



## HUMAN RESOURCE SERVICES

1515 Hughes Way, Long Beach, CA 90810

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### 2012-2013 SALARY INFORMATION FOR SUBSTITUTE TEACHERS

#### **Regular Day-to-Day Substitutes** - \$134.04 daily rate

The daily rate is for a 6-hour teaching day. In secondary schools, a teaching day consists of 5 class periods with students and one conference period.

Substitutes that work less than 6-hours, are paid an hourly rate of \$22.34 for each hour worked.

If four hours are worked, a substitute is paid 4 x \$22.34 (\$89.36).

If five hours are worked, a substitute is paid 5 x \$22.34 (\$111.70).

If six hours are worked, a substitute is paid 6 x \$22.34 (\$134.04).

The half-day assignment rate is \$73.70 for a 3-hour teaching day. This must be entered on a separate time card and reported as one unit (not in hours). In secondary schools, a half-day assignment consists of 3 teaching periods. If a half-day assignment includes a conference period that occurs between instructional periods, the substitute is paid \$73.70 plus \$22.34 for an additional period. \*

Substitute nurses and librarians earn \$178.72 for an 8-hour day or \$22.34 for each hour worked.

#### **Long-Term Substitutes** - \$200.84 per day

Long-term status is attained when a substitute serves more than 20 consecutive days, in the same assignment for the same teacher, and he/she is considered "qualified". Human Resource Services (HRS) will verify completed course work to confirm credential qualification status for each long term assignment. Long-Term Substitute (LTS) eligibility should be confirmed by HRS prior to the site creating the LTS VA. The substitute will be paid the long-term rate effective the 21st day retroactive to the first day in that assignment. A time card should be completed for the first 20 days of the assignment.

#### **Permanent Reduction in Force (RIF) Employees Serving as Substitutes**

Individuals who had tenure (permanent status) with the district at the time of their layoff qualify to receive their individual hourly rate of pay upon working 21 or more days within a 60-day period. This hourly rate is only available to *permanent RIF employees*.

#### **Probationary Reduction in Force (RIF) Employees Serving as Substitutes**

Individuals who were on a regular contract, but did not have tenure (permanent status), at the time of their layoff from the district will earn the same daily and hourly rates as day-to-day and long-term substitutes (if working in this capacity).

#### **Special Contract Releases Serving as Substitutes**

Individuals who were on a special contract and were released from the district earn the same daily and hourly rates as day-to-day and long-term substitutes (if working in this capacity).

#### **Retirees Serving as Substitutes**

Retirees earn the same daily and hourly rates as day-to-day and long-term substitutes. Please note the STRS earnings limit is subject to change each year and is currently \$31,020 per year.

#### **Special Note:**

Substitutes are to report 20 minutes prior to the start of school and stay 20 minutes after the close of school. This is considered part of the work day.

\*If a substitute teaches during a conference period, the duty day is extended for the length of the conference period before or after the regular duty day to provide the employee with a conference period. The substitute will be paid the daily rate plus one additional hour at the hourly rate of \$22.34.

**All time card and payroll questions should be directed to the Payroll Department – 562-997-8245.**