

SUBSTITUTE/EXTRA HELP CERTIFICATED EMPLOYEES' PAY

Substitute certificated personnel will be paid in accordance with the following provisions:

A. Daily Rate. Each person employed, as a substitute, certificated employee shall be paid at the rate of **\$140** per day for each full day of service, except when classified as a long-term substitute. Substitutes at the intermediate school or assigned in 6th -8th grade at a K-8 school will be required to teach five periods (excluding advisory). If requested to teach a sixth period, substitutes will be paid one-fifth the daily rate for teaching the sixth period.

B. Half-Day Rate. A substitute certificated employee paid for each half day worked (or portion thereof) will be paid **\$75.00**. Half-day is defined as three and one half (3 1/2) hours or less.

C. Long-Term Rate. When a substitute assignment is to be made for 15 consecutive days or more for the same certificated employee, the substitute shall be paid an additional amount of \$10 per day (non-retroactive) beginning with the fifteenth *consecutive* day. Beginning with the 61st consecutive day in the same assignment, the substitute will be paid his/her contract rate of pay. Use of Accrued paid sick leave will not constitute a break in service.

D. Incentive Rate. After 50 days of service (half or full day) in the District, during a single school year, a substitute will receive a \$250 bonus. After 100 days of service in the District, during a single school year, a substitute will receive a \$500 bonus and a daily rate of **\$150** per day of substitution for the remainder of the school year. After 150 days of service in the District, during a single school year, a substitute will receive a \$500 bonus. If the district offers more than one incentive, substitutes may only be eligible for one incentive.

E. Regular Employee and Retired Oxnard School District Teacher Rate. Retired Oxnard School District teachers should be compensated at the rate of **\$175**, and persons who are under contract as regular certificated negotiated employees and wish to perform as substitutes beyond their regular school day or number of contracted duty days, are to be paid according to the collective bargaining unit agreement.

Oxnard Supportive Service Association (OSSA) members shall be compensated their per diem rate for substitute service, in their OSSA positions. This is in accordance with their collective bargaining agreement.

F. Classified/Certificated Substitute Service. Regular Classified employees who substitute as certificated employees may do so on their non-duty days or without pay from their classified position if authorized by their supervisor. Compensation will be at the daily rate of **\$140** for a full day's service, except when that rate is lower than their normal classified daily rate. The maximum daily rate, however, will not exceed **\$150** per day.

G. Administrative Substitute Pay. Administratively credentialed (or so qualified) teachers or certificated support personnel who are covering for an administrator will be compensated as follows:

a. Regular daily pay plus an additional two hours at \$45 per hour (put on separate time card)

b. Hours worked **in excess of 8 hours** for that day will be paid an additional \$45 per hour (also on the same separate time card as "a." above – the substitute who covers the teacher's class will receive his/her regular substitute rate of pay).

c. An administrator who covers **summer school** or **intersession** will be paid at his/her per diem rate.

c.1 A teacher or certificated support personnel with an administrative credential will be paid his/her hourly rate or \$67.50 per hour, whichever is higher.

If a teacher or certificated support personnel covers a site for a full day, but does not have an administrative credential, he/she will be paid for a minimum of 8 hours, at \$45.00 per hour, plus \$45.00 per hour for every hour over 8 hours.

H. Retired Administrators. Credentialed retired administrators will be paid at the rate of Elementary Principal assignment or Elementary Assistant Principal equivalent to the position covered. Please refer to the Certificated Management compensation plan.

I. Oxnard Supportive Services Association (OSSA) Substitute Pay. When a substitute is assigned for a regular OSSA position, the following will prevail:

- The district will first offer a substitute assignment to an available OSSA bargaining unit member.
 - If the substitute is not credentialed in his/her field, the pay will be **\$140/day**, the current substitute teacher rate of pay.
 - If the substitute is credentialed, the pay will be Step 1 of the OSSA salary schedule.
- A substitute will be assigned on the **10th** consecutive day of absence, or the 11th cumulative day of absence.

J. Teaching Permit for Statutory Leave (TPSL)/Credentialed (Preliminary or Clear) Substitute Teacher. Rate of pay for this assignment will be Class A, Step 1 of the Certificated Teacher Salary Schedule. Substitutes holding a TPSL permit/Teaching Credential and placed in an assignment not requiring a TPSL permit/ Teaching Credential will be paid \$140 per day (30 days or less for general education assignments and 20 days or less for special education assignments).

OXNARD SCHOOL DISTRICT

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