Substitute Name:
Payroll Site:
Date copy given to substitute:



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)**
Includes prep, staff meetings etc. \$80 per half day (four hours)

Miscellaneous Service (fully credentialed CTC) \$17.50/hr ~ special project work or

less than 1/2 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

Employee Name:
Site:
Date copy given to employee:



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

Print Name and Title	Signature	Date	
The undersigned administrative offici above, as supported by the attached		ment of the prevailing rate liste	∍d
Substitute Assignment:	Prev	ailing Rate:	
Substitute Assignment:		Prevailing Rate:	
Employee Name:		_ Job Site:	