing rate shall be facilitated by the Director of Human Resources with final approval by the Executive Director.

Prevailing Rate for Substitute Assignment
in addition to Employee’s regular work duties

Employee Name: ______________________________  Job Site: ________________

Substitute Assignment: _________________________  Prevailing Rate: ___________

Substitute Assignment: _________________________  Prevailing Rate: ___________

The undersigned administrative official hereby authorizes payment of the prevailing rate listed above, as supported by the attached executed pay scale.

_________________________________  ______________  ____________________
Print Name and Title  Signature  Date

Employee Name:______________  Site: ________________________  Date copy given to employee:____